



General Services Administration IT Schedule 70

Contract Number: GS-35F-012BA

132-51 – Information Technology (IT) Professional Services



Period Covered by Contract: *October 8, 2013 to October 7, 2018*

GSA Federal Supply Service Pricelist Effective: *October 8, 2013*



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

Special Item No. 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.

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

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

CNI Professional Services, LLC

2600 John Saxon Blvd, Norman, OK 73071

Phone: (405) 253-8202

www.chickasaw.com/cnips

Contract Number: *GS-35F-012BA*
Period Covered by Contract: *October 8, 2013 to October 7, 2018*

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).



Table of Contents

SPECIAL NOTICE TO AGENCIES: Small Business Participation.....	4
INFORMATION FOR ORDERING ACTIVITIES	5
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51).....	13
Labor Category Descriptions - IT Professional Services: SIN 132-51	17
GSA PRICE LIST SIN 132-51	49
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	51
BEST VALUE -BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE	52
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”.....	55

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.

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the 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.gsadvantage.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contains 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.



INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

CNI Professional Services, LLC
2600 John Saxon Blvd, Norman, OK 73071
Attn: Tom Leydorf, CNIPS LLC Manager
Phone: (405) 253-8202

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

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

Attn: Daniel Devine
Phone: (405) 253-8325

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 Contract
Block 16: Data Universal Numbering System (DUNS) Number: **790975697**
Block 30: Type of Contractor: **Small Disadvantaged Business**

A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - **No**
Block 37: Contractor's Taxpayer Identification Number (TIN): **30-0400199**
Block 40: Veteran Owned Small Business (VOSB): **No**

4a. CAGE Code: **4NAW2**
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)
<u>132-51</u>	<u>30</u> Days
_____	_____ Days

Expedited: TBD at Task Order Level

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

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **0** % - **30** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Other Special Discounts: **None**

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar of orders to be issued is \$100.

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

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

Special Item Number 132-51 - Information Technology 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 Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. 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.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

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:

N/A

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 or 132-9.

23. SECTION 508 COMPLIANCE

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes

No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): _____

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)

******NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

1. SCOPE

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

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

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

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

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

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

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

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

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

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

d. Any Contractor travel required in the performance of IT/IAM 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

