 Authorized Information Technology Schedule Price List

Contract Number: GS-35F-0135S

Contract Period: December 20, 2020 - December 19, 2025

Data and Analytic Solutions, Inc.
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http://www.dasconsultants.com

Price list current as of 47QSMD20R0001 Refresh 0004, effective August 13, 2020

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: gsaadvantage.gov

For more information on ordering from Federal Supply Schedule, click on the FSS Schedules button at fss.gsa.gov
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I. About Data and Analytic Solutions, Inc. (DAS)

Founded in 2000, Data and Analytic Solutions, Inc. (DAS), a CMMI Level 2 certified, SBA 8(a) certified and Woman-Owned small business, has been providing superior, affordable, and innovative solutions to government agencies and corporations in the greater Washington DC/Baltimore area and nationwide. Our mission is to solve clients’ problems with innovative and interdisciplinary solutions and approaches by integrating various sources bridging business and technology. Our solutions include data and statistical analytics, program integrity, CRM, system automation for analytics, communication and outreach, e-learning and instructional systems design, training and marketing, web portals and content management systems, configuration management and full life cycle development.

Our senior staff and consultants possess about 20 years of professional experience in their area of expertise, having served Fortune 500 companies, government agencies, and non-profit organizations. Our company excels at providing evidence-based and data driven support in your decision making. By integrating data regardless of size or structure, we identify recurring patterns, build metrics and implement integrated analytics systems that provide value, optimization and cost advantages. At DAS, we have found that making our clients successful in obtaining their goals translates into making our company successful in obtaining our goals. DAS’s work at United States Coast Guard won the prestigious 2006 SAS® Enterprise Intelligence Award. We are selected as a 2009 Top 100 MBE Award winner in the Mid Atlantic region for our innovative services, growth and commitment to our communities.

Data and Analytic Solutions, Inc. is

✓ CMMI Level 2 Assessed
✓ SBA Small Disadvantaged Business (SDB) Certified
✓ Woman Owned Small Business (WBENC Certified)
✓ Minority Business Enterprise (Virginia, Maryland)
✓ A Top 100 MBE Award Winner 2009

Area of Expertise

Services

analytics data mining
data modeling data processing
data warehousing database development/interfacing
decision-support systems design and code review
enterprise systems development extraction transformation loading (ETL)
graphic design big data
multimedia programming program management
system development & migration system requirement analysis
systems integration web enablement & development
Solutions and Technology

- business intelligence
- customer relationship management (CRM)
- financial consolidation & management
- fraud detection
- machine learning & AI
- program integrity
- risk management
- statistics
- credit analysis
- data analysis
- forecasting
- market research
- performance management
- reporting & analysis
- risk modeling
- web applications

Industry Experience

- banking
- education
- government
- human resources
- pharmaceutical
- social sciences
- utilities
- computer/software
- finance
- health care, Medicare, Medicaid
- insurance
- research
- regulatory
- the Web/Internet

II. Federal and Industry Customers: Commitment to Customer Satisfaction

Data and Analytic Solutions, Inc. is a Management and Information Technology consulting firm. We have provided services to the Securities and Exchange Commission, U.S. Treasury, Department of Agriculture, Department of Veteran Affairs, Centers for Medicare & Medicaid Services, U.S. Coast Guard, U.S. Sentencing Commission, U.S. Bureau of Census, the Board of Governors Federal Reserve, Dept. of Veteran Affairs, Court Services and Offender Supervision Agency, and to several commercial clients such as Capital One, Freddie Mac, Wells Fargo, and Entergy. DAS’s highly qualified team of professionals are committed to not only meeting the technological and business needs of its clients, but also to exceed them by building "performance-based partnerships" with its clients. We have built the reputation for high quality and cost effectiveness through serving the needs of our clients without compromise.

