



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

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

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www.csci-va.com

Contract Number: GS-35F-0037W
Period Covered by Contract: 16 October 2009 – 15 October 2014

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # _____, dated _____.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on GSA Advantage!™ (www.gsaadvantage.gov).



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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micro-purchase 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!TM online shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

*Computer Systems Center Incorporated
6225 Brandon Ave
Suite 520
Springfield, VA 22150*



Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

703-923-7675

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 198212631
Block 30: Type of Contractor - **B. Other Small Business**
Block 31: Woman-Owned Small Business - **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1428673**

- a. CAGE Code: **0CY30**
- b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	30 Days

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery.

The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.



7. DISCOUNTS

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0 % - 0 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity - NONE
- c. Dollar Volume - **NONE**
- d. Government Educational Institutions - **NONE**
- e. Other – **NONE**

8. TRADE AGREEMENTS ACT OF 1979, as amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

CSCI will not be exporting any of the offered SINS.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$ 100.00 .

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
 - Special Item Number 132-3 - Leasing of Product
 - Special Item Number 132-4 - Daily / Short Term Rental
 - Special Item Number 132-8 - Purchase of Equipment
 - Special Item Number 132-9 - Purchase of Used or Refurbished Equipment
 - Special Item Number 132-12 - Equipment Maintenance
 - Special Item Number 132-32 - Term Software Licenses
 - Special Item Number 132-33 - Perpetual Software Licenses
 - Special Item Number 132-34 - Maintenance of Software as a Service
 - Special Item Number 132-51 - Information Technology Professional Services
 - Special Item Number 132-52 - Electronic Commerce (EC) Services
 - Special Item Number 132-53 - Wireless Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
 - Special Item Number 132-50 - Training Courses
- c. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:
 - Special Item Number 132-60A-F – Access Certificates for Electronic Services (ACES) Program
 - Special Item Number 132-61 – Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
 - Special Item Number 132-62 – HSPD-12 Product and Service Components



12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.



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



15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

16. GSA ADVANTAGE!TM

GSA Advantage!TM is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage!TM 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!TM by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is www.gsaadvantage.gov.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

- a. 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));
- b. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 1. Time of delivery/installation quotations for individual orders;



2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract;
 3. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Domestic Only

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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



The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

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

www.csci-va.com

The EIT standard can be found at: www.Section508.gov.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement: This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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



26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.



- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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



6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) 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 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the

Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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



11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract, 52.216-31(Feb 2007) Time and - Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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



28. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; *e.g.*, hourly rates, monthly rates, term rates, and/or fixed prices. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE:

Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

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CSCI LABOR CATEGORY DESCRIPTIONS