Labor Category Descriptions - IT Professional Services: SIN 132-51

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
APPLICATION SYSTEMS ANALYST III	<p>Two year experience performing related duties. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager. Requirements include excellent communications skills.</p>	<p>Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users' needs. They also may prepare cost benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible.</p>	<p>Bachelor's degree in a related area preferred.</p>
APPLICATION SYSTEMS ANALYST IV	<p>Three year experience performing related duties. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager. Requirements include excellent communications skills.</p>	<p>Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet</p>	<p>Bachelor's degree in a related area preferred .</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>the users' needs. They also may prepare cost benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible.</p>	
<p>APPLICATION SYSTEMS ANALYST V</p>	<p>Four year experience performing related duties. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager. Requirements include excellent communications skills.</p>	<p>Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users' needs. They also may prepare cost benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible.</p>	<p>Bachelor's degree in a related area preferred .</p>
<p>BUSINESS DATA ANALYST III</p>	<p>Six years' experience performing related duties. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>	<p>Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining independently. Designs, develops, implements and maintains business solutions. Works with main clients, project and business leaders to identify analytical requirements. Provides tutorship to junior analysts.</p>	<p>Requires a bachelor's degree in area of specialty.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
CERTIFICATION & ACCREDITATION SPECIALIST IV	<p>Five years' experience performing related duties. Excellent communication skills (oral and written) and a demonstrated proficiency in Microsoft Windows/Office.</p>	<p>Responsible for the coordination and completion of all certification reports and reviews of C&A and IA requirements to align with current FDA and Department of Homeland Security policies. Monitor and analyze systems' compliance with IT security requirements, including system architecture analysis, software design analysis and network connection rule compliance analysis, integrity analysis of integrated products, lifecycle management analysis, and vulnerability assessment. Provide inputs to the development and operation of network systems and guidance with implementing IT security policies, including drafting position papers on IT issues, identifying and interpreting relevant information, including industry standards and practices. Develop alternative approaches to address issues and evaluate the impact of changes in business needs on current policy. Attend reviews, participate in an integrated product team, IA work group, and other meetings as necessary.</p>	<p>Requires a bachelor's degree in area of specialty.</p>
COMPUTER SYSTEMS ANALYST III	<p>With at least four years of general experience of which three year is directly related experience. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures.</p>	<p>Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Serves as computer systems expert on assignments that typically involve the establishment of a framework for new automated systems where concern is with overall structure involving life cycle involvement ranging from the conduct of feasibility studies to post implementation evaluation; from a number of possible approaches.</p>	<p>Bachelor's degree in a related discipline preferred.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>Projections are required from inconclusive workload data, technological advances are usually untried at the scale to which application is required; integration with existing systems is required. Design criteria must be established to accommodate changes in legislation, mission, or functional program requirements. Duties require a broad knowledge of data sources, data flow, system interactions, advanced computer equipment and software applications, and advanced systems design techniques to develop solutions to unyielding complex problems and to advise policy making officials on systems design and ADP forecasts.</p>	
COMPUTER SYSTEMS ANALYST IV	<p>With at least five years of general experience of which four year is directly related experience. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures.</p>	<p>Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Serves as computer systems expert on assignments that typically involve the establishment of a framework for new automated systems where concern is with overall structure involving life cycle involvement ranging from the conduct of feasibility studies to post implementation evaluation; from a number of possible approaches. Projections are required from inconclusive workload data, technological advances are usually untried at the scale to which application is required; integration with existing systems is required. Design criteria must be established to accommodate changes in legislation, mission, or functional</p>	<p>Bachelor's degree in a related discipline preferred.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>program requirements. Duties require a broad knowledge of data sources, data flow, system interactions, advanced computer equipment and software applications, and advanced systems design techniques to develop solutions to unyielding complex problems and to advise policy making officials on systems design and ADP forecasts.</p>	
DATABASE MANAGEMENT SPECIALIST II	<p>Four years of general experience. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment</p>	<p>Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the customer databases. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Develops and administers large-scale Database Management Systems (DBMS). Participates in the design and development of DBMS at the highest level, and in defining the core system and subsystems. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. 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, and for progress in accordance with schedules. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates and end user representatives. Provides daily supervision and technical direction to staff to ensure program deadlines</p>	<p>Bachelor's degree or equivalent</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>are met. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Reviews computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations. May supervise more junior Database Administrators. Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.</p>	
<p>DATABASE PROGRAMMER ANALYST I</p>	<p>Three years' experience, of which at least two years must be specialized. Specialized experience include: experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures. Relies on</p>	<p>Reviews, evaluates, designs, implements and maintains company database(s). Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including</p>	<p>A bachelor's degree in computer science, information systems, engineering, business, or other related discipline.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
	<p>experience and judgment to plan and accomplish goals. Demonstrated ability to work independently or under only general direction.</p>	<p>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.</p>	
<p>DATABASE PROGRAMMER ANALYST IV</p>	<p>Six years' experience, of which at least five years must be specialized. Specialized experience include: experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Demonstrated ability to work independently or under only general direction.</p>	<p>Reviews, evaluates, designs, implements and maintains company database(s). Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program level and user level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.</p>	<p>A bachelor's degree in computer science, information systems, engineering, business, or other related discipline.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
DATABASE PROGRAMMER ANALYST V	Seven years' experience, of which at least six years must be specialized. Specialized experience include: experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Demonstrated ability to work independently or under only general direction.	Reviews, evaluates, designs, implements and maintains company database(s). Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program level and user level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.	A bachelor's degree in computer science, information systems, engineering, business, or other related discipline.
DOCUMENTATION SPECIALIST IV	Seven years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen.	Associate's degree in a related area or equivalent combination of education and experience.
ENTERPRISE INFRASTRUCTURE ARCHITECT II	Seven years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and	Responsible for designing and implementing information systems which will adequately support the enterprise infrastructure of the organization. Analyzes system requirements and ensures that systems will offer security and will be	Requires a bachelor's degree in area of specialty

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
	accomplish goals.	effectively integrated with current applications. Ensures that all systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, web and software applications.	
FUNCTIONAL SUBJECT MATTER EXPERT II	Four years of related experience: Four years of business/functional analysis in IT related environment is needed to write effective business and functional requirements; there is a need to have an understanding of the SDLC and a concept of visual design; two years of Project Management experience; as a leader, defining the scope, timeframe, and resources to drive the projects, ensure developers and testers understand the needs, and participate in user acceptance testing; Demonstrated interpersonal, facilitation, negotiation, and leadership skills Ability to translate business requirements into functional specifications; Ability to read XML; Ability to develop use cases	Creates functional specifications and leads projects successfully through to completion in all phases of the Software Development Lifecycle. Collaborates with business stakeholders in understanding the business requirements and translating them to functional specifications. Works with PMO, Development, Testing, and Release management to ensure requirements are developed and released as specified.	Bachelor's degree or equivalent
FUNCTIONAL SUBJECT MATTER EXPERT III	Five years of related experience: Five years of business/functional analysis in IT related environment is needed to write effective business and functional requirements; there is a need to have an understanding of the SDLC and a concept of visual design; three years of Project Management	Creates functional specifications and leads projects successfully through to completion in all phases of the Software Development Lifecycle. Collaborates with business stakeholders in understanding the business requirements and translating them to functional specifications. Works with PMO, Development, Testing, and Release management to ensure requirements	Bachelor's degree or equivalent