Government Clients

- Agency for Healthcare Research and Quality
- Board of Governors’ Federal Reserve
- Centers for Medicare & Medicaid Services
- Court Services & Offender Supervision Agency
- Department of Education
- Department of Agriculture
- Department of Defense – Military Health System
- Department of Labor
Department of Veterans Affairs
Department of Treasury (Bureau of Fiscal Service and Internal Revenue Service)
Maryland Health Care Commission
Securities and Exchange Commission
U.S. Bureau of Census
U.S. Citizenship & Immigration Services
U.S. Coast Guard
U.S. National Park Services
U.S. Sentencing Commission

**Industry Clients and Partners**

Capital One
Computer Science Corporation
Cahaba Benefits Administrators
Centre for Development and Population Activities (CEDPA)
Entergy Solutions Supply LTD
E*Trade
Experian
George Washington University (GWU)
Halliburton
ICF International
IMPAQ International
Integrated Financial Engineering
K12, Inc.
The Kennedy Center for Performing Arts
LexisNexis
Lifecare Management Partners
Mathematica Policy Research
National Analysts Worldwide
Northrop Grumman
Oculus Group
Pricewaterhouse Coopers
Planned Parenthood of New York City (PPNYC)
SAS Institute
Social & Scientific Systems, Inc. (SSS)
University of California at San Diego, San Diego Supercomputer Center (UCSD SDSC)
Westat
Wells Fargo

**Data and Analytic Solutions . . . Knowledge, Intelligence, Innovation**
III. Ordering Information

1. Service Subcategories

IT Services Subcategory
o 54151S - Information Technology Professional Services

2. Geographic Scope of Contract:
The Contractor shall provide services at the client’s location or the Contractor facility, as agreed to by the Contractor and the ordering office, domestic or overseas.

*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.

3. Contractor's Ordering Address and Payment Information:

Data and Analytic Solutions, Inc.
4031 University Drive, Suite 200
Fairfax, VA 22031

Attn: Dawn Li, Ph.D., President
Phone: 703-862-1826 | Fax: 703-991-8182
dawnli@dasconsultants.com

The 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:
Phone: 703-862-1826 or 703-628-5681
Fax: 703-991-8182

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: 008611084
Block 30: Type of Contractor – Small Disadvantaged Business
Block 31: Woman-Owned Small Business - Yes  
Block 36: Contractor's Taxpayer Identification Number (TIN): 542005829

**4a. CAGE Code:** 3DW85  
**4b. Central Contractor Registration:** Data and Analytic Solutions, Inc is registered with SAM.

