

**FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE
AUTHORIZED ADP SCHEDULE PRICELIST**

**GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT**

Special Item No. 132-51 Information Technology Professional Services

132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES Category Code(s)

FPDS Class D301	IT Facility Operation and Management
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design and Integration Services
FPDS Class D308	Programming Services
FPDS Class D310	IT Backup and Security Services
FPDS Class D311	IT Data Conversion Services
FPDS Class D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Class D316	IT Network Management Services
FPDS Class D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other information Services (All Other Information Services belong under Schedule 76)
FPDS Class D317	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 or 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 performed by the publisher or manufacturer or one of their authorized agents.

ICF Z-Tech, Inc.

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Period Covered by Contract: November 27, 2001 through November 23, 2016

Contract Number: GS-35F-0102M

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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

All orders placed under this schedule may be directed to the following:

ICF Z-Tech, Inc.
530 Gaither Road
Rockville, MD 20850 US
Attn: Ilene Gerber
703-934-3000
icfgsacontracts@icfi.com

All payments under this schedule should be forwarded to the following:

ICF Z-Tech, Inc.
530 Gaither Road
Rockville, MD 20850 US
Attn: Accounts Receivable Department

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

The following telephone numbers can be used by ordering agencies to obtain technical information and/or ordering assistance:

For ICF Z-TECH, INC: Ilene Gerber 703-934-3000

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: 78-8291789
Block 30: Type Of Contractor – Large Business
Block 31: Woman – Owned Small Business – No

Block 36: Contractor's Taxpayer Identification Number: 52-2203884

4a. Cage Code: 1RMH4

4b. Contractor has registered with the Central Contractor Registration Database

5. FOB DESTINATION

6. DELIVERY SCHEDULE (MULTIPLE AWARD 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	15 days

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purposes of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three (3) workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS

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

- a. Prompt Payment: 0%
- b. Quantity 0%.
- c. Dollar Volume-Negotiated at time of order.
- d. Government Educational Institutions will receive the same negotiated discounts.
- e. Other 0%

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

Not Applicable to IT Services under SIN132-51.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$25,000.

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

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

The maximum dollar value per order for all IT Professional services will be \$500,000.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY 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 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 OFFICES

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

BPA(s) 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

None

27. ADVANCE PAYMENTS

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

(31 U.S.C. 3324.)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**1. SCOPE**

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

b. 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 office.

2. PERFORMANCE INCENTIVES

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering office 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 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.

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

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

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) 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 GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 (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 (FEB 1997) (Alternate II (JAN 1986)) 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 agency 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 agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

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

17. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**PREAMBLE**

Z Tech Corporation provides commercial IT services to the Federal Government. 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 agreements, and subcontracting.

COMMITMENT

To actively seek and partner with small business.

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 businesses 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 business.

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 Federal Government contracts.

LABOR CATEGORY DESCRIPTIONS

(Applicable to all categories: 2 years of experience may be substituted for 1 year of college)

- **Commercial Job Title: Program Manager 3**

Experience (Minimum): Degree plus 15 years of experience in IT services with specialized experience in leading edge solutions.

Functional Responsibility: Performs responsibilities commensurate with the stated requirements of the Program Manager 2 category but will possess additional years of experience in management plus requirements for fiscal and technical reporting.

- **Commercial Job Title: Program Manager 2**

Experience (Minimum): Degree plus 12-15 years management in IT services with specialized experience in leading edge solutions.

Functional Responsibility: Serves as the contractor's single Program Manager for multiple project under one client or similar projects for various clients. Is responsible for formulating and enforcing work standards, project schedules, review of work plans, supervision of project managers and project team leaders, all communication of internal and external policies and procedures. Is ultimately responsible for the performance of all projects.

- **Commercial Job Title: Program Manager**

Experience (Minimum): Degree plus 10+ years management experience in ADP services with specialized experience in leading edge solutions products.

Functional Responsibility: Serves as the contractor's single contract manager. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity.

- **Commercial Job Title: Project Manager**

Experience (Minimum): Degree plus 8-10 years management experience in ADP services with specialized experience in leading edge solutions products.