Labor Category	Responsibilities, Functions, and Educational Requirements
Chief Technology Officer	<p><i>Functional Responsibility:</i> Coordinate technology strategic planning, actively seeking ways to leverage the integration of business processes with applicable emerging technologies in order to improve and streamline operations and services in the most efficient and cost-effective manner. Promote a sustainable technology framework and coordinate related teams.</p> <p>Partner technology personnel in developing internal systems to improve the security, effectiveness and efficiency of their technology infrastructures. Provide leadership in the development and implementation of short and long-term technology plans and related policies and procedures. Anticipate significant system and industry changes, presenting information and analysis to facilitate a proactive approach to problems and opportunities. Participate with senior management in planning the short- and long-range technology strategies for the company. Provide high-level analytical support and advice on technology-related matters. Take a lead role in establishing and implementing standards that will facilitate a quality IT infrastructure.</p> <p>Superior analytical, problem-solving, project management and leadership abilities. Technical experience in physical and logical networking; user, desktop, and server support; database specifying, development, and deployment; and web development and support.</p> <p>Ability to identify the practical implications of new technologies and to relate system capabilities to business goals. Ability to anticipate and independently provide solutions for complex problems and issues, recommending upgrades, enhancements, priorities and strategic technology directions based on independent research, consultation and analysis. Ability to rapidly absorb complex technical and conceptual information, identify key issues and details, and present understandable alternatives to both technical and non-technical individuals at all levels of the organization.</p> <p><i>Minimum/General Experience:</i> Skills should include ten (10) years+ software development, Systems Architecture, and database skills (Java/JSP/C/C++/MySQL preferred). Experience designing mission critical web-based applications serving multiple clients. Excellent project/task management and communications skills; Ability to self –manage. Strong leader that can motivate a team to accomplish the unthinkable on-time and under budget. Experience working with highly scalable, high availability, clustered server environments. Ability to speak effectively with non technical staff, use creativity and a high degree of technical and professional judgment in order to resolve software problems in non-routine situations. Interest in or knowledge of nonprofits/politics and technology is preferred.</p> <p><i>Minimum Education:</i> More than 20 years increasingly responsible professional experience. Normally holds an advanced degree in field of specialization, usually at the PhD. level.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Information Technology Director	<p><i>Functional Responsibilities:</i> With minimal supervision, provides subject matter expertise, leadership, guidance, and vision to all information systems team leaders and team members including operational support and research and development.</p> <p>Responsible for providing insight and a single interface for senior level CSCI management in reference to all areas of the Information Systems Department. Must understand and enforce all corporate policies and procedures with individual team members. Responsible for the annual performance evaluations for all team members. Must work with lower level supervisors to provide mentorship, oversight, and guidance to enhance their ability to effectively lead their individual teams.</p> <p><i>Minimum/General Experience:</i> Must have a minimum of five (5) years experience leading and managing information technology team and must have a minimum of three (3) years experience leading and managing information technology group. Extensive information system security experience and knowledge of DoD guidelines as it pertains to automated information systems is required. Advanced organizational, time management, project management, and communication skills are necessary to handle wide range of responsibilities.</p> <p><i>Minimum Education:</i> BS/BA degree in information technology discipline or related experience is required and MS/MA in information technology discipline is preferred. Multiple engineering information technology certifications are required.</p>
Information Technology Integration Manager	<p><i>Functional Responsibilities:</i> Oversees the integration and evolution of all hardware and software components into secure and fully automated environment(s). Institutes and follows strict configuration management processes for all environments. In addition, responsible for providing management and leadership to assigned team members. Provides subject matter expertise from a Network Security and Enterprise Management perspective and be responsible for training and mentoring all team members. Ensures all company standards and policies are being adhered to and group processes are being followed. Establishes and facilitates weekly team meetings, prepares and maintains project schedules, and delegates tasks proactively to ensure deadlines are being met.</p> <p><i>Minimum/General Experience:</i> Position requires a minimum of five (5) years of experience providing technical customer support, enterprise management, database, and/or network related support in operational information technology environment(s).</p> <p><i>Minimum Education:</i> Education: BS in Computer Science or similar discipline and hold active security clearance.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Information Technology Integration Engineer 3	<p><i>Functional Responsibilities:</i> Tasks include integrating and evolving COTS products to form secure and fully automated environments. The automation and integration of these technologies requires development and troubleshooting scripts in many different forms (DOS, VB, JAVA, and/or HTML). In addition, documents and trains personnel on the administration and configuration of all developed technology. Have technical ability to troubleshoot research, diagnose, and engineer corrective action for issues that arise within information technology environments. Maintains integrity, availability, and confidentiality requirements by adhering to configuration management processes. Provides evidence of extensive subject matter expertise in the form of major industry certifications and/or related experience. Is familiar with Department of Defense (DoD) Information Technology rules and regulations.</p> <p><i>Minimum/General Experience:</i> Position requires a minimum of ten (10) years of experience providing network engineering, network administration, enterprise management, and/or database administration support to information technology environments.</p> <p><i>Minimum Education:</i> Associates of Science (AS) and/or a Bachelor of Sciences (BS) or experience equivalent required. Principal or Advanced Technical applications specific certification required.</p>
Information Technology Integration Engineer 1	<p><i>Functional Responsibilities:</i> Candidates will be tasked with integrating and evolving Commercial Off The Shelf (COTS) products to form secure and fully automated environments. The automation and integration of these technologies requires the candidates to develop and troubleshoot scripts in many different forms (DOS, VB, JAVA, and/or HTML).</p> <p>In addition candidates must document and train personnel on the administration and configuration of all developed technology. Candidates are expected to have technical ability to troubleshoot research, diagnose, and engineer corrective action for issues that arise within information technology environments.</p> <p>Candidates are expected to maintain integrity, availability, and confidentiality requirements by adhering to configuration management processes. Candidates should provide evidence of subject matter expertise in the form of industry certifications and/or related experience. The position will require candidates to be familiar with Department of Defense (DoD) Information Technology rules and regulations.</p> <p><i>Minimum/General Experience:</i> Position requires a minimum of six (6) years of experience providing network engineering, network administration, enterprise management, and/or database administration support to information technology environments.</p> <p><i>Minimum Education:</i> Associates of Science (AS) and/or a Bachelor of Sciences (BS) or experience equivalent required. Technical or applications specific certification preferred but not required. If not available, then significant experience within a certain field is required.