



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

**MANAGEMENT AND ENGINEERING TECHNOLOGIES
INTERNATIONAL, INC (METI)**

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**Contract Number: GS-35F-0162K
Contract Period: December 14, 2014 to December 15, 2019
MODIFICATION # PO0019 – Date Approved**

SIN 132-51 Information Technology 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
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguish 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.

General Services Administration / Federal Acquisition Service

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

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INFORMATION FOR ORDERING ACTIVITIES**SPECIAL NOTE TO AGENCIES: Small Business Participation**

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) 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 woman-owned small businesses among those considered when selecting price lists for a best value determination.

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

1. GEOGRAPHIC SCOPE OF CONTRACT

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**Ordering Address:**

METI

ATTN: Michelle Rosalez

8600 Boeing Drive

El Paso, Texas 79925

Tel: (915) 772-4975

Fax: (915) 772-2253

Internet Address/Website: www.meticorp.comMRosalez@meticorp.com

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

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

(888) 638-4311

(915) 772-4975

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE

COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Contractor Establishment Code (DUNS): 07-433-4264
Block 30: Type of contractor – A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business – No
Block 36: Contractor's Taxpayer Identification Number (TIN): 74-2698510

4a. CAGE CODE

1LX23

4b. METI, Inc. has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY.

SPECIAL ITEM NUMBER

132-51

DELIVERY TIME (Days ARO)

As agreed between METI, Inc., and the ordering agency.

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the 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 agency, and 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: 2.5% - 10 days, 2.0% - 20 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.

e. Other: Government Commercial Credit Card Discount 1%

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not applicable to services offered by METI, Inc.

10. SMALL REQUIREMENTS

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

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

The maximum dollar value per order for the following Special Item Number (SIN) is \$500,000.

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

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS

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

b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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 C.1.)

16. GSA ADVANTAGE!

GSA Advantage! Is an online, 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:

- Manufacturer;
- Manufacturer's Part Number; and
- Product categories.

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

- a. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- b. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE

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

www.meticorp.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

a. A copy of the authorization from the agency 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 (SIN 132-51)

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering Government.
- c. The Agency should include the criteria for satisfactory completion of each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)

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

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

1. Cancel the stop-work order; or
2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE GOVERNMENT

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

TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)

9. INDEPENDENT CONTRACTOR

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

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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices 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 contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

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

TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)

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 agency upon request.

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF INFORMATION TECHNOLOGY SERVICES AND PRICING

a. *METI* offers only the personnel who meet or exceed the minimum qualification requirements stated in the Labor Category Descriptions provided herein. *METI* does allow experience to substitute for education requirements. *METI* criteria for minimum experience substitution by educational degree is as follows:

Undergraduate:	An undergraduate degree may be substituted for 3 years experience when the minimum qualifications do not require an undergraduate degree. 4 years of related experience may be substituted for an undergraduate degree.
Graduate or Above:	A graduate and/or higher degree may be substituted for 3 years experience when the minimum qualifications do not require a graduate or higher degree.

b. GSA and/or the ordering activities may have access to any *METI* employee resume (by request) before, during or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting personnel will have equal or greater qualifications than the departing employee.

c. *METI* Labor Categories follow.

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Commercial Job Title: Analyst

Minimum/General Experience: Five years of progressive experience in the applications development of large-scale, on-line systems.

Functional Responsibility: Some required duties include; defining system conversion requirements and recommending solutions, developing systems and programming specifications and defining system security and control procedures.

Minimum Education: Requires a bachelor's degree in Computer Science.

Commercial Job Title: Cable Installation Manager

Minimum/General Experience: A minimum of two years of related experience in telecommunications or fiber optic cabling.

Functional Responsibility: Reviewing requirements for cable installation, organizing equipment and manpower to fulfill tasks, also provide status reports to program/project managers. Duties may include pulling cable and providing full support to the Cable Technician in the performance of his/her duties.

Minimum Education: Requires a high school diploma.

Commercial Job Title: Cable Installer

Minimum/General Experience: A minimum of one to two years of related experience in telecommunications or fiber optic cabling.

Functional Responsibility: Duties include, but are not limited to pulling cable and providing full support to the Cable Technician in the performance of his/her duties.

Minimum Education: Requires a high school diploma.