Functional Responsibility: Serves as Project Manager for a large, complex task order. Under the guidance of the Program Manager, will be responsible for the overall management of the specific task order(s) and insure that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

- **Commercial Job Title: QI Implementation Specialist 2**

Experience (Minimum): Degree plus 6-8 years of experience in quality planning and implementation.

Functional Responsibility: Establishes and maintains the developed processes for implementation of a Quality assurance plan. Determines, along with the Project Manager, the necessary resources required for quality control and continued implementation of the quality plan; in accordance with the requirements of the client.

- **Commercial Job Title: Quality Assurance Analyst**

Experience (Minimum): Degree plus 4-6 years of quality assurance experience in ADP services.

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/ requirements are adhered to, and for progress in accordance with schedules.

- **Commercial Job Title: Engineer 1**

Experience (Minimum): Degree plus 2 years of experience

Functional Responsibility: Implements requirements under the direction of more senior engineers.

- **Commercial Job Title: Engineer 2**

Experience (Minimum): Degree plus 5 years of experience.

Functional Responsibility: Leads projects within their specified area of expertise (network design, network installation, systems engineering, hardware/software integration, systems architecture, etc.) or serves as a senior member of a project team.

- **Commercial Job Title: Microsoft Engineer**

Experience (Minimum): Degree plus 8 years specialized experience and Microsoft certification (MCSE).

Functional Responsibility: Assists Sr. Microsoft Engineer in the design and implementation of Microsoft Solutions.

- **Commercial Job Title: Senior Information Engineer**

Experience (Minimum): Computer Sciences degree, or equivalent, plus 8 years specialized experience.

Functional Responsibility: Applies business process improvement practices to re-engineering methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.

- **Commercial Job Title: Sr. Information Systems Coordinator**

Experience (Minimum): Degree plus 12 years specialized experience and required certifications, as applicable.

Functional Responsibility: This individual will assist Program Manager, or client IRM Manager, in the research, design, configuration, implementation, and management of complex multi-user LAN/WAN network systems and communication systems.

- **Commercial Job Title: Senior Applications Engineer**

Experience (Minimum): Engineering degree plus 8 years specialized experience.

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

their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

- **Commercial Job Title: Applications Programmer**

Experience (Minimum): Degree plus 3-5 years specialized experience.

Functional Responsibility: Analyzes functional business applications and design specifications for functional activities. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

- **Commercial Job Title: Junior Applications Engineer**

Experience (Minimum): Degree plus 1 year experience

Functional Responsibility: Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrates and tests software components.

- **Commercial Job Title: Principal Business Process Reengineering Specialist**

Experience (Minimum): Degree plus 10 years specialized experience.

Functional Responsibility: Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

- **Commercial Job Title: Senior Business Process Reengineering Specialist**

Experience (Minimum): Degree plus 8 years specialized experience.

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and

assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.

- **Commercial Job Title: Project Control Specialist**

Experience (Minimum): Degree plus 4-6 years experience in preparing and evaluating project - related financial and schedule information.

Functional Responsibility: Directs all project financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions.

- **Commercial Job Title: Cost Analyst**

Experience (Minimum): Degree plus 4-6 years experience.

Functional Responsibility: Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative means to accomplish functional objectives. Supports stakeholders in understanding investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

- **Commercial Job Title: Subject Matter Expert 1**

Experience (Minimum): Degree plus specialized certifications and 5 years of experience.

Functional Responsibility: Provides technical expertise and guidance in the determination of technical and data architectures, definition of user requirements, and prototyping of systems. Also, provides technical expertise in the use of COTS products for executive information and decision support systems, data mapping and mining, and performance management. May act as a project task leader.

- **Commercial Job Title: Subject Matter Expert 2**

Experience (Minimum): Degree plus specialized certifications and 8 years of experience.

Functional Responsibility: Provides project management, technical planning, and high-level technical direction in support of functions such as technical planning at both the strategic and tactical levels and the implementation of systems at the enterprise level.

- **Commercial Job Title: Subject Matter Expert 3**

Experience (Minimum): Degree plus specialized certification and 10 years of experience.

Functional Responsibility: Provides subject matter expertise, executive guidance, and project direction in support of functions such as compliance issues, analysis of regulatory issues, review and improvement of agency planning and budgetary processes, grant management processes, data warehousing and data mining modeling, and the application of decision technology.