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Information Technology Integration Analyst 3	<p><i>Functional Responsibilities:</i> Requires integration and evolving all hardware and software components to form secure and fully automated environments. Assists in maintaining the integrity of the environments by adhering to strict configuration management processes. Responsible for completing documentation on all assigned projects. Possess an understanding or have a working knowledge of programming languages. Additionally, candidates must possess skills or be trained to develop scripts in DOS, VB, JAVA, and/or HTML.</p> <p><i>Minimum/General Experience:</i> Position requires a minimum of three (3) to (5) years of experience providing enterprise management, database, and/or network support in information technology environment(s).</p> <p><i>Certifications:</i> Must be in pursuit of certifications including but not limited to Microsoft Certified Systems Engineer (MCSE), Certified Lotus Professional (CLP), Certified Unicenter System Engineer (CUSE), and/or Certified Cisco Network Associate (CCNA).</p> <p><i>Minimum Education:</i> Associates of Science (AS) and/or a Bachelor of Sciences (BS) or experience equivalent required. Technical or applications specific certification preferred but not required. If not available, then significant experience within a certain field is required.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Information Technology Integration Analyst 1	<p><i>Functionary Responsibilities:</i> Must possess excellent customer service and communication skills. Works on a team that is responsible for the providing technical and customer support to all aspects of operational information technology environments. Oversees the purchasing process and for ordering all Information Technology equipment in compliance with Corporate policies and procedures. Responsible for the inventory of all Information Technology resources to include hardware and software. Additionally, responsible for the tracking and maintaining of all software licenses and hardware maintenance contracts. Completes proper documentation for all assigned projects and job functions is required.</p> <p>Provides network engineering, enterprise management and/or systems development support to information technology environments. Assists in the integration and evolving COTS products to form secure and fully automated environments. The automation and integration of these technologies requires designing, developing and troubleshooting code in Powershell and JAVA.</p> <p>Requires technical ability to troubleshoot research, diagnose, and engineer corrective action for issues that arise within information technology environments. Maintains integrity, availability, and confidentiality requirements by adhering to configuration management processes. Requires familiarity with DoD Information Technology rules and regulations.</p> <p><i>Minimum/General Experience:</i> Position requires a minimum of one (1) to (3) years of experience providing technical and customer support in information technology environment/s. Candidates will work on a team that is required to integrate complex technology into secure and fully automated environments. Candidates must assist in maintaining the integrity of the environments by adhering to strict configuration management processes. In addition candidates will be responsible for completing documentation on all assigned projects. Candidates must be in pursuit of certifications including but not limited to Microsoft Certified Systems Engineer (MCSE), Certified Lotus Professional (CLP), Certified Unicenter System Engineer (CUSE), and/or Certified Cisco Network Associate (CCNA).</p> <p>Completed formal information technology or software programming courses or have similar experience. Possesses a minimum of one (1) year experience in professional work environment and must demonstrate excellent customer service and communication skills. Works on a team that is responsible for providing technical and customer support to all aspects of operational information technology environment. Assist in maintaining the integrity and security of the system by adhering to strict configuration management processes. In addition, provides technical support to all users within the environment. Completes documentation on all assigned job functions and projects.</p> <p><i>Minimum Education:</i> Bachelor of Sciences (BS) degree or equivalent work experience is required. Preferred to have completed information technology courses or have similar work experience. Requires a minimum of 1-3 years of experience with a bachelor's degree in a technical field.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Product Development Manager	<p><i>Functionary Responsibilities:</i> Develop integration solutions and tools for the migration of different types of data. Design and develop applications to support customer requirements. Provide customer support directly or through delegation for operational applications. Trains and mentors developers on the team while ensuring the team standards and processes are being met. Facilitates weekly development meetings, prepares and maintains project schedules, team member performance appraisals, position objectives and delegates tasks proactively are a few of the required tasks for this position. Front-line interface with customers for product demonstrations, requirement gathering, customer support and training are all required.</p> <p><i>Minimum/General Experience:</i> Position requires a minimum of five (5) years of experience providing technical customer support, software development and technical leadership skills in the operational and research/development environments. Requires experience and knowledge of developing databases and web applications utilizing programming knowledge to produce stable products. Requires expertise in a variety of programming languages for developing packages and scripts for customer modules.</p> <p><i>Minimum Education:</i> Associates of Science (AS) and/or a Bachelor of Sciences (BS) or experience equivalent required. Principal or Advanced Technical applications specific certification required.</p>
JAVA Software Engineer 3	<p><i>Functionary Responsibilities:</i> Develop integration solutions and tools for the migration of relational and flat file data. Design and develop software applications to support customer requirements. Provide customer support on applications developed. Requires effective communication skills, ability to work with developers, other team members, customers and especially the Product Manager responsible for the application as well as comfort in working with deadlines and proficiency in interpreting requirements from customers and other team members. Requires effective communication skills, ability to mentor and guide senior level developers, ability to work with developers of different skill sets and other team members, customers and especially the Product Manager responsible for the application as well as comfort in working deadlines, multiple projects and proficiency in interpreting requirements from customers and other team members. Position requires candidate to perform basic project management tasks including but not limited to: managing individual project deadlines and independently able to manage tasks.</p> <p><i>Minimum/General Experience:</i> Knowledge of developing and extending IBM Lotus Notes® Domino® hybrid (Notes client and Web) applications. Expert knowledge and senior level programming experience in JavaScript, HTML, Domino® Web development, Lotuscript, CSS, DHTML and AJAX, XML and JAVA/J2EE languages, and utilization of IDE software such as Eclipse. Position requires strict adherence to Corporate standards and processes.</p> <p><i>Preferred Requirements:</i> Experience developing and extending IBM Lotus Notes® Domino® applications into web services and SOA application solutions desired. Experience designing composite applications or RDBMS back-end integration a plus.</p> <p><i>Minimum Education:</i> Bachelor of Science (BS) in Computer Science or similar field or equivalent experience in the field.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
JAVA Software Engineer 1	<p><i>Functionary Responsibilities:</i> Develop integration solutions and tools for the migration of relational and flat file data. Design and develop software applications to support customer requirements. Provide customer support on applications developed. Requires effective communication skills, ability to work with developers, other team members, customers and especially the Product Manager responsible for the application as well as comfort in working with deadlines and proficiency in interpreting requirements from customers and other team members.</p> <p><i>Minimum/General Experience:</i> Requires introductory experience and knowledge of developing relational databases and web applications in a production environment utilizing programming knowledge to produce stable products. Experience and knowledge in programming and developing packages and scripts for customer modules.</p> <p><i>Minimum Education:</i> Bachelor of Science (BS) in Computer Science or similar field or equivalent experience in the field.</p>