Commercial Job Title: Cable Technician

Minimum/General Experience: A minimum of two to three years of related experience in telecommunications or fiber optic cabling.

Functional Responsibility: Duties include, but are not limited to, monitoring the pulling of cable; preparing cable ends for connectors or splices; installation of closures, Fusion of mechanical splices, and documentation of job.

Minimum Education: Requires an associate degree in an associated discipline and/or high school diploma.

Commercial Job Title: Computer Aided Design Specialist

Minimum/General Experience: Minimum education below plus a minimum of one to three years of related experience in CAD Design.

Functional Responsibility: Duties include, but are not limited to preparing detailed drawings and support documentation; working from verbal information, sketches and rough drafts; and providing guidance in drawing composition, layout and format to ensure continuity to supporting requirements.

Minimum Education: Requires minimum two years technical schooling in CAD Design.

Commercial Job Title: Configuration Management Analyst

Minimum/General Experience: Requires two to four years of hands-on experience in configuration management.

Functional Responsibility: Oversight of design and/or implementation of large physical systems and in-depth knowledge of structured wiring systems.

Minimum Education: Bachelors degree in electrical engineering or related field.

Commercial Job Title: Database Analyst

Minimum/General Experience: Four years of experience in programming and applications analysis including the design and development of on-line applications. In addition, two years of experience in the design and maintenance of databases such as BMC database tools, Platinum Datable Tools, Sterling, DB2 SAS, IMS/VIS, SQL Server and SYBASE.

Functional Responsibility: Provide programming service in accordance with requirements being assigned at the specific period of time.

Minimum Education: Requires a bachelor's degree in Computer Science, MIS, EE or related fields.

Commercial Job Title: Database Analyst – Year 2000

Minimum/General Experience: Four years of experience in programming and applications analysis including the design and development of on-line application. In addition, two years of experience in the design and maintenance

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of databases such as BMC database tools, Platinum Database Tools, Sterling, DBS SAS, IMS/VS, SQL Server and SYBASE.

Functional Responsibility: Provide programming service in accordance with requirements being assigned at the specific period of time.

Minimum Education: Requires a bachelor's degree in Computer Science, MIS, EE or related fields.

Commercial Job Title: Electronics Engineer

Minimum/General Experience: Three to five years experience in electronic engineering. Must have knowledge and experience in state-of-the art software design and development and their interface with computer hardware systems.

Functional Responsibility: Provide engineering/programming service in accordance with requirements being assigned at the specific period of time.

Minimum Education: Requires a bachelor's degree electronic engineering.

Commercial Job Title: Helpdesk Coordinator

Minimum/General Experience: A minimum of five years of related experience in a networked environment.

Functional Responsibility: Duties include, but are not limited to; assisting in solving problems by applying a range of techniques; establishing and maintaining comprehensive records of work; and producing a variety of reports.

Minimum Education: Requires a bachelor's degree in an associated discipline related to network administration and telecommunications.

Commercial Job Title: Information Technologist

Minimum/General Experience: 10+ years experience in field expertise.

Functional Responsibility: Perform integration and application of new technologies to communication networks and global systems. This includes development of systems, requirements, and policies related to distributed systems and global networking.

Minimum Education: Requires a master's degree in a field of discipline.

Commercial Job Title: LAN Engineer/Administrator

Minimum/General Experience: Vendor certification, such as; Certified Netware Administrator or Engineer.

Functional Responsibility: Responsibilities include, but are not limited to, developing and implementing LAN operational management process and procedures, moves, adds, changes and disconnects (METI's) – logical and physical; maintaining accurate documentation and quality control; and performs virus checks of all servers and service points.

Minimum Education: Requires a bachelor's degree in computer science, engineering or associated discipline.

Commercial Job Title: Network Architect

Minimum/General Experience: Seven or more years of experience in field of expertise.

Functional Responsibility: Duties include network engineering, installation, troubleshooting configuration, operation and management. Also responsible for assessing client network needs, developing and integrating LAN configurations and designing systems.

Minimum Education: Requires a bachelor's degree.

Commercial Job Title: Network Engineer

Minimum/General Experience: A minimum of one to four years of experience in a networked environment.

Functional Responsibility: Responsibilities include, but are not limited to, monitoring network operations to ensure properly set configurations options; providing technical expertise and technical direction in integration and testing of LAN/WANs and instructing operations personnel on use of new equipment.