- **Commercial Job Title: Software Specialist 2**

Experience (Minimum): Degree or HS and Technical Training plus 2 year of experience

Functional Responsibility: Implements requirements analysis, process analysis, or architecture determinations under the direction of a more senior specialist.

- **Commercial Job Title: Software Specialist 3**

Experience (Minimum): Degree plus 2 years of experience or HS and Technical Training plus 6 year of experience.

Functional Responsibility: Independently develops software solutions with pre-defined tasks or as a member of a project team under the direction of its more senior members.

- **Commercial Job Title: Software Specialist 4**

Experience (Minimum): Degree plus 5 years of experience.

Functional Responsibility: Leads projects within their area of software specialty or serves as a senior member of a project team.

- **Commercial Job Title: Software Specialist 5**

Experience (Minimum): Degree plus 8 years of experience.

Functional Responsibility: Serves as a technical lead on more complex software development or data warehousing projects or serves as a senior member of a project team.

- **Commercial Job Title: Software Specialist 7**

Experience (Minimum): Degree plus 15 years of experience

Functional Responsibility: Works closely with Subject Matter Expert in developing software solutions designs on multiple projects.

- **Commercial Job Title: Software Engineer**

Experience (Minimum): Degree plus 8-10 years specialized experience.

Functional Responsibility: Assists Sr. Software Engineer in the research, design, and development of complex software systems. Gathers, analyzes, and, in conjunction with Sr. Software Engineer, develops scientific and mathematical analyses to ensure software compatibility.

- **Commercial Job Title: Sr. Software Specialist**

Experience (Minimum): Degree plus 8-10 years of specialized experience.

Functional Responsibility: Provides analysis, coding, testing, and debugging of highly specialized business application software, database software, communications software, and/or security software.

- **Commercial Job Title: Software Specialist**

Experience (Minimum): Degree plus 5-7 years of specialized experience.

Functional Responsibility: Provides direction, analysis, coding, testing, and debugging of highly specialized business application software, database software, communications software, and/or security software.

- **Commercial Job Title: Software Test Specialist**

Experience (Minimum): A Bachelors degree or higher in human factors, experimental psychology or other relevant discipline from an accredited college or university and 7 years experience.

Functional Job Title: Develops the Test Environment, performs Functional Tests to meets specific requirements or Performance Tests to measure systems' adequacy in strict accordance with approved Test Specifications.

- **Commercial Job Title: Jr. Software Specialist**

Experience (Minimum): Degree plus 3-5 years specialized experience.

Functional Responsibility: Assists Sr. Software Specialist and Software Specialist with software design, coding, testing, and/or debugging.

- **Commercial Job Title: Supervisory Technical Matter Specialist**

Experience (Minimum): Degree plus 10-12 years specialized experience and required certifications, as applicable.

Functional Responsibility: Coordinates the design and implementation of complex systems architectures, business process reengineering issues, and compliance projects with the Program Manager and other senior technical staff members.

- **Commercial Job Title: Sr. Technical Matter Specialist**

Experience (Minimum): Degree plus 8-10 years specialized experience and required certifications, as applicable.

Functional Responsibility: Senior Technical Matter Specialist assists Supervisory Technical Matter Specialist and all other senior staff members with the design and implementation of complex systems issues.

- **Commercial Job Title: Technical Expert 1**

Experience (Minimum): Degree plus 2 years of experience.

Functional Responsibility: Will assist Subject Matter Experts in the formulations of planning and training to effect positive client knowledge management and business solutions.

- **Commercial Job Title: Technical Support Specialist 2**

Experience (Minimum): Degree plus 4 years of experience.

Functional Responsibility: Development of user friendly training support materials and hands on instructions and development of technical brochures and subject matter dissemination.

- **Commercial Job Title: Support Specialist 3**

Experience (Minimum): Degree or HS plus 2 years of experience.

Functional Responsibility: Implements requirements for quality assurance, operations, training, and/or technical support under the direction of a more senior specialist. In addition, has more independence in their specialized area.