## IV. Labor Categories and Price List

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 16</th>
<th>Year 17</th>
<th>Year 18</th>
<th>Year 19</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyst</td>
<td>$93.94</td>
<td>$96.28</td>
<td>$98.69</td>
<td>$101.16</td>
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</tr>
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<td>Analyst II</td>
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<td>$130.03</td>
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<td>$136.62</td>
</tr>
<tr>
<td>Data Analyst</td>
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<td>$143.75</td>
<td>$147.35</td>
<td>$151.03</td>
<td>$154.81</td>
</tr>
<tr>
<td>Data Analyst II</td>
<td>$221.44</td>
<td>$226.98</td>
<td>$232.65</td>
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</tr>
<tr>
<td>Database Developer</td>
<td>$125.48</td>
<td>$128.62</td>
<td>$131.83</td>
<td>$135.13</td>
<td>$138.51</td>
</tr>
<tr>
<td>Database Developer II</td>
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</tr>
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<td>Documentation Specialist</td>
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<td>$77.55</td>
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</tr>
<tr>
<td>Expert /Business Analyst</td>
<td>$135.90</td>
<td>$139.30</td>
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</tr>
<tr>
<td>Expert / Business Analyst II</td>
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<td>$171.63</td>
<td>$175.92</td>
<td>$180.32</td>
<td>$184.83</td>
</tr>
<tr>
<td>Graphic Design Specialist</td>
<td>$95.95</td>
<td>$98.35</td>
<td>$100.81</td>
<td>$103.33</td>
<td>$105.91</td>
</tr>
<tr>
<td>Graphic Design Specialist II</td>
<td>$125.48</td>
<td>$128.62</td>
<td>$131.83</td>
<td>$135.13</td>
<td>$138.51</td>
</tr>
<tr>
<td>Instructional Design/Learning Systems Specialist</td>
<td>$110.73</td>
<td>$113.49</td>
<td>$116.33</td>
<td>$119.24</td>
<td>$122.22</td>
</tr>
<tr>
<td>Instructional Design/Learning Systems Specialist II</td>
<td>$140.25</td>
<td>$143.75</td>
<td>$147.35</td>
<td>$151.03</td>
<td>$154.81</td>
</tr>
<tr>
<td>Position</td>
<td>Base Rate 1</td>
<td>Base Rate 2</td>
<td>Base Rate 3</td>
<td>Base Rate 4</td>
<td>Base Rate 5</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$159.44</td>
<td>$163.43</td>
<td>$167.51</td>
<td>$171.70</td>
<td>$175.99</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$203.73</td>
<td>$208.82</td>
<td>$214.04</td>
<td>$219.39</td>
<td>$224.88</td>
</tr>
<tr>
<td>SAS Developer</td>
<td>$140.25</td>
<td>$143.75</td>
<td>$147.35</td>
<td>$151.03</td>
<td>$154.81</td>
</tr>
<tr>
<td>SAS Developer II</td>
<td>$184.54</td>
<td>$189.15</td>
<td>$193.88</td>
<td>$198.73</td>
<td>$203.70</td>
</tr>
<tr>
<td>SAS Programmer</td>
<td>$103.34</td>
<td>$105.93</td>
<td>$108.58</td>
<td>$111.29</td>
<td>$114.07</td>
</tr>
<tr>
<td>Senior Expert</td>
<td>$182.01</td>
<td>$186.56</td>
<td>$191.22</td>
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</tr>
<tr>
<td>Senior Expert II</td>
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<td>$248.59</td>
<td>$254.81</td>
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</tr>
<tr>
<td>Senior Project Director</td>
<td>$209.92</td>
<td>$215.17</td>
<td>$220.55</td>
<td>$226.06</td>
<td>$231.71</td>
</tr>
<tr>
<td>Systems Analyst</td>
<td>$110.73</td>
<td>$113.49</td>
<td>$116.33</td>
<td>$119.24</td>
<td>$122.22</td>
</tr>
<tr>
<td>Systems Analyst II</td>
<td>$125.48</td>
<td>$128.62</td>
<td>$131.83</td>
<td>$135.13</td>
<td>$138.51</td>
</tr>
<tr>
<td>Software Systems Engineer</td>
<td>$155.01</td>
<td>$158.89</td>
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<td>$166.93</td>
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</tr>
<tr>
<td>Software Systems Engineer II</td>
<td>$177.15</td>
<td>$181.58</td>
<td>$186.12</td>
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<td>$195.54</td>
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<tr>
<td>Systems/Server Administrator</td>
<td>$155.01</td>
<td>$158.89</td>
<td>$162.86</td>
<td>$166.93</td>
<td>$171.10</td>
</tr>
<tr>
<td>Systems/Server Administrator II</td>
<td>$177.15</td>
<td>$181.58</td>
<td>$186.12</td>
<td>$190.77</td>
<td>$195.54</td>
</tr>
<tr>
<td>Technical Manager</td>
<td>$141.96</td>
<td>$145.51</td>
<td>$149.15</td>
<td>$152.88</td>
<td>$156.70</td>
</tr>
<tr>
<td>Technical Manager II</td>
<td>$167.45</td>
<td>$171.63</td>
<td>$175.92</td>
<td>$180.32</td>
<td>$184.83</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$88.58</td>
<td>$90.79</td>
<td>$93.06</td>
<td>$95.39</td>
<td>$97.77</td>
</tr>
<tr>
<td>Technical Writer II</td>
<td>$110.73</td>
<td>$113.49</td>
<td>$116.33</td>
<td>$119.24</td>
<td>$122.22</td>
</tr>
<tr>
<td>Training Specialist</td>
<td>$88.58</td>
<td>$90.79</td>
<td>$93.06</td>
<td>$95.39</td>
<td>$97.77</td>
</tr>
</tbody>
</table>
The above GSA rates for all labor categories have discounts and IFF built in. An annual escalation of 2.5% is applied to the out years.

Below is a list of descriptions of labor categories. Please note that equivalent work experience is accepted in lieu of a degree, and industry standards will be used in the equivalency calculation.

**Analyst**

Minimum Education/Experience: Requires a Bachelor’s degree in an academic discipline relevant to the work assignment. At least 3 years of experience at a professional level performing duties similar to those required in the task order.

Functional Responsibility: Carries out research or other task-specific activities. Makes detailed observations, analyzes information, and interprets results. Compiles results and prepares reports and documentation of outcomes. Regularly selects and applies standard concepts, practices, and procedures within a particular field to plan and accomplish tasks.

**Analyst II**

Minimum Education/Experience: Requires a Bachelor’s degree in an academic discipline relevant to the work assignment.

At least five years of experience at a professional level performing duties similar to those required in the task order.

Functional Responsibility: Carries out research or other task-specific activities. Makes detailed observations, analyzes information, and interprets results. Compiles results and prepares reports and documentation of outcomes. Regularly selects and applies standard concepts, practices, and procedures within a particular field to plan and accomplish tasks.

