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GENERAL SERVICES ADMINISTRATION

Authorized Federal Supply Service

Information Technology Schedule Price List

General Purpose Commercial Information Technology Equipment, Software And Services

SIN 132-51 Information Technology Professional Services

Note: 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.

SIN 132-51 - Information Technology (IT) Professional Services

FPDS Code D301 IT Facility Operation and Maintenance

FPDS Code D306 IT Systems Analysis Services

FPDS Code D307 Automated Information Systems Design and Integration Services

FPDS Code D311 IT Data Conversion 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.

Contract Number: GS-35F-0082M

Period Covered by Contract: November 16, 2006 - November 15, 2011

Business size: Veteran owned small business.

Pricelist current through: Modification #FX32, dated June 14, 2006

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

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Information For Ordering Offices

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

2. Contractor's Ordering Address and Payment Information:

Ordering Address: Alpha-Omega Change Engineering
6 Manhattan Sq, STE 100
Hampton, VA 23666-5846
Phone: 757.224.3716
Fax: 757.224.6191
contracts@aoce.com

Payment Address: Alpha-Omega Change Engineering
6 Manhattan Sq, STE 100
Hampton, VA 23666-5846

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

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: Phone: 757.224.3716, Fax: 757.224.6191

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: 00-926-0337

Block 30: Type of Contractor - B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business – No

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1911609

4a. CAGE Code: 1FNV1

4b. 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	60 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: Net 30
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: N/A

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: N/A

10. Small Requirements: The minimum dollar value of orders to be issued is \$500.00.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION

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

13.1. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS

PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been

granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply 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 2001)

(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. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(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.

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 C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

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

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

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

Terms and Conditions: SIN132-51

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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 in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

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 – 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 (JAN 1986) (Deviation – 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 – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate.

Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

AOCE Consultants Support the Following SIN 132-51 Categories

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Labor Category Descriptions

Commercial Job Title: (E001) Expert/Specialized Consultant Level 1

Minimum/General Experience:

Eight years general work experience in relevant field. Has broad, high-level knowledge and experience relevant to the specific task being performed. Possesses the capability to direct, design, or develop plans, implementation or cutover plans, integration plans, or interoperability plans based on different business environments. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the planning and is considered a leading expert in the field. Capable of supervising multiple teams of specialty individuals working on highly complex projects.

Functional Responsibilities:

Provides lead analysis for translating customer needs into usable products, plans or implementation plans. Provides leadership or direction on innovative research associated with project execution. Performs management responsibilities for a program or staff for assigned projects. Provides in-depth analysis on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.

Minimum Education:

Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (E002) Expert/Specialized Consultant Level 2

Minimum/General Experience:

Six years general work experience in relevant field. Has in-depth knowledge of multiple aspects of plan and project integration. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the implementation of specific aspects of project planning and is capable of supervising a team of specialty Engineers working on highly complex projects.

Functional Responsibilities:

Provides lead specialty expertise for specific projects. Provides technical support in one or more specific areas associated with project execution, interoperability, or integration. Performs technical lead management responsibilities for specific technical areas of assigned projects. Provides in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.

Minimum Education:

Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (E003) Expert/Specialized Consultant Level 3

Minimum/General Experience:

Two years general work experience in relevant field. Specialist that has broad knowledge in multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects.

Functional Responsibilities:

Provides general support for plan and program integration. Provides support in national or international forums on requirements for requirements related to a specific specialty. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

Minimum Education:

A Master's Degree in a relevant field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (E004) Expert/Specialized Consultant Level 4

Minimum/General Experience:

Minimum six months general work experience in relevant field. Has knowledge in one or more aspects of plan or project integration. This individual possesses broad knowledge in one or more specific areas and possesses specialized knowledge relevant to the assigned project. Capable of working with supervision on specific tasks associated with the implementation of specific aspects of plan or project implementation.

Functional Responsibilities:

Provides assistance and performs general technical tasks for project integration. Performs research in support of the development of requirements or standards for a specific specialty. Performs general technical support in one or more specific areas of research associated with plan and project interoperability or integration. Assists in testing or analysis of interoperability with existing protocols or services. May perform other duties as required.