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
	<p>experience; as a leader, defining the scope, timeframe, and resources to drive the projects, ensure developers and testers understand the needs, and participate in user acceptance testing; Demonstrated interpersonal, facilitation, negotiation, and leadership skills Ability to translate business requirements into functional specifications; Ability to read XML; Ability to develop use cases</p>	<p>are developed and released as specified.</p>	
<p>FUNCTIONAL SUBJECT MATTER EXPERT IV</p>	<p>Six years of related experience: Six years of business/functional analysis in IT related environment is needed to write effective business and functional requirements; there is a need to have an understanding of the SDLC and a concept of visual design; four years of Project Management experience; as a leader, defining the scope, timeframe, and resources to drive the projects, ensure developers and testers understand the needs, and participate in user acceptance testing; Demonstrated interpersonal, facilitation, negotiation, and leadership skills Ability to translate business requirements into functional specifications; Ability to read XML; Ability to develop use cases</p>	<p>Creates functional specifications and leads projects successfully through to completion in all phases of the Software Development Lifecycle. Collaborates with business stakeholders in understanding the business requirements and translating them to functional specifications. Works with PMO, Development, Testing, and Release management to ensure requirements are developed and released as specified.</p>	<p>Bachelor's degree or equivalent</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
FUNCTIONAL SUBJECT MATTER EXPERT V	<p>Seven years of related experience: Seven years of business/functional analysis in IT related environment is needed to write effective business and functional requirements; there is a need to have an understanding of the SDLC and a concept of visual design; five years of Project Management experience; as a leader, defining the scope, timeframe, and resources to drive the projects, ensure developers and testers understand the needs, and participate in user acceptance testing; Demonstrated interpersonal, facilitation, negotiation, and leadership skills Ability to translate business requirements into functional specifications; Ability to read XML; Ability to develop use cases</p>	<p>Creates functional specifications and leads projects successfully through to completion in all phases of the Software Development Lifecycle. Collaborates with business stakeholders in understanding the business requirements and translating them to functional specifications. Works with PMO, Development, Testing, and Release management to ensure requirements are developed and released as specified.</p>	<p>Bachelor's degree or equivalent</p>
FUNCTIONAL SUBJECT MATTER EXPERT VI	<p>Eight years of related experience: Eight years of business/functional analysis in IT related environment is needed to write effective business and functional requirements; there is a need to have an understanding of the SDLC and a concept of visual design; six years of Project Management experience; as a leader, defining the scope, timeframe, and resources to drive the projects, ensure developers and testers understand the needs, and participate in user acceptance testing; Demonstrated interpersonal, facilitation, negotiation, and leadership</p>	<p>Creates functional specifications and leads projects successfully through to completion in all phases of the Software Development Lifecycle. Collaborates with business stakeholders in understanding the business requirements and translating them to functional specifications. Works with PMO, Development, Testing, and Release management to ensure requirements are developed and released as specified.</p>	<p>Bachelor's degree or equivalent</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
	<p>skills Ability to translate business requirements into functional specifications; Ability to read XML; Ability to develop use cases</p>		
<p>FUNCTIONAL SUBJECT MATTER EXPERT VII</p>	<p>Nine years of related experience: Nine years of business/functional analysis in IT related environment is needed to write effective business and functional requirements; there is a need to have an understanding of the SDLC and a concept of visual design; seven years of Project Management experience; as a leader, defining the scope, timeframe, and resources to drive the projects, ensure developers and testers understand the needs, and participate in user acceptance testing; Demonstrated interpersonal, facilitation, negotiation, and leadership skills Ability to translate business requirements into functional specifications; Ability to read XML; Ability to develop use cases</p>	<p>Creates functional specifications and leads projects successfully through to completion in all phases of the Software Development Lifecycle. Collaborates with business stakeholders in understanding the business requirements and translating them to functional specifications. Works with PMO, Development, Testing, and Release management to ensure requirements are developed and released as specified.</p>	<p>Bachelor's degree or equivalent</p>
<p>HELP DESK SPECIALIST II</p>	<p>A minimum of three years of experience, of which at least two year must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., Microsoft Windows/Office, as well as networking and mail standards and experience in supporting a help desk functions.</p>	<p>Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Provides telephone and in person support to users in the areas of email, directories, standard windows</p>	<p>High school diploma or GED.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		desktop COTS applications, and customer proprietary applications. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.	
HELP DESK SPECIALIST IV	A minimum of five years of experience, of which at least four year must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., Microsoft Windows/Office, as well as networking and mail standards and experience in supporting a help desk functions.	Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Provides telephone and in person support to users in the areas of email, directories, standard windows desktop COTS applications, and customer proprietary applications. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.	High school diploma or GED.
INFORMATION ENGINEER VI	A minimum of 10 years directly related work experience is required.	Transforms business specifications into information systems applications through resource plans and prioritizes work within established budget objectives; master level knowledge of multiple programming disciplines and a thorough understanding of the business that the assigned projects are supporting. Uses this understanding of the business and systems environment to develop appropriate and timely solutions to daily issues. Has conceptual knowledge of varying technologies and the ability to make decisions based on that knowledge; Suggests solutions that make sense and optimize the value of assigned projects. Communicates openly and effectively in a manner consistent with the audience. Recognizes the importance of superior quality in providing a competitive edge.	Bachelors Degree in Computer Information Systems and or Business Process Analysis. Experience in Management Information Systems.