Quality Assurance Engineer 3	<p><i>Functionary Responsibilities:</i> Establishes, supports and implements quality assurance standards in the development of system and software solutions. Actively participates in the system and software development life cycle processes on an as needed and requested basis. Recommends alternative methodologies to ensure the solutions meet or exceeds defined quality standards. Must become fluent with internal testing tools to implement, publish and execute test plans that are effective and reproducible. Conducts research and recommends other automated tools to improve the efficiency and effectiveness of the current automated testing environment. Participates in the development and review of deliverables, the recommendation, selection, architecture, installation and training of tools and the planning, creation and execution of testing activities. Independently responsible for the assigned tasks to include, but not limited to: writing test cases, use cases and test plans, interpreting and testing from formal requirements, writing automated test scripts when applicable. Utilizes the existing lab testing environments for automating testing and developing of stress test scenarios. Tracks, verifies and fixes bugs while communicating the data to the team via approved communication tools and methods using the standard tool set for tracking and managing the life cycle. Develops and utilizes QA plans and procedures to test each phase of the development life-cycle, including requirements, design, code reviews, unit testing and system/software testing. Incorporates configuration management into the lifecycle process by defining baseline and incremental releases and track quality assurance metrics such as densities and open defect counts. Participates in the activities required to move the development processes to a Capability Maturity Model (CMM) capability and maturity rating.</p> <p><i>Minimum/General Experience:</i> Minimum of three (3) years hands on experience required.</p> <p><i>Minimum Education:</i> Associates of Science (AS) and/or Bachelor of Sciences (BS) or Experience equivalent required. Technical or applications specific certification preferred but not required. If not available, then significant experience within a certain field is required.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
<p>Systems Engineer 3</p>	<p>Functional Responsibilities: Through complex interactions, conduct system engineering of combat systems (e.g., sensor, weapon, network, BMC2) in support of Department of Defense (DoD) research and development programs and organizations. May lead teams in providing products to support decisions and coordinate activities in one or more of the following: architecture development; system trade studies, performance and effectiveness; program management; technology integration; demonstrations and test and evaluation.</p> <p><i>Minimum/General Experience:</i> Six (6) years of experience in an engineering discipline. Four (4) years of intensive and progressive experience, that is clearly related to technical efforts as a combat systems engineer. The phases of systems engineering for the specific purpose includes, but are not limited to; organizing, directing, configuration management, project planning, and project engineering of combat systems. Experience includes significant technical interface/involvement with senior government/corporate leadership.</p> <p><i>Minimum Education:</i> Bachelor of Science (BS) and Master of Science (MS) degrees in appropriate engineering disciplines. Substitution: An additional four (4) years of systems engineering or systems management experience in an appropriate engineering discipline may be substituted for an MS degree.</p>
<p>Systems Engineer 2</p>	<p><i>Functional Responsibilities:</i> Through complex interactions, conduct system engineering of combat systems (e.g., sensor, weapon, network, BMC2) in support of Department of Defense (DoD) research and development programs and organizations. Provide products to support decisions and coordinate activities in one or more of the following: architecture development; system trade studies, performance and effectiveness; program management; technology integration; demonstrations and test and evaluation</p> <p><i>Minimum/General Experience:</i> Four (4) years of experience in an engineering discipline. Two (2) years of intensive and progressive experience, that is clearly related to technical efforts as a combat systems engineer. The phases of systems engineering for the specific purpose includes, but are not limited to; organizing, directing, configuration management, project planning, and project engineering of combat systems.</p> <p><i>Minimum Education:</i> Bachelor of Science (BS) and Master of Science (MS) degrees in appropriate engineering disciplines. Substitution: An additional four (4) years of systems engineering or systems management experience in an appropriate engineering discipline may be substituted for an MS degree.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
<p>Systems Analyst 3</p>	<p><i>Functional Responsibilities:</i> Through complex interactions, analyze combat system (e.g., sensor, weapon, network, BMC2) data and information in support of Department of Defense (DoD) research and development, operational, and staff organizations. May lead teams in providing products to support decisions and coordinate activities in one or more of the following: operational concept development; architecture development; system engineering; program management; technology integration; demonstrations and test and evaluation.</p> <p><i>Minimum/General Experience:</i> Six (6) years experience in an analytical discipline. Four (4) years of intense and progressive experience which is clearly related to analysis of efforts in DoD related systems and/or contributing to advanced technologies (e.g., aircraft, ships, weapons, sensors, command and control, computers, communications, intelligence, surveillance and reconnaissance). Specific experience includes: (a) analysis and evaluations of existing or proposed systems; (b) preparation of program specifications and diagrams, and develops logic flowcharts; (c) significant technical/operational interface/involvement with senior government/corporate leadership.</p> <p><i>Minimum Education:</i> Bachelors and Masters degrees in appropriate technical disciplines. Substitution: An additional four (4) years of systems analysis experience may be substituted for a MS degree.</p>
<p>Systems Analyst 2</p>	<p><i>Functional Responsibilities:</i> Through complex interactions, analyze combat system (e.g., sensor, weapon, network, BMC2) data and information in support of Department of Defense (DoD) research and development, operational, and staff organizations. Provide products to support decisions and coordinate activities in one or more of the following: operational concept development; architecture development; system engineering; program management; technology integration; demonstrations and test and evaluation.</p> <p><i>Minimum/General Experience:</i> Four (4) years experience in an analytical discipline. Two (2) years of intense and progressive experience which is clearly related to analysis of efforts in DoD related systems and/or contributing to advanced technologies (e.g., aircraft, ships, weapons, sensors, command and control, computers, communications, intelligence, surveillance and reconnaissance). Specific experience includes: (a) analysis and evaluations of existing or proposed systems; (b) preparation of program specifications and diagrams, and develops logic flowcharts.</p> <p><i>Minimum Education:</i> Bachelors and Masters degrees in appropriate technical disciplines. Substitution: An additional four (4) years of systems analysis experience may be substituted for a Master of Sciences (MS) degree.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Systems Analyst 1	<p><i>Functional Responsibilities:</i> Through complex interactions, analyze combat system (e.g., sensor, weapon, network, BMC2) data and information in support of Department of Defense (DoD) research and development, operational, and staff organizations. Provide products to support decisions and coordinate activities in one or more of the following: operational concept development; architecture development; system engineering; program management; technology integration; demonstrations and test and evaluation.</p> <p><i>Minimum/General Experience:</i> Two (2) years experience in an analytical discipline. One (1) year of intense and progressive experience which is clearly related to analysis of efforts in DoD related systems and/or contributing to advanced technologies (e.g., aircraft, ships, weapons, sensors, command and control, computers, communications, intelligence, surveillance and reconnaissance). Specific experience includes: (a) analysis and evaluations of existing or proposed systems; (b) preparation of program specifications and diagrams, and develops logic flowcharts.</p> <p><i>Minimum Education:</i> Bachelor of Sciences (BS) and/or Masters degree in appropriate technical disciplines.</p>