- **Commercial Job Title: Support Specialist 4**

Experience (Minimum): Degree plus 2 years of experience or AA plus 4 years of experience.

Functional Responsibility: Provides IT support services on Desktop Support efforts as well as software development through coordination of user training and software installation.

- **Commercial Job Title: Information Specialist 2**

Experience (Minimum): Degree plus 2 years of experience.

Functional Responsibility: Plans, Implements complex technical application solutions such as Oracle, Windows NT, Microsoft, etc. This individual will assist the project team in the evaluation and implementation of applications development and integration.

- **Commercial Job Title: Senior Oracle Developer**

Experience (Minimum): Degree plus 10 years specialized Oracle experience. Specializes in the development of applications in a relational database environment with emphasis on Oracle.

- **Commercial Job Title: Oracle Developer**

Experience (Minimum): Degree plus 8 years specialized Oracle experience.

Functional Responsibility: Supports the Sr. Oracle Developer and/or Project Manager in the development and analysis of applications using Oracle.

- **Commercial Job Title: Database Management Specialist**

Experience (Minimum): Computer Sciences degree, or equivalent, plus 5-7 years specialized experience.

Functional Responsibility: Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

- **Commercial Job Title: Systems Administrator**

Experience (Minimum): Degree plus 4 years management experience.

Functional Responsibility: Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server-based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

- **Commercial Job Title: Sr. Business Process Analyst**

Experience (Minimum): Degree plus 5-7 years of experience.

Functional Responsibility: Provides business process facilitation and training, methodology development and evaluation, reengineering, best practice identification, change management, organizational development, and development of information systems.

- **Commercial Job Title: Sr. Internet Technical Specialist**

Experience (Minimum): Degree plus 3-5 years of experience. Experienced in building and maintaining Internet application solutions in a complex mainframe or client/server environment. Experienced in the usage of FTP, Gopher, and WWW to retrieve documents.

Functional Responsibility: Designs and develops web sites and web pages, and coordinating the integration of web technology with software applications and database management systems.

- **Commercial Job Title: Internet Design Specialist 2**

Experience (Minimum): Degree plus 3 years of experience. Experienced in the design of web sites and web pages.

Functional Responsibility: Under direction of more senior web designers, creates and optimizes graphic images and logos, provides visual structure and incorporates interactive applications into web pages.

- **Commercial Job Title: Internet Communications Specialist**

Experience (Minimum): Degree plus 3-5 years of experience. Experience with operations and maintenance activities related to communication lines and equipment (e.g., modems, terminal servers, Web Page Servers, routers, bridges, and gateways). Experienced with telecommunication applications and management including leased/dedicated lines, TCP/IP, and X.25 protocols, SLIP/PPP/ Winsock, HTML, national network and LAN interfaces and Internet Applications.

Functional Responsibility: Acts as interface between communication sources (e.g., Internet Service Provider, Intranet) and system users.

- **Commercial Job Title: Internet Systems Programmer**

Experience (Minimum): Degree plus 3-5 years of experience.

Functional Responsibility: Assist Sr. Internet Systems Programmer in the building and maintaining of Internet Software Applications and Internet Systems administration. Provides assistance with the development of web pages and web sites and provides support to system users.

- **Commercial Job Title: Internet Data Administrator**

Experience (Minimum): Degree plus 3-5 years experience. Experienced with the design, testing and implementation of Internet Systems database applications.

Functional Responsibility: Performs administration of Internet-based database systems.

- **Commercial Job Title: Web Programmer 3**

Experience (Minimum): Degree plus 5 years of experience.

Functional Responsibility: Performs the analysis, design, coding, testing, and acceptance of Web Applications. May perform internet administration tasks for several projects.

- **Commercial Job Title: Web Programmer 2**

Experience (Minimum): Degree plus 3 years of experience.

Functional Responsibility: Analyzes functional requirement for web design and web-based program. In conjunction with more senior web developers, assists project team with conceptual programmatic requirements to meet web standards and 508 compliance issues.

- **Commercial Job Title: Web Graphics Specialist 2**

Experience (Minimum): Degree plus 3 years of experience.

Functional Responsibility: Works in conjunction with content specialists, programmers, and more senior web specialist to develop visualization requirements for web sites in accordance with standards and 508 compliance.