Minimum Education:

Master's Degree in relevant field. Two (2) years experience is equivalent to one (1) year of education (i.e. Twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A001) Program Manager

Minimum/General Experience:

Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision. Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Senior Agency, Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Functional Responsibilities:

Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises project managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A002) Deputy Program Manager

Minimum/General Experience:

Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision. Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as the Deputy AOCE counterpart to Government Senior Agency, Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Functional Responsibilities:

Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises project managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and

provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A003) Principal Project Manager/Team Leader

Minimum/General Experience:

Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision. Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Senior Agency or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Functional Responsibilities:

Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A004) Project Manager/Team Leader

Minimum/General Experience:

Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision. Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Agency or Project

Managers. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Functional Responsibilities:

Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A005) Assist Project Manager/Team Leader

Minimum/General Experience:

Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision. Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE counterpart to Government Agency or Project Managers. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Functional Responsibilities:

Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A006) Project Technical Director

Minimum/General Experience:

Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timeline, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as the AOCE advisor to Government Senior Agency, Program, or Project Managers.

Functional Responsibilities:

Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A007) Deputy Project Technical Director

Minimum/General Experience:

Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timelines, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE advisor to Government Senior Agency, Program, or Project Managers.

Functional Responsibilities:

Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. six (8) years experience is equivalent to a Bachelor degree).

Commercial Job Title: (A008) Assistant Project Technical Director

Minimum/General Experience:

Minimum three (3) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timeline, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE advisor to Government Senior Agency, Program, or Project Managers.

Functional Responsibilities:

Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. six (8) years experience is equivalent to a Bachelor degree).

Commercial Job Title: (A009) Sr. Executive Consultant

Minimum/General Experience:

Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision. Serves as AOCE advisor to Government Senior Agency, Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals.

Functional Responsibilities:

Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A010) Executive Consultant**Minimum/General Experience:**

Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision. Serves as AOCE advisor to Government Agency, Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals.

Functional Responsibilities:

Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A011) Sr. Management Consultant/Facilitator**Minimum/General Experience:**

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary

digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A012) Management Consultant/ Facilitator

Minimum/General Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A013) Assistant Management Consultant/Facilitator

Minimum/General Experience:

Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A014) Associate Management Consultant/Facilitator

Minimum/General Experience:

Minimum six (6) months of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Commercial Job Title: (A015) Apprentice Management Consultant/Facilitator

Minimum/General Experience:

Completed training as a facilitator with knowledge of applicable subject matter. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Commercial Job Title: (A016) Sr. Information Technology (IT) Consultant

Minimum/General Experience:

Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides technical and administrative direction for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program

Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Functional Responsibilities:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

M.I.S/M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A017) IT Consultant

Minimum/General Experience:

Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides technical and administrative direction for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Functional Responsibilities:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and

revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A018) IT Consultant Assistant

Minimum/General Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides technical and administrative expertise and support for knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with managers, customers and other consultants to ensure problem solution and user satisfaction. Makes recommendations, if needed, for major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Functional Responsibilities:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides technical and managerial expertise for planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A019) IT Consultant Associate

Minimum/General Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides technical and administrative expertise and support for knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with managers, customers and other consultants to ensure problem solution and user satisfaction. Makes recommendations, if needed, for major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Functional Responsibilities:

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides technical and managerial expertise for planning of pre, on-site, and post meeting/conference activities; budgeting; completion of conference tasks. Ensures objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Liaison with client staff.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Commercial Job Title: (A020) IT Consultant Apprentice

Minimum/General Experience:

Minimum six (6) months of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Assists in knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Coordinates with managers, customers and other consultants to ensure problem solution and user satisfaction. Implements milestone status reports and develops and provides deliveries/presentations.

Participates in working groups and teams. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making.

Functional Responsibilities:

Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in classroom environments and one-on-one/small group set-ups. Assists in necessary research to develop and revise training courses. Prepares appropriate training catalogs and other documents. Trains personnel by conducting formal classroom courses, workshops, and seminars. Assists in planning of pre, on-site, and post meeting/conference activities; budgeting; completion of conference tasks. Ensures objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Supports on-site contractor and client team members.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Commercial Job Title: (A021) Sr. Computer Hardware/LAN Consultant

Minimum/General Experience:

Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements. Assists in producing structured English and data flow descriptions of the proposed solutions using a structured analysis format. Translates developed methodologies into the appropriate detail design, coding requirements and final system testing requirements. Solutions can involve recommendations to alter current hardware and software configuration. Functions may apply to all engineering and scientific disciplines relating to research, development, acquisition, integration, test, and installation of fielding of information networks.