Operations Research Analyst 3	<p><i>Functional Responsibilities:</i> Through complex interactions, using operations research tools and processes, analyze data and information in support of Department of Defense (DoD) research and development, operational, and staff organizations. May lead teams in providing products to support decisions and coordinate activities in one or more of the following: operational concept development; operational utility and effectiveness; architecture development; system performance and effectiveness; technology integration; demonstrations and test and evaluation.</p> <p><i>Minimum/General Experience:</i> Six (6) years in an operational research environment. Four (4) years of intensive and progressive experience that is clearly related to DoD operations. Specific experience includes: (a) research and development on proposed systems; (b) initiation and demonstration of knowledge in project specifications; (c) preparation and coordination of projects in adherence with DoD standards; (d) significant technical/operational interface/involvement with senior government/corporate leadership.</p> <p><i>Minimum Education:</i> Bachelor of Sciences (BS) and/or Masters degree in Operations Research. Substitution: An additional four (4) years of operations research experience may be substituted for a Master of Sciences (MS) degree.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
<p>Operations Analyst 3</p>	<p><i>Functional Responsibilities:</i> Through complex interactions analyze data and information in support of Department of Defense (DoD) research and development, operational, and staff organizations. May lead teams in providing products to support decisions and coordinate activities in one or more of the following: operational concept development; architecture development; program management; technology integration; demonstrations and test and evaluation.</p> <p><i>Minimum/General Experience:</i> Six (6) years experience in a DoD operational environment. Four (4) years of intensive and progressive experience, that is clearly related to technical/operational efforts in a DoD environment. Specific experience includes: (a) analysis and evaluation of existing or proposed systems; (b) initiation and demonstration of knowledge in project specifications; (c) preparation and coordination of projects in adherence with DoD standards; (d) significant technical/operational interface/involvement with senior government/corporate leadership.</p> <p><i>Minimum Education:</i> Bachelors and Masters Degrees. Substitution: An additional four (4) years of operational analysis experience may be substituted for a Master of Sciences (MS) degree.</p>
<p>Operations Analyst 2</p>	<p><i>Functional Responsibilities:</i> Through complex interactions analyze data and information in support of Department of Defense (DoD) research and development, operational, and staff organizations. Provide products to support decisions and coordinate activities in one or more of the following: operational concept development; operational utility and effectiveness; architecture development; program management; technology integration; demonstrations and test and evaluation.</p> <p><i>Minimum/General Experience:</i> Four (4) years experience in an operational environment. Two (2) years of intensive and progressive experience, that is clearly related to technical/operational efforts in a DoD environment. Specific experience includes: (a) analysis and evaluation of existing or proposed systems; (b) initiation and demonstration of knowledge in project specifications; (c) preparation and coordination of projects in adherence with DoD standards.</p> <p><i>Minimum Education:</i> Bachelors and Masters Degrees. Substitution: An additional four (4) years of operational analysis experience may be substituted for a Master of Sciences (MS) degree.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Security Officer 3	<p><i>Functional Responsibilities:</i> Manages security program for assigned facility/environment; works with little or no supervision; performs/supervises the duties of a Document Control Clerk; performs/supervises the duties of a Personnel Security Clerk; performs/supervises Information Assurance duties in consonance with IAM/IAO; maintains the physical security controls and accreditation of the facility; manages the COMSEC mission – if applicable; manages the OPSEC program – if applicable; properly operates and maintains basic COMSEC devices (<i>i.e.</i>, STU III, STE, Secure FAX); performs Courier duties – as required; performs Escort duties – as required; reviews security policies/procedures for currency/relevancy and updates or re-writes them as required; performs/supervises initial and annual security briefings, refresher briefings and debriefings; performs/supervises other Security or Administrative duties – as required; handles personal, confidential and Privacy Act information in a professional manner; and assists with developing and mentoring of junior and entry level employees. Requires understanding and continued mastery of the security disciplines for all Department of Defense (DoD) environments through OJT, CBT and other formal security training; requires understanding and continued mastery of the security requirements outlined by Government regulations, directives, instructions, manuals and laws; requires maintaining Security Certifications; and requires advanced understanding and ability to use IBM Lotus Notes®, Adobe® Acrobat Reader and other security related software.</p> <p><i>Minimum/General Experience:</i> Senior level security position requiring fourteen (14) + years of professional Industrial or Federal Government security experience. Security experience in DoD environment preferred. Requires mastery of the applicable Government regulations, directives, instructions, manuals and laws for Information Security, Personnel Security, Physical Security, Information Assurance, OPSEC, COMSEC, compartmented environments and Security Education/Training requirements to include public speaking/briefing skills; requires advanced knowledge and experience with COMSEC (<i>i.e.</i>, STU III, STE, Secure FAX) devices, their handling and operation; requires detailed knowledge of contracting process and DD 254s; requires good verbal and written communications skills; requires office, administrative and organizational skills; and requires advanced computer skills and experience with Windows® OS, Microsoft Office® Products and Adobe® Reader.</p> <p><i>Minimum Education:</i> Bachelor of Arts (BA) and/or a Bachelor of Sciences (BS) or equivalent experience in a security or business related field required. Master of Arts (MA) and/or Master of Science (MS) in a security or business related field preferred.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Security Officer 2	<p><i>Functional Responsibilities:</i> Perform assigned duties using established policies and procedures; work with minimal supervision from Team Leader; may perform the duties of a Document Control Clerk; may perform the duties of a Personnel Security Clerk; may perform the duties of a COMSEC Custodian; perform Information Assurance duties in consonance with IAM/IAO; assist with the management of the OPSEC program; maintain the physical security controls and accreditation of the facility; properly operate and maintain basic COMSEC devices (<i>i.e.</i>, STU III, STE, Secure Fax); perform Courier duties – as required; perform Escort duties – as required; review security policies/procedures for currency/relevancy and provide input for updating or re-writing; perform initial and annual security briefings, refresher briefings and debriefings; perform other Security or Administrative duties; handle personal, confidential and Privacy Act information in a professional manner; and assist with the development and mentoring of entry, junior and intermediate level employees. Requires understanding and continued mastery of the security disciplines for all Department of Defense (DoD) environments through OJT, CBT and other formal security training; requires understanding and continued mastery of the security requirements outlined by Government regulations, directives, instructions, manuals and laws; requires maintaining applicable Security Certifications; and requires intermediate understanding and ability to use IBM Lotus Notes®, Adobe® Acrobat and other security related software.