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>Ensures that reports are precise, timely and accurate. Demonstrates sound analytic and diagnostic skills dealing with issues that are loosely defined and/or where information is available but must be further manipulated. Once decisions are made, is able to follow and direct action to implement intended results. Breaks a problem down to manageable pieces and implements effective, timely solutions. Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.</p>	
IT PROJECT MANAGER I	<p>Bachelor's degree and at least seven years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.</p>	<p>Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper</p>	<p>Bachelor's degree in the field or in a related area.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		management regarding status of project.	
IT PROJECT MANAGER II	Bachelor's degree and at least eight years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.	Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project.	Bachelor's degree in the field or in a related area.
IT PROJECT MANAGER III	Bachelor's degree and at least nine years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.	Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project.	Bachelor's degree in the field or in a related area.
IT PROJECT MANAGER IV	Bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.	Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project.	Bachelor's degree in the field or in a related area.

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
IT PROJECT MANAGER V	Bachelor's degree and at least 11 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.	Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project.	Bachelor's degree in the field or in a related area.
IT PROJECT MANAGER VI	Bachelor's degree and at least 12 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.	Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project.	Bachelor's degree in the field or in a related area.
OPERATIONS SUPPORT SPECIALIST I	Relevant knowledge.	Researches and analyzes operational data to perform management and organizational assessments. Compiles data and develops information for use by organizations, management teams, and leaders. Provides operation, process, and procedural appraisals to prepare materials for constructing customized workshops and training exercises. Develops customized organizational development, planning, and team building tools. Prepares and conducts surveys, analyzes survey data, and develops trend information. Utilizing modeling techniques simulates complex operational environments and proposed changes to operational environments to evaluate performance attributes.	Bachelor's degree in administration, science, or engineering and two years of relevant experience

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
OPERATIONS SUPPORT SPECIALIST III	Two years of relevant experience; or an equivalent combination of education and experience.	Researches and analyzes operational data to perform management and organizational assessments. Compiles data and develops information for use by organizations, management teams, and leaders. Provides operation, process, and procedural appraisals to prepare materials for constructing customized workshops and training exercises. Develops customized organizational development, planning, and team building tools. Prepares and conducts surveys, analyzes survey data, and develops trend information. Utilizing modeling techniques, simulates complex operational environments and proposed changes to operational environments to evaluate performance attributes.	Bachelor's degree in administration, science, or engineering and two years of relevant experience
OPERATIONS SUPPORT SPECIALIST IV	Three years of relevant experience; or an equivalent combination of education and experience.	Researches and analyzes operational data to perform management and organizational assessments. Compiles data and develops information for use by organizations, management teams, and leaders. Provides operation, process, and procedural appraisals to prepare materials for constructing customized workshops and training exercises. Develops customized organizational development, planning, and team building tools. Prepares and conducts surveys, analyzes survey data, and develops trend information. Utilizing modeling techniques, simulates complex operational environments and proposed changes to operational environments to evaluate performance attributes.	Bachelor's degree in administration, science, or engineering and two years of relevant experience

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
PROJECT CONTROL SPECIALIST I	<p>Five years of relevant project experience. Proficient in MS Office, MS Dynamics Great Plains or equivalent ERP software; Foresight, analysis, and logic, systematic and orderly planning, attention to detail.;</p>	<p>Coordinates administrative aspects of projects, which may include such areas as: contracts, change orders, budgeting, scheduling, project accounting, reporting, cash management and participates in proactive project reviews. Maintains a continuing review of the progress of each contract and provides management with information regarding any financial, legal or technical difficulties. Conducts contract administration, and customer contact activities to provide for proper contract fulfillment in accordance with company policies, legal requirements, and contract specifications. Provide support to the project manager in monitoring the financial performance of the project. Interact with PM's in a proactive manner to determine what routine issues affecting project management need to be addressed (i.e., budgeting, job costs, contracting). Assist in monitoring and reporting, job budgets and costs, labor charges, expense detail, work plans. Maintain contact with the project matrix organization to ensure timely activity, integration, and efficient use of resources to meet project requirements/deliverables.</p>	<p>BA degree or equivalent work experience;</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
PROJECT CONTROL SPECIALIST II	10 years of relevant project experience. Proficient in MS Office, MS Dynamics Great Plains or equivalent ERP software; Foresight, analysis, and logic, systematic and orderly planning, attention to detail.;	Coordinates administrative aspects of projects, which may include such areas as: contracts, change orders, budgeting, scheduling, project accounting, reporting, cash management and participates in proactive project reviews. Maintains a continuing review of the progress of each contract and provides management with information regarding any financial, legal or technical difficulties. Conducts contract administration, and customer contact activities to provide for proper contract fulfillment in accordance with company policies, legal requirements, and contract specifications. Provide support to the project manager in monitoring the financial performance of the project. Interact with PM's in a proactive manner to determine what routine issues affecting project management need to be addressed (i.e., budgeting, job costs, contracting). Assist in monitoring and reporting, job budgets and costs, labor charges, expense detail, work plans. Maintain contact with the project matrix organization to ensure timely activity, integration, and efficient use of resources to meet project requirements/deliverables.	BA degree or equivalent work experience;
QUALITY ASSURANCE MANAGER II	11 years' experience in Quality Assurance and five years of experience as Quality Manager; In-depth knowledge of ISO nine000:two000; Knowledge of military standards and specs; Knowledge of CMMI is a plus.	Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Provides daily supervision and direction to support staff. Quality Assurance Manager develops and analyzes	Bachelor's degree in Engineering, Computer Science, or Business or related field.