**Data Analyst**

Minimum Education/Experience: BS/BA or equivalent. At least five years experience in data analysis, having experience conducting complex data analysis.

Functional Responsibility: Develop appropriate methodologies to collect, analyze and present data products. Design
data models to implement for business needs. Use and support database applications, and analytical tools. Incorporate industry best practices to work assignments.

**Data Analyst II**

**Minimum Education/Experience:** Licensed nurse or pharmacist, or master’s degree in healthcare or related field. At least eight years of experience in conducting complex data analysis in medical environments.

**Functional Responsibility:** Design algorithms, statistical and data models. Research, document, and establish established standards and protocols for medical data analysis. Possess clinical experience. Ability to lead team members for projects in healthcare management.

**Database Developer**

**Minimum Education/Experience:** BS/BA or equivalent. At least five years’ experience in database design and implementation, using standard database systems such as Oracle, Sybase, SQL Server, and/or others.

**Functional Responsibility:** Designs databases, implementing database engine, query optimization, storage management, logging, caching, recovery, replication, etc. Applies data modeling techniques, architect’s database - enterprise data model, implements metadata management, and performs data modeling. Designs database components that consider industry best practices, are scalable, perform well, and meet user requirements.

**Documentation Specialist**

**Minimum Education/Experience:** BS/BA or equivalent. At least three years experience in technical documentation; demonstrated ability to work independently or as part of a team.

**Functional Responsibility:** Prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation.

**Minimum Education:**

**Expert / Business Analyst**

**Minimum Education/Experience:** Requires a Master’s degree in an academic discipline relevant to the work assignment. At least 5 years of experience at a professional level performing duties like those required in the task order.
Functional Responsibility: Uses established field-specific techniques to compile and analyze data or information. Writes reports detailing procedures, outcomes, and observations. Expert in a variety of the field’s concepts, practices, and procedures, and qualified to be the technical lead in a critical area with responsibility to plan and accomplish project tasks within that area.

Expert / Business Analyst II
Minimum Education/Experience: Requires a Master’s degree in an academic discipline relevant to the work assignment. At least 7 years of experience at a professional level performing duties similar to those required in the task order.

Functional Responsibility: Uses established field-specific techniques to compile and analyze data or information. Writes reports detailing procedures, outcomes, and observations. Expert in a variety of the field’s concepts, practices, and procedures, and qualified to be the technical lead in a critical area with responsibility to plan and accomplish project tasks within that area.

Graphic Design Specialist
Minimum Education/Experience: BS/BA or equivalent. At least three years utilizing standard graphic design tools such as PhotoShop, Illustrator, InDesign, Fireworks/ImageReady, and web design tools.

Functional Responsibility: Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Creates web-based graphic and multimedia products using images, animations, sound, text and video. Ensures that graphic projects are completed on time, within budget, and to user’s satisfaction. Interfaces with users to determine scope of project and best graphic medium.

Graphic Design Specialist II
Minimum Education/Experience: BS/BA or higher. At least six years utilizing standard graphic design tools such as PhotoShop, Illustrator, InDesign, Fireworks/ImageReady, and web design tools.

Functional Responsibility: Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Creates web-based graphic and multimedia products using images, animations, sound, text and video. Ensures that graphic projects are completed on time, within budget, and to user’s satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

Instructional Design/Learning Systems Specialist
Minimum Education/Experience: BS/BA or equivalent. At least four years’ experience in instructional design or learning systems.
**Instructional Design/Learning Systems Specialist II**

**Minimum Education/Experience:** BS/BA or higher. At least six years’ experience in instructional design or learning systems.

**Functional Responsibility:** Develops educational courses (Web-based and paper-based) using the ISD methodology. Design and develop sound instructional materials. Edits ISD materials and ensure processes are followed. Systematically analyzes, designs, develops, and tests / revises the instructional design solution. Creates change through educational courses and facilitate organizational responsiveness. Ensures that ISD training programs are effective and accomplish established terminal objectives. Trains and lead team members.

**Project Manager II**

**Minimum Education/Experience:** BS/BA or higher. At least 15 years of experience in increasing responsibilities in systems design and management.