- **Commercial Job Title: Web Programmer 1**

Experience (Minimum): Degree plus 1 year of experience.

Functional Responsibility: Works with more senior web personnel to develop programmatic design of web sites.

- **Commercial Job Title: Web Content Specialist 2**

Experience (Minimum): Degree plus 3 years of experience.

Functional Responsibility: Works independently to develop and ensure content of web page is in accordance with client requirements and 508 compliance.

- **Commercial Job Title: Web Content Specialist 1**

Experience (Minimum): Degree plus 2 years of experience.

Functional Responsibility: Works with web development team to ensure content of web page is in accordance with client request and the developed specifications for the web page.

- **Commercial Job Title: Web Software Specialist 2**

Experience (Minimum): Degree plus 3 years of experience.

Functional Responsibility: Utilizes web based software such as Java, HTML, etc. in the building of software suites to ensure standardization and 508 compliance.

- **Commercial Job Title: Web Database Specialist 2**

Experience (Minimum): Degree plus 5 years of experience Experienced with relational databases, text retrieval systems, and object repositories.

Functional Responsibility: Designs, tests, deploys, maintains, and supports the implementation of internet systems database applications. Performs administration of internet-based database systems.

- **Commercial Job Title: LAN Engineer**

Experience (Minimum): Degree plus 1-3 years of experience in LAN/WAN environments and possesses a MCSE certification (MCSE). Certified in applicable LAN/WAN software products and applications. Experienced in their implementation and integration. Experienced in anti-viral software products and their utilization.

Functional Responsibility: Assists LAN/WAN Manager in network related problem resolutions, technical performance monitoring, and administrative issues. May assist with prioritization of network control center tasks.

- **Commercial Job Title: IT Analyst**

Experience (Minimum): A Bachelors degree or higher in IT, human factors, experimental psychology or other relevant discipline from an accredited college or university and 7 years experience.

Functional Responsibility: Works closely with Program Manager, IT Architects, Systems Developers and Engineers to analyze systems requirements, develop creative ideation outputs, and develop through-put analysis.

- **Commercial Job Title: IT Developer**

Experience (Minimum): A Bachelors degree or higher in IT human factors, experimental psychology or other relevant discipline from an accredited college or university and 5-7 years experience.

Functional Responsibility: Develops systems requirements, develop logic models, and develop environment protocols.

- **Commercial Job Title: RUP Planner**

Experience (Minimum): A Bachelors degree or higher in human factors, experimental psychology or other relevant discipline from an accredited college or university and 7-10 years experience.

Functional Responsibility: The Rational Unified Planner develops iterative phases of work that identify and mitigate software development risks, and enhance the delivery of executable software that is reliable, demonstratable, and testable.

- **Commercial Job Title: Developer/ Tester**

Experience (Minimum): A Bachelors degree or higher in human factors, experimental psychology or other relevant discipline from an accredited college or university and 7 years experience.

Functional Responsibility: Develops the Test Environment and Test Specifications necessary to fully test and execute routine and specific performance in a Systems Development environment.

- **Commercial Job Title: Principal Human Factors Scientist**

Experience (Minimum): Masters and 20 years relevant Experience. Possesses unique experience, skills, and expert knowledge in Human Factors, and/or process areas within the Human Factors engineering discipline or across engineering disciplines.

Functional Responsibility: Works directly with customer management to apply advanced principles, theories, and concepts and develops comprehensive solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and schedule constraints

- **Commercial Job Title: Senior Human Factors Engineer**

Experience (Minimum): Bachelors and 15 years relevant Experience or Masters Degree and 10 years experience.

Functional Responsibility: Provides Human Factors Engineering support on IT systems, system elements, interfacing systems, components, devices and/or processes. Possesses in-depth technical and theoretical knowledge in the human factors discipline. Works independently or on a team and solves engineering-related problems. Supports entire system life cycle. Develops system architecture and design including software, hardware, communications and interface requirements. Leads definition, trade-off and design activities. Prepares, reviews, and evaluates system documentation, specifications, test plans and procedures. Conducts analysis to define, analyze and allocate requirements. Supports test programs and analyzes testing. Conducts analysis of requirements and components and performs audits to ensure functionality, operations and performance requirements are achieved. May provide daily supervision and direction to staff.