Functional Responsibilities:

Designs, develops, tests, implements and maintains communication networks. Includes evaluating and creating procedures, processes, techniques and modules necessary for creation, implementation and maintenance. Possesses knowledge of troubleshooting and monitoring tools to assist in problem resolution. Performs engineering functions in a specific engineering or scientific discipline to support the development of information network systems. Independently reviews and analyzes complex task statements, standards, specifications, engineering drawings and other documentation to determine requirements. Designs medium to highly complex assemblies and subsystems. Writes and implements test plans, obtains and analyzes test data. Prepares reports and documents. Functions may apply to all engineering scientific disciplines relating to research, development, acquisition, integration, test, and installation or fielding of information networks.

Minimum Education:

M.I.S/M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A022) Computer Hardware/LAN Consultant

Minimum/General Experience:

Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements.

Functional Responsibilities:

Provides technical expertise in the operation and monitoring of networks and associated processors. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problems trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Commercial Job Title: (A023) Computer Hardware/LAN Assistant

Minimum/General Experience:

Minimum one (1) year of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements.

Functional Responsibilities:

Provides technical expertise in the operation and monitoring of networks and associated processors. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problems trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Commercial Job Title: (A024) Computer Hardware/LAN Associate

Minimum/General Experience:

Minimum six (6) months of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements.

Functional Responsibilities:

Provides technical expertise in the operation and monitoring of networks and associated processors. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problems trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Commercial Job Title: (A025) Computer Hardware/LAN Apprentice

Minimum/General Experience:

Minimum three (3) months of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements.

Functional Responsibilities:

Provides technical expertise in the operation and monitoring of networks and associated processors. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problems trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Commercial Job Title: (A026) Senior Technical Writer

Minimum/General Experience:

Minimum two (2) years of technical writing experience. Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials.

Functional Responsibilities:

Integrates with other contractors or customer personnel to ensure project milestones are met. Performs independent research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (8) years experience is equivalent to a Bachelor degree).

Commercial Job Title: (A027) Technical Writer**Minimum/General Experience:**

Minimum two (1) year of technical writing experience in project management, consultation, or support positions. Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials.

Functional Responsibilities:

Performs research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (8) years experience is equivalent to a Bachelor degree).

Commercial Job Title: (A028) Executive Training Developer/Consultant**Minimum/General Experience:**

Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision. Serves as AOCE advisor to Government Agency, Program, or Project Managers. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise

training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills.

Functional Responsibilities:

Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A029) Sr. Training Developer/Consultant

Minimum/General Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each

task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Commercial Job Title: (A030) Training Developer/Consultant

Minimum/General Experience:

Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A031) Training Developer/Consultant Assistant

Minimum/General Experience:

Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in classroom environments and one-on-one/small group set-ups. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare

instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A032) Training Developer/Consultant Associate

Minimum/General Experience:

Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A033) Training Developer/Consultant Apprentice

Minimum/General Experience:

Minimum six (6) months of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Functional Responsibilities:

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education:

A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Commercial Job Title: (A034) Sr. Data Analyst

Minimum/General Experience:

Minimum four (4) years of experience in research, analysis, or management. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation.

Functional Responsibilities:

Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A035) Data Analyst**Minimum/General Experience:**

Minimum two (2) years of experience in research, analysis, or management. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation.

Functional Responsibilities:

Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff.

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Commercial Job Title: (A036) Data Analyst Assistant**Minimum/General Experience:**

Minimum one (1) year experience in research, analysis, or management. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff.

Functional Responsibilities:

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A037) Data Analyst Associate**Minimum/General Experience:**

Minimum one (1) year experience in research, analysis, or management. Analyzes user needs to determine requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation.

Functional Responsibilities:

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A038) Data Analyst Apprentice**Minimum/General Experience:**

Minimum one (1) year experience in research, analysis, or management. Performs specific analysis duties at the direction of senior analysts or work team leads. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products.