**Functional Responsibility:** Serves as Project Manager for large, complex task orders. Manages one or more projects and works with government contracting officers, representatives and management personnel and customer agency representatives. Responsible for overall management of specific task orders and ensures that technical solutions and schedules are implemented in a timely fashion. Performs integration planning and interfaces to other functional systems.
SAS Developer

**Minimum Education/Experience:** BS/BA or higher. At least six years utilizing SAS and 2 years of SAS development.

**Functional Responsibility:** Proficient in the use of SAS Base, Macros, ODS and SQL for process development and system automation. May perform all tasks of Programmer.

SAS Developer II

**Minimum Education/Experience:** BS/BA or higher. At least 10 years utilizing SAS and 5 years of SAS development.

**Functional Responsibility:** Skilled in the use of SAS Base, Macros, ODS, SQL and V9 BI (Business Intelligence) Tools for process development and system automation. May perform all tasks of developer, act as team lead and assist with project management.

SAS Programmer

**Minimum Education/Experience:** BS/BA or equivalent. At least four years utilizing SAS Software for data processing and reporting.

**Functional Responsibility:** Proficient in the use of SAS Base, Macros, ODS and SQL.

Senior Expert

**Minimum Education/Experience:** Requires a Master’s degree in a technical, scientific or health-related discipline relevant to the work assignment. At least ten years of work experience at a professional level performing duties similar to those required in the task order.

**Functional Requirement:** Performs complex data analysis and management tasks utilizing SAS and/or other analytic software across PC and mainframe platforms for both the public and private sectors. Demonstrated ability to transform data from multiple sources into data sets that allows the execution of complex statistical modeling techniques. Proven capability to plan, document and execute modeling/analysis plans with limited guidance from clients, and demonstrated ability to convey the results of the analyses, both verbally and in writing, to diverse groups of “end users.” In-depth knowledge of selected programming tools, reporting and statistical modeling capabilities, and how to apply them to a wide range of analytic requirements.

Also functions as technical lead in a critical technical area and has specific scarce or unique skills or exceptional breadth and depth of technical skills. Plans and executes critical technical tasks from initial concept through completion.

Senior Expert II

**Minimum Education/Experience:** Requires a Master’s degree in a technical, scientific or health-related discipline relevant to the work assignment. At least 15 years of work experience at a professional level performing duties similar to those required in the task order.

**Functional Requirement:** Performs complex data analysis and management tasks utilizing SAS and/or other analytic software across PC and mainframe platforms for both the public and private sectors.
the public and private sectors. Demonstrated ability to transform data from multiple sources into data sets that allows the execution of complex statistical modeling techniques. Proven capability to plan, document and execute modeling/analysis plans with limited guidance from clients, and demonstrated ability to convey the results of the analyses, both verbally and in writing, to diverse groups of “end users.” In-depth knowledge of selected programming tools, reporting and statistical modeling capabilities, and how to apply them to a wide range of analytic requirements.

Also functions as technical lead in a critical technical area and has specific scarce or unique skills or exceptional breadth and depth of technical skills. Plans and executes critical technical tasks from initial concept through completion.

Senior Project Director
Minimum Education/Experience: Requires related Master’s degree and 10 years of experience or Bachelor’s degree and 15 years of experience.

Functional Responsibilities: Directs day-to-day activities of complex research projects; serves as first point of contact with project monitor; designs evaluation projects; acts as focus group facilitator.

Systems Analyst
Minimum Education/Experience: BS/BA or equivalent. At least four years’ experience in systems analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: For consulting, program integration and facilitation projects, analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in accordance with schedules. May be required to develop and implement applications utilizing mathematical and statistical formulae. Coordinates with project manager to ensure problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

Systems Analyst II
Minimum Education/Experience: BS/BA or higher. At least seven years’ experience in Systems analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: For consulting, program integration and facilitation projects, analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in accordance with schedules. May be required to develop and implement applications utilizing mathematical and statistical formulae. Be able to lead the team in this discipline. Report to project manager with problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.
Software Systems Engineer
Minimum Education/Experience: BS/BA or higher. At least five years experience in software systems or applications design and implementation.
Functional Responsibility: Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system’s technical software.

Software Systems Engineer II
Minimum Education/Experience: BS/BA or higher. At least ten years experience in software systems or applications design and implementation.
Functional Responsibility: Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system’s technical software.

Systems/Server Administrator
Minimum Education/Experience: BS/BA or equivalent. At least six years experience in systems operations.
Functional Responsibility: Advises the process of assessing, selecting and managing the implementation of enterprise-wide information systems. Devises hardware and software plans to support users’ requirements. Supervises as necessary IT support function including a combination of internal resources, help desk and hardware / software support. Maintains existing servers and networked PCs in optimal condition. May be asked to manage the relationships with telephone and other communications suppliers. Supervise the smooth functioning of hardware and software deployed as required by users.