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>statistical data and product specifications; Formulates and maintains quality assurance objectives to maximize quality and reduce costs; Oversees employees in inspection and testing activities; Administers Quality Assurance Programs and implements Quality Control Plans. Ensures documentation and design controls are appropriate; Develops and implements supplier relations program; Plans, promotes and organizes training activities. Monitors Continuous Process Improvement.</p>	
<p>QUALITY ASSURANCE MANAGER III</p>	<p>12 years' experience in Quality Assurance and five years of experience as Quality Manager; In-depth knowledge of ISO nine000:two000; Knowledge of military standards and specs; Knowledge of CMMI is a plus.</p>	<p>Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Provides daily supervision and direction to support staff. Quality Assurance Manager develops and analyzes statistical data and product specifications; Formulates and maintains quality assurance objectives to maximize quality and reduce costs; Oversees employees in inspection and testing activities; Administers Quality Assurance Programs and implements Quality Control Plans. Ensures documentation and design controls are appropriate; Develops and implements supplier relations program; Plans, promotes and organizes training activities. Monitors Continuous Process Improvement.</p>	<p>Bachelor's degree in Engineering, Computer Science, or Business or related field.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
SOFTWARE SYSTEMS ENGINEER IV	<p>10 years in designing and supporting large LAN/WAN network environments. Technical Project planning and management. Vendor and staff supervision experience. Traffic Analysis Tools and Design Software. Cisco Certified Network Professional (CCNP) required with Cisco Certified Internetwork Expert (CCIE) preferred.</p>	<p>Provides identification/fixing of problems within existing software, design/implementation of new systems and enhancement of existing applications. Participates in analysis, design and new construction of next generation IT applications. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow implementation by the development team and COTS products. Experience as a systems engineer and a software developer on one or more OSS (Operational Software Systems) is preferred. Must have solid technical background with a focus on software and systems. General knowledge of telecommunications (ex. TCP/IP, OIS/CMIP/X25), computer languages (ex. C++, SQL, V/Basic), operating systems (ex. Windows, NT, UNIX), database/DBMS (ex. Oracle, Access, Sybase) and applications (ex. Tivoli, PeopleSoft, etc.) is required. General knowledge of how customers use IT solutions. Familiarity with SEI/CMM and/or ISO nine00one environments desirable.</p> <p>Responsible for designing and developing network infrastructures using state-of-the-art development technologies. Serves as project manager for complex network infrastructure development projects including architecture, project planning, implementing, tracking, development, and reporting. Works within a team of architects to identify and recommend emerging technologies. Works with Enterprise Architect and Solutions Architect to create and document architectural design and to development</p>	<p>Bachelor Degree in Information Systems, Computer Science or equivalent experience.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>standards, methodologies and best practices ensuring standards are operationalized. Creates and conducts internal training sessions on selected infrastructure development technologies and techniques. Reviews infrastructure designs for appropriateness, feasibility and adherence to standards. Confers with and advises colleagues on policies and procedures, technical problems and methods. Consults with and advises users of various information systems infrastructure</p>	
SOFTWARE SYSTEMS ENGINEER V	<p>11 years in designing and supporting large LAN/WAN network environments. Technical Project planning and management. Vendor and staff supervision experience. Traffic Analysis Tools and Design Software. Cisco Certified Network Professional (CCNP) required with Cisco Certified Internetwork Expert (CCIE) preferred.</p>	<p>Provides identification/fixing of problems within existing software, design/implementation of new systems and enhancement of existing applications. Participates in analysis, design and new construction of next generation IT applications. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow implementation by the development team and COTS products. Experience as a systems engineer and a software developer on one or more OSS (Operational Software Systems) is preferred. Must have solid technical background with a focus on software and systems. General knowledge of telecommunications (ex. TCP/IP, OIS/CMIP/X25), computer languages (ex. C++, SQL, V/Basic), operating systems (ex. Windows, NT, UNIX), database/DBMS (ex. Oracle, Access, Sybase) and applications (ex. Tivoli, PeopleSoft, etc.) is required. General knowledge of how customers use IT solutions. Familiarity with SEI/CMM and/or ISO nine00one environments</p>	<p>Bachelor Degree in Information Systems, Computer Science or equivalent experience.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>desirable. Responsible for designing and developing network infrastructures using state-of-the-art development technologies. Serves as project manager for complex network infrastructure development projects including architecture, project planning, implementing, tracking, development, and reporting. Works within a team of architects to identify and recommend emerging technologies. Works with Enterprise Architect and Solutions Architect to create and document architectural design and to development standards, methodologies and best practices ensuring standards are operationalized. Creates and conducts internal training sessions on selected infrastructure development technologies and techniques. Reviews infrastructure designs for appropriateness, feasibility and adherence to standards. Confers with and advises colleagues on policies and procedures, technical problems and methods. Consults with and advises users of various information systems infrastructure</p>	