</p> <p><i>Minimum/General Experience:</i> Intermediate level security position requiring four (4) to eight (8) years of professional Industrial or Federal Government security experience. Security experience in DoD environments preferred. Requires detailed security knowledge and experience with the applicable Government regulations, directives, instructions, manuals and laws for Information Security, Personnel Security, Physical Security and Information Assurance; requires basic security experience and knowledge of the applicable Government regulations, directives, instructions, manuals and laws for compartmented environments, OPSEC and COMSEC; requires experience and knowledge of Security Education and Training requirements to include public speaking/briefing skills; requires understanding of COMSEC (<i>i.e.</i>, STU III, STE, Secure FAX) devices, their handling and operation; requires understanding of contracting process and DD 254s; requires good verbal and written communications skills; requires office, administrative and organizational skills; and requires intermediate computer skills and experience with Windows® OS, Microsoft Office® Products and Adobe® Reader.</p> <p><i>Minimum Education:</i> Associates of Arts (AA) and/or an Associates of Science (AS) or equivalent experience in a security or business related field required. Bachelor of Arts (BA) or Bachelor of Science (BS) in a security or business related field preferred.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Information Assurance Officer 3	<p><i>Functional Responsibilities:</i> Perform assigned tasks using established policies and procedures; performs work that is varied, that may be somewhat difficult in character and involves limited supervision; assists with design and requirements for information systems; assists in mentoring intermediate level employees; can serve as an Information Assurance Officer and as an Information Assurance Manager; composes, maintains, and evaluates Certification and Accreditation documentation; ensures system configuration guidelines are followed and monitors system performance for compliance with IA requirements; recommends changes to system designs and configurations; participates and may lead risk assessments of information systems; ensures necessary reporting is captured and maintained for evaluation; ensures conformity of password policies and security counter measures; implement or monitor IA safeguards for systems IAW approved plans; can lead conducting tests of IA safeguards in accordance with test plans; perform system audits to assess security related factors for systems; assist with or perform other IA tasks in consonance with Information Assurance Manager; perform other information assurance or administrative tasks; and handle personal, confidential and Privacy Act information in a professional manner. Requires advanced learning of Information Technology and Information Assurance concepts through OJT, CBT and other formal security training; requires progress toward applicable certifications; evaluation, originality or ingenuity is required; requires ability to understand and implement technical vulnerability corrections; requires learning requirements outlined by Government regulations, directives, instructions, manuals and laws; and requires learning to use Windows® OS, Microsoft Office® Products, IBM Lotus Notes®, Adobe® Acrobat Reader and other security related software.</p> <p><i>Minimum/General Experience:</i> Senior level IA position requiring 10-15+ years of professional Industrial or Federal Government computer and security experience. Computer and security experience in Department of Defense (DoD) environments preferred. Knows and uses senior-level IA and security concepts, practices and procedures; possesses an understanding of compartmented programs; requires detailed knowledge of the NISPOM, NISPOM Supplement, DoD Directives, DCID instructions and methods; must have extensive knowledge of the various IT system security implementations (to include: hardware (e.g., servers, routers, etc.), software (e.g., OSs, IBM Lotus Notes®, CISCO ISO, etc.), system audits, overall IA, access control systems and methodology, physical security and information security); requires experience with system or network administration and design; requires experience in preparing and implementing Certification and Accreditation policies and procedures; requires experience equivalent to those of an Information Assurance Manager (IAM); requires experience serving as security oversight of a facility or several system areas; requires experience in performing security assessments of an IT nature; can demonstrate basic project lead skills; requires good verbal and written communications skills; basic office, administrative and organizational skills; and advanced computer skills with Windows® OS and Microsoft Office® Products.</p> <p><i>Minimum Education:</i> Education: Bachelor of Arts (BA) and/or Bachelor of Science (BS) or equivalent experience in Computer Science, Information Systems, Security Information Systems, Networking, Electrical Engineering or Information Assurance.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Information Assurance Officer 2	<p><i>Functional Responsibilities:</i> Perform assigned tasks using established policies and procedures; performs work that is varied, that can be difficult in character and involves limited supervision; assess IA impact to an overall program or platform and determines best practice for mitigation of risk and vulnerability; reviews and makes recommendations on programs and projects within a tactical enclave environment; assists with integrating Certification & Accreditation (C&A) regulations from various environments into conglomerations for joined systems; assists with design and requirements for information systems; assists in mentoring senior level employees; can serve as an Tactical Information Assurance Officer or a Information Assurance Manager; composes, maintains, and evaluates Certification and Accreditation documentation; ensures system configuration guidelines are followed and monitors system performance for compliance with IA requirements; recommends changes to system designs and configurations; participates and may lead risk assessments of information systems; ensures necessary reporting is captured and maintained for evaluation; ensures conformity of password policies and security counter measures; implement or monitor IA safeguards for systems IAW approved plans; can lead conducting tests of IA safeguards in accordance with test plans; perform system audits to assess security related factors for systems; assist with or perform other IA tasks in consonance with IAM; perform other information assurance or administrative tasks; and handle personal, confidential and Privacy Act information in a professional manner. Requires advanced learning of Information Technology and Information Assurance concepts through OJT, CBT and other formal security training; requires progress toward applicable certifications; extensive evaluation, originality or ingenuity is required; requires ability to understand and implement technical vulnerability corrections; requires learning requirements outlined by Government regulations, directives, instructions, manuals and laws; and requires learning to use Windows® OS, Microsoft Office® Products, IBM Lotus Notes®, Adobe® Acrobat Reader and other security related software.</p> <p><i>Minimum/General Experience:</i> Senior level IA Specialist position requiring twelve (12) + years of professional Industrial or Federal Government computer and security experience. Computer and security experience in Department of Defense (DoD) environments required. Possesses a mastery of senior-level IA and security concepts, practices and procedures; possesses an understanding of compartmented programs; requires detailed knowledge of the NISPOM, NISPOM Supplement, DoD Directives, DCID instructions and methods; must have extensive knowledge of the various IT system security implementations (to include: hardware (e.g., servers, routers, etc.), software (e.g., OSs, IBM Lotus Notes®, CISCO ISO, etc.), system audits, overall IA, access control systems and methodology, physical security and information security; requires experience with system or network engineering and design; requires experience in preparing and implementing Certification and Accreditation policies and procedures; possesses a mastery of the knowledge of an Information Assurance Manager (IAM); requires experience serving as security oversight of a facility or several system areas; requires experience in performing security assessments of an IT nature; can oversee the integration of all aspects of system documentation and related security modules; requires experience with platform system engineering requirements for deployment of tactical systems; can demonstrate project lead abilities and related knowledge; requires good verbal and written communications skills; basic office,</p>