Functional Responsibilities:

Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A039) Researcher

Minimum/General Experience:

Minimum one (1) year experience in research, analysis, or management. Overall responsible for researching specific top matters. Performs administrative assignments requiring the ability to follow directions and procedures.

Functional Responsibilities:

Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, tables, etc.).

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A040) Researcher Assistant

Minimum/General Experience:

Minimum one (1) year experience in research, analysis, or management. Provides assistance to the chief project researcher. Performs administrative assignments requiring the ability to follow directions and procedures.

Functional Responsibilities:

Proofreads for errors and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A041) Researcher Associate

Minimum/General Experience:

Minimum six (6) months experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). B.A. with requisite word processing skills may be substituted for experience. Provides assistance to project researchers. Performs administrative assignments requiring the ability to follow directions and procedures.

Functional Responsibilities:

Proofreads for errors and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as

required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Commercial Job Title: (A042) Researcher Apprentice

Minimum/General Experience:

No prior experience required. Assists in research and research-related tasks. Performs administrative assignments requiring the ability to follow directions and procedures.

Functional Responsibilities:

Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).

Minimum Education:

High School diploma, GED, or equivalent experience in a related field.

Commercial Job Title: (A043) Survey Developer

Minimum/General Experience:

Minimum one (1) year experience in survey development, research, analysis, or management. Researches, analyzes and integrates data to develop survey instruments and devises concepts of conducting surveys, including electronic survey instruments. Confers with business, government, and customers, and other stakeholders to develop plans for studies and surveys. Devises methods and establishes criteria for conducting studies and surveys.

Functional Responsibilities:

Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions, and content, worker traits, and occupational trends. Conducts the research necessary to assist in the development of training courses. Trains personnel in survey development methodology, tools, and techniques. Establishes survey methods, tools, and procedures, develops survey instruments, conducts surveys, and investigates survey prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A044) Survey Developer Assistant

Minimum/General Experience:

Minimum six (6) months experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). A.A. degree, or with requisite word processing skills may be substituted for experience. Researches, analyzes and integrates data to develop survey instruments and devises concepts of conducting surveys, including electronic survey instruments. Confers with business, government, and customers, and other stakeholders to develop plans for studies and surveys. Devises methods and establishes criteria for conducting studies and surveys.

Functional Responsibilities:

Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions, and content, worker traits, and occupational trends. Assists in research necessary to develop training courses. Trains personnel in survey development tools, and techniques. Develops survey instruments, conducts surveys, and investigates survey prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

High School diploma, GED, or equivalent experience in a related field.

Commercial Job Title: (A045) Survey Administrator

Minimum/General Experience:

Minimum one (1) year experience in survey administration, survey development, research, analysis, or management. Conducts or oversees surveys. Manages data received from survey instruments. Confers with project staff, business, government, customers, and other stakeholders to determine need for follow-on surveys.

Functional Responsibilities:

Assists survey development personnel in devising methods and for conducting studies and surveys. Assists in research efforts supporting survey development and survey results trend analysis. Conducts surveys and survey prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A046) Graphics Designer

Minimum/General Experience:

Minimum one (1) year experience in designing and using computer-based graphic applications. Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf

software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens).

Functional Responsibilities:

Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A047) Graphics Designer Assistant

Minimum/General Experience:

Minimum six (6) months experience in designing and using computer-based graphic applications. Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens).

Functional Responsibilities:

Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Commercial Job Title: (A048) Graphics Designer Apprentice

Minimum/General Experience:

Minimum six (6) months experience in designing and using computer-based graphic applications. Uses desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Uses a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers assistance in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens).

Functional Responsibilities:

Conducts testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Commercial Job Title: (A049) Executive Administrative Technician

Minimum/General Experience:

Minimum one (1) year experience in administrative processes and services, to include use of standard office computer software applications. Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion in bibliographies.

Functional Responsibilities:

Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education:

A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and 2 years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A050) Sr. Administrative Technician**Minimum/General Experience:**

Minimum one (1) year experience in administrative processes and services, to include use of standard office computer software applications. Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies.

Functional Responsibilities:

Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education:

A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and 2 years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A051) Administrative Technician**Minimum/General Experience:**

Minimum six (6) months experience in administrative processes and services, to include use of standard office computer software applications. Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies.