- **Commercial Job Title: Human Factors Engineer**

Experience (Minimum): Bachelors and 5 years or Masters and 3 years

Functional Responsibility: Works as a member of a team and assists with solving complex problems in an engineering discipline. Develops strategic and implementation plans. Contributes to system architecture and design including software, hardware, communications and interface requirements. Provides definition, trade-off and design support. Reviews, evaluates, and analyzes designs. Prepares, reviews, and evaluates documentation, specifications, test plans and procedures. Performs analysis to define, analyze and allocate requirements. Supports test programs and analyzes testing. Performs analysis of requirements and components and performs audits to ensure intended functionality and performance is achieved.

- **Commercial Job Title: Sr. Functional Analyst (Human Factors)**

Experience (Minimum): Ph.D. and 10 years of relevant Experience or Masters and 15 years

Functional Responsibility: Develops strategic and implementation plans. Develops user system architecture and design including software, hardware, and communications specifically in regards to user interface requirements. Leads in definition, trade-off and design activities relevant to User interfaces. Prepares, reviews, and evaluates documentation, specifications, test plans and procedures. Conducts analysis to define, analyze and allocate requirements. Oversees test programs. Leads analysis of requirements to ensure intended functionality, operation and performance requirements are achieved. May provide daily supervision and direction to staff.

- **Commercial Job Title: Functional Analyst (Human Factors)**

Experience (Minimum): Bachelors and 12 years experience or Masters and 10 years of experience.

Functional Responsibility: Applies engineering disciplines to support IT design, development, implementation, and operation activities. Assists in definition, trade-off and design activity. Reviews, evaluates, and analyzes designs for user interface considerations. Prepares, reviews, and evaluates documentation, specifications, test plans and procedures. Assists in definition, analysis and allocation of requirements. Supports test programs and analyzes testing. Conducts analysis of requirements and components and supports audits conducted to ensure intended functionality and performance is achieved.

- **Commercial Job Title: Human Factors Specialist**

Experience (Minimum): Associates and 2 years relevant Experience or Bachelors and 1 year of experience.

Functional Responsibility: Assists in definition, trade-off and design activity. Reviews, evaluates, and analyzes design interfaces. Prepares, reviews, and evaluates interface documentation, specifications, test plans and procedures. Assists in definition, analysis and allocation of requirements. Supports test programs and analyzes testing.

- **Commercial Job Title: Help Desk Administrator 3**

Experience (Minimum): High School Degree plus 3 years of experience.

Functional Responsibility: Provides overall administration to the help desk staff who is responsible to users in the areas of email, desktop solutions, and other administrative services. Will support data gathering on Service Level Agreements (SLAs) and act as liaison to users experiencing problems.

- **Commercial Job Title: Help Desk Technician II**

Experience (Minimum): AA degree or 3 years experience. Must have knowledge of PC operating systems (e.g. Windows 95, NT) and networking and mail standards. Customer service and communication skills are necessary.

Functional Responsibility: Provide telephone hot-line support in a help desk environment; demonstrates a thorough understanding of the technical environment and has skills assisting personnel. Logs and prioritizes calls, tracks technicians, and provides reports as required

regarding compliance with Service Level Agreements (SLAs). Analyze and determine requirements for customer service areas.

- **Commercial Job Title: Help Desk Technician III**

Experience (Minimum): Degree or 4 years experience or MCP plus 2 years experience. Must have knowledge of PC operating systems (e.g. Windows 95, NT) and networking and mail standards. Customer service and communication skills are necessary.

Functional Responsibility: Provide telephone hot-line support in a help desk environment; demonstrates a thorough understanding of the technical environment and has skills assisting personnel. Logs and prioritizes calls, tracks technicians, and provides reports as required regarding compliance with Service Level Agreements (SLAs). Analyze and determine requirements for customer service areas.

- **Commercial Job Title: Senior Training Specialist**

Experience (Minimum): Degree plus 5-7 years experience.

Functional Responsibility: Conducts the research necessary to develop and revise IT training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer-aided training.