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
SOFTWARE SYSTEMS ENGINEER VI	<p>12 years in designing and supporting large LAN/WAN network environments. Technical Project planning and management. Vendor and staff supervision experience. Traffic Analysis Tools and Design Software. Cisco Certified Network Professional (CCNP) required with Cisco Certified Internetwork Expert (CCIE) preferred.</p>	<p>Provides identification/fixing of problems within existing software, design/implementation of new systems and enhancement of existing applications. Participates in analysis, design and new construction of next generation IT applications. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow implementation by the development team and COTS products. Experience as a systems engineer and a software developer on one or more OSS (Operational Software Systems) is preferred. Must have solid technical background with a focus on software and systems. General knowledge of telecommunications (ex. TCP/IP, OIS/CMIP/X25), computer languages (ex. C++, SQL, V/Basic), operating systems (ex. Windows, NT, UNIX), database/DBMS (ex. Oracle, Access, Sybase) and applications (ex. Tivoli, PeopleSoft, etc.) is required. General knowledge of how customers use IT solutions. Familiarity with SEI/CMM and/or ISO nine00one environments desirable.</p> <p>Responsible for designing and developing network infrastructures using state-of-the-art development technologies. Serves as project manager for complex network infrastructure development projects including architecture, project planning, implementing, tracking, development, and reporting. Works within a team of architects to identify and recommend emerging technologies. Works with Enterprise Architect and Solutions Architect to create and document architectural design and to development</p>	<p>Bachelor Degree in Information Systems, Computer Science or equivalent experience.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>standards, methodologies and best practices ensuring standards are operationalized. Creates and conducts internal training sessions on selected infrastructure development technologies and techniques. Reviews infrastructure designs for appropriateness, feasibility and adherence to standards. Confers with and advises colleagues on policies and procedures, technical problems and methods. Consults with and advises users of various information systems infrastructure</p>	
SYSTEMS ARCHITECT IV	<p>This position requires a minimum of five year of experience supporting desktop PCs in a network environment. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office. Proven ability to work independently or under only general direction.</p>	<p>Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model as they apply to the implementation</p>	<p>High school graduate or GED. Bachelor Degree preferred.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
		<p>and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.</p>	
<p>TECHNICAL TRAINER I</p>	<p>Two years of experience in technical training or related area. Specialized experience includes: providing expertise in developing simulated exercises and video instructor materials. Military and operational intelligence, collection and reporting experience also a plus. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office.</p>	<p>Participates in and conducts technical training programs. Determines training objectives and writes training programs, including outline, text, handouts, and tests, and designs laboratory or outdoor exercises for government agency in accordance with government agency regulations, policies, and operating instructions. Provides subject matter expertise through classroom presentations/exercises regarding field operations and reporting. Guides role players in simulated exercises. Administers written and practical exams and writes performance reports to evaluate trainees' performance. May be required to complete feedback loop with training results in a report to those who determine policy, for the improvement of program and/or project management and administration.</p>	<p>Requires a bachelor's degree in a related area</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
TECHNICAL TRAINER II	Three years of experience in technical training or related area. Specialized experience includes: providing expertise in developing simulated exercises and video instructor materials. Military and operational intelligence, collection and reporting experience also a plus. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office.	Participates in and conducts technical training programs. Determines training objectives and writes training programs, including outline, text, handouts, and tests, and designs laboratory or outdoor exercises for government agency in accordance with government agency regulations, policies, and operating instructions. Provides subject matter expertise through classroom presentations/exercises regarding field operations and reporting. Guides role players in simulated exercises. Administers written and practical exams and writes performance reports to evaluate trainees' performance. May be required to complete feedback loop with training results in a report to those who determine policy, for the improvement of program and/or project management and administration.	Requires a bachelor's degree in a related area
TECHNICAL WRITER/EDITOR II	Three years related experience. Requires a good knowledge and skill in utilizing various software programs as may be identified in the task orders. Mastery in utilizing Microsoft Word software. In-depth knowledge and skill in using the English language, reference material, writing, grammar, punctuation, spelling, technical terminology. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office.	Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Provides technical writing and/or editing support for defined tasks. Material to be created may include program orders, regulations, handbooks, technical standards, advisory circulars, policies and procedures, correspondence, etc. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document.	Requires a bachelor's degree in a related area