administrative and organizational skills; and advanced computer skills with Windows® OS and Microsoft Office® Products.

Minimum Education: Bachelor of Arts (BA) and/or Bachelor of Science (BS) strongly desired. Major preferably in Computer Science, Information Systems, Security Information Systems, Networking, Electrical Engineering or Information Assurance.



Labor Category	Responsibilities, Functions, and Educational Requirements
Information Assurance Officer 1	<p><i>Functional Responsibilities:</i> Perform assigned tasks using established policies and procedures; performs work that is varied, that may be somewhat difficult in character and involves limited supervision; assists with design and requirements for information systems; assists in mentoring entry level employees; may serve as an Information Assurance Officer; assists in preparing and maintaining Certification and Accreditation documentation; ensures system configuration guidelines are followed and monitors system performance for compliance with IA requirements; participates in risk assessments of information systems; ensures necessary reporting is captured and maintained for evaluation; ensures conformity of password policies and security counter measures; implement or monitor Information Assurance (IA) safeguards for systems IAW approved plans; assist in conducting tests of IA safeguards in accordance with test plans; perform system audits to assess security related factors for systems; assist with or perform other IA tasks in consonance with Information Assurance Manager/Information Assurance Officer; perform other information assurance or administrative tasks; and handle personal, confidential and Privacy Act information in a professional manner Requires advanced learning of Information Technology and Information Assurance concepts through OJT, CBT and other formal security training; requires progress toward applicable certifications; some evaluation, originality or ingenuity is required; requires ability to understand and implement technical vulnerability corrections; requires learning requirements outlined by Government regulations, directives, instructions, manuals and laws; and requires learning to use Windows® OS, Microsoft Office® Products, IBM Lotus Notes®, Adobe® Acrobat Reader and other security related software.</p> <p><i>Minimum/General Experience:</i> Intermediate level IA position requiring two (2) to five (5) + years of professional Industrial or Federal Government computer and security experience. Computer and security experience in Department of Defense (DoD) environments preferred. Requires experience in hardware/software; requires some experience with system or network administration; requires knowledge and use of fundamental concepts, practices and procedures for security and Information Assurance; requires exposure to defense contracting and security; requires knowledge of the NISPOM, NISPOM Supplement, DoD Directives, DCID instructions and methods; requires experience working in a classified environment and with classified material; requires good verbal and written communications skills; basic office, administrative and organizational skills; and intermediate level computer skills with Windows® OS and Microsoft Office® Products.</p> <p><i>Minimum Education:</i> Associates of Arts (AA) and/or an Associates of Science (AS) or equivalent experience in Computer Science, Information Systems, Security Information Systems, Networking, Electrical Engineering or Information Assurance.</p>