- **Commercial Job Title: Training Coordinator 2**

Experience (Minimum): Degree plus 3-5 years of experience.

Functional Responsibility: Experienced in research and development of IT training courses; either on the job training or classroom training. Works closely with Subject Matter Experts and Technical Support personnel to meet a wide array of IT training requirements.

ICF Z-Tech, Inc.

**530 Gaither Road
Rockville, MD 20850 US**

GSA Contract Number: GS-35F-0102M**May 26, 2007 - November 23, 2016****HOURLY LABOR RATES**

	<i>Site:</i>	Government Site	Contractor Site
GSA Labor Category		GSA Schedule Rate (with IFF)	GSA Schedule Rate (with IFF)
Program Manager 3			\$128.65
Program Manager 2			\$123.84
Program Manager		\$117.35	
Project Manager			\$106.12
QI Implementation Specialist			\$102.73
Quality Assurance Analyst			\$55.06
Engineer 1		\$57.90	\$70.00
Engineer 2		\$90.11	\$109.67
Microsoft Engineer			\$105.86
Sr. Information Engineer		\$131.00	
Sr. Information Systems Coordinator			\$172.53
Sr. Applications Engineer		\$84.15	
Application Programmer		\$107.97	
Jr. Applications Engineer		\$52.67	\$66.05
Prin. Bus. Proc. Reengineer Spec.			\$91.23
Sr. Bus Proc. Reengineer Spec.			\$80.63
Project Control Specialist			\$49.46
Cost Analyst		\$53.28	
Subject Matt. Expert 1		\$128.89	\$156.89
Subject Matt. Expert 2		\$145.94	\$170.76
Subject Matt. Expert 3		\$194.59	\$194.59
Software Spec. 2			\$51.69
Software Spec 3		\$68.12	\$81.89
Software Spec.4		\$75.48	\$94.04
Software Spec.5		\$100.97	\$120.07
Software Spec.7		\$132.98	
Software Engineer		\$83.98	
Sr. Software Specialist		\$104.17	
Software Specialist		\$79.91	

<i>Site:</i>	Government Site		Contractor Site
GSA Labor Category	GSA Schedule		GSA Schedule
Software Test Specialist	\$71.68		
Jr. Software Specialist	\$69.22		
Supervisory Tech Matter Specialist	\$141.90		
Sr. Tech Matter Specialist	\$131.39		
Technical Expert 1			\$81.64
Technical Support Specialist 2			\$82.07
Support Specialist 3			\$39.77
Support Specialist 4			\$58.34
Information Specialist 2			\$58.30
Sr. Oracle Developer			\$135.45
Oracle Developer			\$112.33
Database Management Specialist			\$63.00
Systems Administrator			\$50.18
Sr. Business Process Analyst	\$61.21		
Sr. Internet Tech Specialist	\$76.48		\$79.22
Internet Design Specialist 2			\$69.82
Internet Communications Specialist	\$55.85		\$70.52
Internet Systems Programmer	\$49.43		
Internet Data Administrator	\$63.36		\$79.47
Web Programmer 3			\$95.89
Web Programmer 2	\$76.81		
Web Graphics Spec 2	\$66.56		
Web Programmer 1	\$49.18		
Web Content Spec 2	\$54.32		
Web Content Spec. 1			\$60.54
Web Software Spec. 2			\$89.47
Web Database Spec. 2			\$83.08
LAN Engineer	\$50.81		
IT Analyst	\$90.12		
IT Developer	\$80.38		
RUP Planner	\$204.80		
Developer Tester	\$87.04		
Principal Human Factors Scientist	\$127.05		\$162.27
Senior Human Factors Engineer	\$93.15		\$116.30
Human Factors Engineer	\$76.01		\$95.31
Sr. Functional Analyst (Human Factors)	\$160.77		

<i>Site:</i>	Government Site		Contractor Site
GSA Labor Category	GSA Schedule		GSA Schedule
Functional Analyst (Human Factors)	\$101.41		
Human Factors Specialist	\$59.13		
Help Desk Administrator 3	\$52.63		\$63.64
Help Desk Technician II	\$38.34		
Help Desk Tech III			\$56.59
Sr. Training Specialist			\$78.25
Training Coordinator 2			\$55.66