Systems/Server Administrator II
Minimum Education/Experience: BS/BA or higher. At least ten years experience in systems operations.
Functional Responsibility: Advises the process of assessing, selecting and managing the implementation of enterprise-wide information systems. Devises hardware and software plans to support users’ requirements. Supervises as necessary IT support function including a combination of internal resources, help desk and hardware/software support. Maintains existing servers and networked PCs in optimal condition. May be asked to manage the relationships with telephone and other communications suppliers. Supervise the smooth functioning of hardware and software deployed as required by users.

Technical/Research Manager
Minimum Education/Experience: Requires a Master’s degree in an academic discipline relevant to the work assignment. At least 4 years of experience at a professional level in progressively more responsible positions relevant to the task order, including at least 1 year of project management experience.

Functional Responsibility: Oversees personnel who use established field-specific techniques to compile and analyze information and write reports detailing procedures, outcomes, and observations. Enforces project procedures and helps devise new approaches. Technical expert in area managed. Project manager for moderate-sized efforts.

Technical/Research Manager II
Minimum Education/Experience: Requires a Master’s degree in an academic discipline relevant to the work assignment. At least 7 years of experience at a professional level in progressively more responsible positions relevant to the task order, including at least 2 years of project management experience.

Functional Responsibility: Oversees personnel who use established field-specific techniques to compile and analyze information and write reports detailing procedures, outcomes, and observations. Enforces project procedures and helps devise new approaches. Technical expert in area managed. Project manager for moderate-sized efforts.

Technical Writer
Minimum Education/Experience: BS/BA or equivalent. At least three years experience in preparing and writing technical documents.

Functional Responsibility: Responsible for content of technical documentation. 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. Ensures that documents follow the style laid out in the organization’s style guide. May also be responsible for developing or maintaining the style guide. Suggests revisions to the style guide as appropriate.

Technical Writer II
Minimum Education/Experience: BS/BA or higher. At least five years experience in preparing and writing technical documents.

Functional Responsibility: Responsible for content of technical documentation. 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. Ensures that documents follow the style laid out in the organization’s style guide. May also be responsible for developing or maintaining the style guide. Suggests revisions to the style guide as appropriate.

Training Specialist
Minimum Education/Experience: BS/BA. Two years of experience may be substituted for each year of college leading to the required degree. At least four years’ experience in developing training materials and conducting training.

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

Training Specialist II
Minimum Education/Experience: BS/BA or higher. At least six years’ experience in developing training materials and conducting training.

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

Web Application Developer
Minimum Education/Experience: BS/BA or equivalent. At least five years’ experience in web application development using Java, .NET, JSP, ASP, HTML, JavaScript, CSS, XML, and/or other languages and tools.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, JavaScript, CSS, Java, .NET,) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Develop applications that consider industry best practices, are scalable, perform well, and meet user requirements.

Web Application Developer II
Minimum Education/Experience: BS/BA or higher. At least ten years’ experience in web application development using Java, .NET, JSP, ASP, HTML, JavaScript, CSS, XML, and/or other languages and tools.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, JavaScript, CSS, Java, .Net,) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Develop applications that consider industry best practices, are scalable, perform well, and meet user requirements. Ability to lead team members for timely completion of projects.

Web Content Specialist

Minimum Education/Experience: BS/BA or equivalent. At least five years of experience in Web content writing/editing and management.

Functional Responsibility: Assists with web content administration across multiple web sites, to help ensure timely publication with high degree of accuracy. Possess excellent research/organizational abilities and a good understanding of general web technology. Uses Dreamweaver, HTML, CSS, JavaScript and/or enterprise content-management system for website administration. Carefully screens and tests website modifications prior to publication. Makes recommendations to improve processes for website administration and develop or maintain web publishing standard documents.
V. USA Commitment to Promote Small Business Participation Procurement Programs

Preamble
(Name of Company) 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 ensure 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 Dawn Li, Tel. 703-862-1826, dawnli@dasconsultants.com, Fax 703-991-8182.
VI. Best Value Blanket Purchase Agreement

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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL</th>
<th>BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

(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.
VII. Contractor Team Agreements

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

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

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

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

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

Here is a general outline on how it works:

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