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
TECHNICAL WRITER/EDITOR III	Four years related experience. Requires a good knowledge and skill in utilizing various software programs as may be identified in the task orders. Mastery in utilizing Microsoft Word software. In-depth knowledge and skill in using the English language, reference material, writing, grammar, punctuation, spelling, technical terminology. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office.	Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Provides technical writing and/or editing support for defined tasks. Material to be created may include program orders, regulations, handbooks, technical standards, advisory circulars, policies and procedures, correspondence, etc. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document.	Requires a bachelor's degree in a related area
TECHNICAL WRITER/EDITOR IV	Five years related experience. Requires a good knowledge and skill in utilizing various software programs as may be identified in the task orders. Mastery in utilizing Microsoft Word software. In-depth knowledge and skill in using the English language, reference material, writing, grammar, punctuation, spelling, technical terminology. Excellent communication skills (verbal and written) and a demonstrated proficiency in Microsoft Windows/Office.	Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Provides technical writing and/or editing support for defined tasks. Material to be created may include program orders, regulations, handbooks, technical standards, advisory circulars, policies and procedures, correspondence, etc. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document.	Requires a bachelor's degree in a related area

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
TEST ENGINEER I	Eight years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	Interacts with other engineering groups to define, document, analyze, perform, and interpret tests for products, systems, components, or modifications. Identifies functional problems and suggests resolutions. Assists in the definition of internal quality control standards and the maintenance of reliability programs. Analyzes test cases and provides regular progress reports.	Bachelor's degree in a technical field is preferred
TEST ENGINEER II	Nine years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	Interacts with other engineering groups to define, document, analyze, perform, and interpret tests for products, systems, components, or modifications. Identifies functional problems and suggests resolutions. Assists in the definition of internal quality control standards and the maintenance of reliability programs. Analyzes test cases and provides regular progress reports.	Bachelor's degree in a technical field is preferred
TEST ENGINEER III	10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	Interacts with other engineering groups to define, document, analyze, perform, and interpret tests for products, systems, components, or modifications. Identifies functional problems and suggests resolutions. Assists in the definition of internal quality control standards and the maintenance of reliability programs. Analyzes test cases and provides regular progress reports.	Bachelor's degree in a technical field is preferred

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
TEST ENGINEER IV	<p>11 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.</p>	<p>Interacts with other engineering groups to define, document, analyze, perform, and interpret tests for products, systems, components, or modifications. Identifies functional problems and suggests resolutions. Assists in the definition of internal quality control standards and the maintenance of reliability programs. Analyzes test cases and provides regular progress reports.</p>	<p>Bachelor's degree in a technical field is preferred</p>
WEB SOFTWARE DEVELOPER I	<p>Two years software development experience, including at least one year in Web based applications. Experience in Web application development environments such as Active Server Pages, Cold Fusion and/or Java totaling at least one year. Oracle, SQL Server or equivalent enterprise database totaling one year, or equivalent coursework. Strong technical writing ability for software documentation, help files and instructional material development. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures.</p>	<p>Consults with clients and other project team members to design, build and manage Web sites. Software developer with strong skills in interface design, database access technology and Web application coding. Ability to work independently on modules, large subroutines, or small applications. Responsible for keeping abreast of current Web application development and database technology. Attends project meetings and contributes advice on the design of the application. Reports to the project leader on progress, obstacles encountered and solution alternatives.</p>	<p>Bachelor's degree in computer science, engineering, or information technology. Coursework in human computer interaction, database design and object-oriented programming are all desirable, but equivalent work experience of one year in two or more Web applications may be substituted. A two year degree in a technical field with at least two years' work experience in Web design or standalone application development may be substituted if documented in previous work experience or completed application demonstration.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
WEB SOFTWARE DEVELOPER II	<p>Three years software development experience, including at least one year in Web based applications. Experience in Web application development environments such as Active Server Pages, Cold Fusion and/or Java totaling at least one year. Oracle, or equivalent enterprise database totaling one year, or equivalent coursework. Strong technical writing ability for software documentation, help files and instructional material development. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures.</p>	<p>Consults with clients and other project team members to design, build and manage Web sites. Software developer with strong skills in interface design, database access technology and Web application coding. Ability to work independently on modules, large subroutines, or small applications. Responsible for keeping abreast of current Web application development and database technology. Attends project meetings and contributes advice on the design of the application. Reports to the project leader on progress, obstacles encountered and solution alternatives.</p>	<p>Bachelor's degree in computer science, engineering, or information technology. Coursework in human computer interaction, database design and object-oriented programming are all desirable, but equivalent work experience of one year in two or more Web applications may be substituted. A two year degree in a technical field with at least two years' work experience in Web design or standalone application development may be substituted if documented in previous work experience or completed application demonstration.</p>
WEB SOFTWARE DEVELOPER III	<p>Four years software development experience, including at least two year in Web based applications. Experience in Web application development environments such as Active Server Pages, Cold Fusion and/or Java totaling at least one year. Oracle, or equivalent enterprise database totaling one year, or equivalent coursework. Strong technical writing ability for software documentation, help files and instructional material development. Excellent communication skills (verbal, presentation, and written) and a demonstrated</p>	<p>Consults with clients and other project team members to design, build and manage Web sites. Software developer with strong skills in interface design, database access technology and Web application coding. Ability to work independently on modules, large subroutines, or small applications. Responsible for keeping abreast of current Web application development and database technology. Attends project meetings and contributes advice on the design of the application. Reports to the project leader on progress, obstacles encountered and solution alternatives.</p>	<p>Bachelor's degree in computer science, engineering, or information technology. Coursework in human computer interaction, database design and object-oriented programming are all desirable, but equivalent work experience of one year in two or more Web applications may be substituted. A two year degree in a technical field with at least two years' work experience in Web design or standalone application development may be substituted if documented in previous</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
	proficiency in Microsoft Windows/Office. Familiar with a variety of the field's concepts, practices, and procedures.		work experience or completed application demonstration.