Functional Responsibilities:

Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees.

Performs typing assignments requiring the ability to follow directions and procedures.

Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education:

A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and 2 years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Commercial Job Title: (A052) Administrative Apprentice

Minimum/General Experience:

No prior experience required. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research for clients and users. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions.

Functional Responsibilities:

Performs typing assignments requiring the ability to follow directions and procedures.

Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education:

High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

SIN 132-51 IT Professional Services Pricelist - Calendar Years (CY) 2006-2011
(Industrial Funding Fee of 0.75% is Included in Labor Rates)

	CY2006	CY2007	CY2008	CY2009	CY2010	CY2011
	On/Off Site					
Labor Category	Hourly Rate					
(E001) Expert/Specialized Consultant Level 1	\$240.44	\$248.13	\$256.07	\$264.26	\$272.72	\$281.45
(E002) Expert/Specialized Consultant Level 2	\$206.77	\$213.39	\$220.22	\$227.27	\$234.54	\$242.05
(E003) Expert/Specialized Consultant Level 3	\$183.61	\$189.49	\$195.55	\$201.81	\$208.27	\$214.93
(E004) Expert/Specialized Consultant Level 4	\$153.87	\$158.80	\$163.88	\$169.12	\$174.53	\$180.11
(A001) Program Manager	\$152.49	\$157.37	\$162.41	\$167.61	\$172.97	\$178.51
(A002) Deputy Program Manager	\$142.36	\$146.92	\$151.62	\$156.47	\$161.48	\$166.65
(A003) Principal Project Manager/Team Leader	\$129.89	\$134.05	\$138.34	\$142.77	\$147.34	\$152.05
(A004) Project Manager/Team Leader	\$103.88	\$107.21	\$110.64	\$114.18	\$117.83	\$121.60
(A005) Assist Project Manager/Team Leader	\$80.98	\$83.58	\$86.25	\$89.01	\$91.86	\$94.80
(A006) Project Technical Director	\$146.70	\$151.39	\$156.23	\$161.23	\$166.39	\$171.71
(A007) Deputy Project Technical Director	\$138.01	\$142.42	\$146.98	\$151.68	\$156.53	\$161.54
(A008) Assistant Project Technical Director	\$108.14	\$111.60	\$115.17	\$118.86	\$122.66	\$126.59
(A009) Senior Executive Consultant	\$135.38	\$139.71	\$144.18	\$148.79	\$153.55	\$158.46
(A010) Executive Consultant	\$115.24	\$118.92	\$122.73	\$126.66	\$130.71	\$134.89
(A011) Sr Management Consultant /Facilitator	\$99.07	\$102.24	\$105.51	\$108.89	\$112.37	\$115.97
(A012) Management Consultant/Facilitator	\$84.08	\$86.77	\$89.55	\$92.42	\$95.38	\$98.43
(A013) Assistant Management Consultant/Facilitator	\$76.67	\$79.12	\$81.65	\$84.26	\$86.96	\$89.74
(A014) Associate Management Consultant/Facilitator	\$66.46	\$68.58	\$70.77	\$73.03	\$75.37	\$77.78
(A015) Apprentice Management Consultant/Facilitator	\$43.68	\$45.07	\$46.51	\$48.00	\$49.54	\$51.13
(A016) Sr. Information Technology (IT) Consultant	\$112.16	\$115.75	\$119.45	\$123.27	\$127.21	\$131.28
(A017) IT Consultant	\$100.94	\$104.17	\$107.50	\$110.94	\$114.49	\$118.15
(A018) IT Consultant Assistant	\$73.56	\$75.92	\$78.35	\$80.86	\$83.45	\$86.12
(A019) IT Consultant Associate	\$66.94	\$69.08	\$71.29	\$73.57	\$75.92	\$78.35