Labor Category	Responsibilities, Functions, and Educational Requirements
Administrative Assistant 3	<p><i>Functional Responsibilities:</i> Assisted by entry or immediate level personnel. Assignments are broad usually requiring originality and ingenuity. Has appreciable latitude for un-reviewed action or decision. Performs phone administration. Responsible for equipment, vendors, and success. Perform reviews and delegate tasks.</p> <p><i>Minimum/General Experience:</i> Two (2) years within four years of experience in business operations. Should be experience in organizing with scheduling and day to day administrative duties. One within two years in organizing, coordinating business operations for a department or division.</p> <p><i>Minimum Education:</i> Bachelor of Science (BS) and/or Bachelor of Arts (BA) in appropriate business discipline is required. Associates degree in business discipline required, plus additional two years experience in related business field may be substituted for BS degree.</p>



CSCI LABOR CATEGORY PRICING (CLEARED)

		<i>Cleared Professionals</i>				
SIN	Labor Category Bids	Year One Cleared Rate	Year Two Cleared Rate	Year Three Cleared Rate	Year Four Cleared Rate	Year Five Cleared Rate
132-51	Chief Technology Officer	\$268.83	\$279.18	\$289.93	\$301.09	\$312.68
132-51	Information Technology Director	\$177.65	\$184.49	\$191.59	\$198.97	\$206.63
132-51	Information Technology Integration Manager	\$138.26	\$143.58	\$149.11	\$154.85	\$160.81
132-51	Information Technology Integration Engineer 3	\$151.03	\$156.84	\$162.88	\$169.15	\$175.67
132-51	Information Technology Integration Engineer 1	\$105.29	\$109.34	\$113.55	\$117.93	\$122.47
132-51	Information Technology Integration Analyst 3	\$109.71	\$113.93	\$118.32	\$122.88	\$127.61
132-51	Information Technology Integration Analyst 1	\$81.42	\$84.55	\$87.81	\$91.19	\$94.70
132-51	Product Development Manager	\$135.22	\$140.43	\$145.83	\$151.45	\$157.28
132-51	JAVA Software Engineer 3	\$163.83	\$170.14	\$176.69	\$183.49	\$190.55
132-51	JAVA Software Engineer 1	\$81.73	\$84.88	\$88.14	\$91.54	\$95.06
132-51	Quality Assurance Engineer 3	\$121.09	\$125.75	\$130.59	\$135.62	\$140.84
132-51	Systems Engineer 3	\$183.94	\$191.02	\$198.38	\$206.01	\$213.95
132-51	Systems Engineer 2	\$160.69	\$166.88	\$173.30	\$179.97	\$186.90
132-51	Systems Analyst 3	\$182.13	\$189.14	\$196.42	\$203.99	\$211.84
132-51	Systems Analyst 2	\$154.00	\$159.93	\$166.09	\$172.48	\$179.12
132-51	Systems Analyst 1	\$115.89	\$120.35	\$124.99	\$129.80	\$134.79
132-51	Operations Research Analyst 3	\$201.38	\$209.13	\$217.18	\$225.55	\$234.23
132-51	Operations Analyst 3	\$168.32	\$174.80	\$181.53	\$188.52	\$195.78
132-51	Operations Analyst 2	\$130.21	\$135.22	\$140.43	\$145.84	\$151.45
132-51	Security Officer 3	\$157.86	\$163.94	\$170.25	\$176.80	\$183.61
132-51	Security Officer 2	\$110.45	\$114.70	\$119.12	\$123.70	\$128.47
132-51	Information Assurance Officer 3	\$191.83	\$199.22	\$206.89	\$214.85	\$223.12
132-51	Information Assurance Officer 2	\$164.23	\$170.55	\$177.12	\$183.94	\$191.02
132-51	Information Assurance Officer 1	\$121.40	\$126.07	\$130.93	\$135.97	\$141.20
132-51	Administrative Assistant 3	\$83.22	\$86.42	\$89.75	\$93.21	\$96.80



CSCI LABOR CATEGORY PRICING (UNCLEARED)

		<i>Uncleared Professionals</i>				
SIN	Labor Category Bids	Year One Cleared Rate	Year Two Cleared Rate	Year Three Cleared Rate	Year Four Cleared Rate	Year Five Cleared Rate
132-51	Information Technology Integration Manager	\$133.26	\$138.39	\$143.72	\$149.25	\$155.00
132-51	Information Technology Integration Engineer 3	\$146.03	\$151.65	\$157.49	\$163.55	\$169.85
132-51	Information Technology Integration Engineer 1	\$100.29	\$104.15	\$108.16	\$112.33	\$116.65
132-51	Information Technology Integration Analyst 3	\$104.71	\$108.74	\$112.93	\$117.28	\$121.79
132-51	Information Technology Integration Analyst 1	\$76.42	\$79.36	\$82.42	\$85.59	\$88.89
132-51	Product Development Manager	\$130.22	\$135.23	\$140.44	\$145.85	\$151.46
132-51	JAVA Software Engineer 3	\$158.83	\$164.94	\$171.30	\$177.89	\$184.74
132-51	JAVA Software Engineer 1	\$76.73	\$79.68	\$82.75	\$85.94	\$89.25
132-51	Quality Assurance Engineer 3	\$116.09	\$120.56	\$125.20	\$130.02	\$135.03
132-51	Systems Engineer 3	\$178.94	\$185.83	\$192.98	\$200.41	\$208.13
132-51	Systems Engineer 2	\$155.69	\$161.68	\$167.91	\$174.37	\$181.09
132-51	Systems Analyst 3	\$177.13	\$183.95	\$191.03	\$198.39	\$206.02
132-51	Systems Analyst 2	\$149.00	\$154.74	\$160.69	\$166.88	\$173.31
132-51	Systems Analyst 1	\$110.89	\$115.16	\$119.59	\$124.20	\$128.98
132-51	Operations Research Analyst 3	\$196.38	\$203.94	\$211.79	\$219.95	\$228.41
132-51	Operations Analyst 3	\$163.32	\$169.61	\$176.14	\$182.92	\$189.96
132-51	Operations Analyst 2	\$125.21	\$130.03	\$135.04	\$140.24	\$145.63
132-51	Administrative Assistant 3	\$78.22	\$81.23	\$84.36	\$87.61	\$90.98



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Computer Systems Center Incorporated 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 demonstrates 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 **Linda LaRoche** by either Landline at **703-866-4000**; by FAX at **703-866-2745**; or by email at llaroche@csci-va.com.

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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

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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.

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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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s 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.

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