GSA PRICE LIST SIN 132-51

Labor Category	Contractor Site Rate	Government Site
APPLICATION SYSTEMS ANALYST III	\$106.54	\$100.57
APPLICATION SYSTEMS ANALYST IV	\$119.17	\$113.19
APPLICATION SYSTEMS ANALYST V	\$127.23	\$121.25
BUSINESS DATA ANALYST III	\$122.19	\$116.22
CERTIFICATION & ACCREDITATION SPECIALIST IV	\$140.46	\$134.48
COMPUTER SYSTEMS ANALYST III	\$106.36	\$100.39
COMPUTER SYSTEMS ANALYST IV	\$118.80	\$112.82
DATABASE MANAGEMENT SPECIALIST II	\$136.42	\$130.45
DATABASE PROGRAMMER ANALYST I	\$81.65	\$75.67
DATABASE PROGRAMMER ANALYST IV	\$117.97	\$111.99
DATABASE PROGRAMMER ANALYST V	\$138.83	\$132.85
DOCUMENTATION SPECIALIST IV	\$107.43	\$101.45
ENTERPRISE INFRASTRUCTURE ARCHITECT II	\$174.19	\$168.20
FUNCTIONAL SUBJECT MATTER EXPERT II	\$124.07	\$118.09
FUNCTIONAL SUBJECT MATTER EXPERT III	\$145.42	\$139.43
FUNCTIONAL SUBJECT MATTER EXPERT IV	\$171.03	\$165.05
FUNCTIONAL SUBJECT MATTER EXPERT V	\$196.66	\$190.69
FUNCTIONAL SUBJECT MATTER EXPERT VI	\$230.82	\$224.84
FUNCTIONAL SUBJECT MATTER EXPERT VII	\$256.45	\$250.48
HELP DESK SPECIALIST II	\$77.25	\$71.28
HELP DESK SPECIALIST IV	\$102.68	\$96.71
INFORMATION ENGINEER VI	\$297.28	\$291.29
IT PROJECT MANAGER I	\$95.84	\$89.86
IT PROJECT MANAGER II	\$115.21	\$109.24
IT PROJECT MANAGER III	\$130.26	\$124.27
IT PROJECT MANAGER IV	\$158.58	\$152.60
IT PROJECT MANAGER V	\$172.37	\$166.40
IT PROJECT MANAGER VI	\$209.11	\$203.13
OPERATIONS SUPPORT SPECIALIST I	\$38.50	\$32.53
OPERATIONS SUPPORT SPECIALIST III	\$56.34	\$50.36
OPERATIONS SUPPORT SPECIALIST IV	\$60.28	\$54.30
PROJECT CONTROL SPECIALIST I	\$113.90	\$107.92
PROJECT CONTROL SPECIALIST II	\$158.58	\$152.60
QUALITY ASSURANCE MANAGER II	\$119.79	\$113.82
QUALITY ASSURANCE MANAGER III	\$132.53	\$126.56
SOFTWARE SYSTEMS ENGINEER IV	\$127.59	\$121.62
SOFTWARE SYSTEMS ENGINEER V	\$153.97	\$147.99
SOFTWARE SYSTEMS ENGINEER VI	\$213.85	\$207.88
SYSTEMS ARCHITECT IV	\$158.18	\$152.20



GSA Schedule 70, Contract No. *GS-35F-012BA*

Labor Category	Contractor Site Rate	Government Site
TECHNICAL TRAINER I	\$92.14	\$86.17
TECHNICAL TRAINER II	\$110.29	\$104.32
TECHNICAL WRITER/EDITOR II	\$81.36	\$75.39
TECHNICAL WRITER/EDITOR III	\$93.79	\$87.81
TECHNICAL WRITER/EDITOR IV	\$103.52	\$97.54
TEST ENGINEER I	\$83.52	\$77.54
TEST ENGINEER II	\$93.01	\$87.03
TEST ENGINEER III	\$102.04	\$96.06
TEST ENGINEER IV	\$117.71	\$111.73
WEB SOFTWARE DEVELOPER I	\$102.21	\$96.22
WEB SOFTWARE DEVELOPER II	\$109.11	\$103.12
WEB SOFTWARE DEVELOPER III	\$133.41	\$127.43

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

CNI Professional Services, LLC 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:

Tom Leydorf, CNIPS LLC Manager

Phone: (405) 253-8202

FAX: (405) 253-8511

Email: tom.leydorf@chickasaw.com



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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

1. The customer identifies their requirements.
2. Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
3. Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
4. Customers make a best value selection.