	CY2006	CY2007	CY2008	CY2009	CY2010	CY2011
	On/Off Site					
Labor Category	Hourly Rate					
(A020) IT Consultant Apprentice	\$46.50	\$47.99	\$49.53	\$51.11	\$52.75	\$54.44
(A021) Sr. Computer Hardware/LAN Consultant	\$83.92	\$86.61	\$89.38	\$92.24	\$95.19	\$98.24
(A022) Computer Hardware/LAN Consultant	\$68.99	\$71.20	\$73.48	\$75.83	\$78.26	\$80.76
(A023) Computer Hardware/LAN Assistant	\$49.28	\$50.86	\$52.49	\$54.17	\$55.90	\$57.69
(A024) Computer Hardware/LAN Associate	\$39.35	\$40.61	\$41.91	\$43.25	\$44.63	\$46.06
(A025) Computer Hardware/LAN Apprentice	\$32.46	\$33.50	\$34.57	\$35.68	\$36.82	\$38.00
(A026) Senior Technical Writer	\$90.16	\$93.05	\$96.03	\$99.10	\$102.27	\$105.54
(A027) Technical Writer	\$68.48	\$70.67	\$72.93	\$75.26	\$77.67	\$80.16
(A028) Executive Training Developer/Consultant	\$115.24	\$118.92	\$122.73	\$126.66	\$130.71	\$134.89
(A029) Senior Training Developer/Consultant	\$96.22	\$99.30	\$102.48	\$105.76	\$109.14	\$112.63
(A030) Training Developer/Consultant	\$80.57	\$83.15	\$85.81	\$88.56	\$91.39	\$94.31
(A031) Training Developer/Consultant Assistant	\$72.16	\$74.46	\$76.84	\$79.30	\$81.84	\$84.46
(A032) Training Developer/Consultant Associate	\$62.54	\$64.54	\$66.61	\$68.74	\$70.94	\$73.21
(A033) Training Developer/Consultant Apprentice	\$43.76	\$45.16	\$46.61	\$48.10	\$49.64	\$51.23
(A034) Sr. Data Analyst	\$83.92	\$86.61	\$89.38	\$92.24	\$95.19	\$98.24
(A035) Data Analyst	\$77.91	\$80.40	\$82.97	\$85.63	\$88.37	\$91.20
(A036) Data Analyst Assistant	\$62.54	\$64.54	\$66.61	\$68.74	\$70.94	\$73.21
(A037) Data Analyst Associate	\$52.92	\$54.61	\$56.36	\$58.16	\$60.02	\$61.94
(A038) Data Analyst Apprentice	\$38.63	\$39.86	\$41.14	\$42.46	\$43.82	\$45.22
(A039) Researcher	\$56.94	\$58.76	\$60.64	\$62.58	\$64.58	\$66.65
(A040) Researcher Assistant	\$44.46	\$45.89	\$47.36	\$48.88	\$50.44	\$52.05
(A041) Researcher Associate	\$40.34	\$41.63	\$42.96	\$44.33	\$45.75	\$47.21
(A042) Researcher Apprentice	\$34.50	\$35.60	\$36.74	\$37.92	\$39.13	\$40.38
(A043) Survey Developer	\$54.59	\$56.34	\$58.14	\$60.00	\$61.92	\$63.90
(A044) Survey Developer Assistant	\$47.83	\$49.36	\$50.94	\$52.57	\$54.25	\$55.99

	CY2006	CY2007	CY2008	CY2009	CY2010	CY2011
	On/Off Site					
Labor Category	Hourly Rate					
(A045) Survey Administrator	\$46.66	\$48.15	\$49.69	\$51.28	\$52.92	\$54.61
(A046) Graphics Designer	\$51.71	\$53.36	\$55.07	\$56.83	\$58.65	\$60.53
(A047) Graphics Designer Assistant	\$46.75	\$48.25	\$49.79	\$51.38	\$53.02	\$54.72
(A048) Graphics Designer Apprentice	\$39.11	\$40.36	\$41.65	\$42.98	\$44.36	\$45.78
(A049) Executive Administrative Technician	\$65.41	\$67.51	\$69.67	\$71.90	\$74.20	\$76.57
(A050) Sr. Administrative Technician	\$53.89	\$55.61	\$57.39	\$59.23	\$61.13	\$63.09
(A051) Administrative Technician	\$43.02	\$44.39	\$45.81	\$47.28	\$48.79	\$50.35
(A052) Administrative Apprentice	\$31.58	\$32.59	\$33.63	\$34.71	\$35.82	\$36.97

USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Richard Sayers, 757.224.3716, richard.sayers@aoce.com, Fax: 757.224.6191.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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 customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.