Minimum Education: Requires a bachelor's degree in an associated discipline.

Commercial Job Title: Network Specialist

Minimum/General Experience: A minimum of five to eight years of related experience in networking environment.

Functional Responsibility: Responsible for analyzing, identifying and resolving on-routine network hardware, circuit and transmission of logic problems. Also assessing and analyzing network transmission applications to resolve reported malfunctions.

Minimum Education: Requires a bachelor's degree in an associated discipline.

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Commercial Job Title: Operations Specialist

Minimum/General Experience: 10+ years of experience in management.

Functional Responsibility: Responsible for the management of 25+ personnel working in the areas of computing and network services. Also required to perform design, development, and program management of multimillion-dollar initiatives.

Minimum Education: Requires a bachelor's degree in a related field of discipline.

Commercial Job Title: Programmer

Minimum/General Experience: General familiarity with structured system development methodologies, entity diagrams, Warnier diagrams, and project management techniques. Three years of progressive experience in the programming of large-scale IBM-based on-line systems and/or three years progressive experience in the programming of minicomputers.

Functional Responsibility: Responsible for writing, testing, debugging and documenting computer programs and JCL for batch add on-line systems. Knowledge in one or more of the following areas: CICS, COBOL/COBOL II, DB2, IMS DB/DC, SQL, SYBASE, ORACLE.

Minimum Education: Requires a bachelor's degree in computer science, MIS, EE or related field.

Commercial Job Title: Programmer – Year 2000

Minimum/General Experience: General familiarity with structured system development methodologies, entity diagrams, Warnier diagrams, and project management techniques. Three years of progressive experience in the programming of large-scale IBM-based on-line systems and/or three years progressive experience in the programming of minicomputers.

Functional Responsibility: Responsible for writing, testing, debugging and documenting computer programs and JCL for batch add on-line systems. Areas of expertise include CICS, COBOL DB2, IMS DB/DC, SQL, SYBASE and Superbase.

Minimum Education: Requires a bachelor's degree in computer science, MIS, EE or related field.

Commercial Job Title: Project Manager

Minimum/General Experience: Minimum of four years of related experience in project management.

Functional Responsibility: Responsible for all aspects of project performance. Interacts with the customer to address all services required and report project progress. Manages and supervises personnel involved in all aspects of the project activity. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks. Also establishes and maintains technical and financial reports.

Minimum Education: Requires a bachelor's degree in an associated discipline.

Commercial Job Title: Systems Analyst

Minimum/General Experience: In-depth knowledge of structured systems development methodologies, entity diagrams, Warnier diagrams and project management systems. Thorough knowledge of database methodologies. Five years experience in the applications development of large-scale, IBM-based on-line systems, including at least two years of direct accountability for systems design and/or five years progressive experience in the use of micro and minicomputers in stand-alone mode, as well as configurations integrated with the mainframe. Areas of expertise include quality assurance testing and procedures, client/server development, on-line systems development, SAS, CICS, DB2, IMS/VS.

Functional Responsibility: Provide service in accordance with requirements being assigned at the specific period of time.

Minimum Education: Requires a bachelor's degree in computer science, MIS, EE or related field.

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Commercial Job Title: Systems Analyst – Year 2000

Minimum/General Experience: In-depth knowledge of structured systems development methodologies, entity diagrams, Warnier diagrams and project management systems. Thorough knowledge of database methodologies. Five years experience in the applications development of large-scale, IBM-based on-line systems, including at least two years of direct accountability for systems design and/or five years progressive experience in the use of micro and minicomputers in stand-alone mode, as well as configurations integrated with the mainframe. Areas of expertise include quality assurance testing and procedures, client/server development, on-line system development, SAS, CICS, DB2, IMS/VS.

Functional Responsibility: Provide service in accordance with requirements being assigned at the specific period of time.

Minimum Education: Requires a bachelor's degree in computer science, MIS, EE or related field.

Commercial Job Title: Systems Engineer

Minimum/General Experience: Three to five years experience in systems engineering.

Functional Responsibility: Provide a comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and an assessment of risks and costs.

Minimum Education: Requires a bachelor's degree in the field of expertise.

Commercial Job Title: Technical Specialist

Minimum/General Experience: Five years of progressive technical experience working with large-scale IBM-based on-line systems. At least two years as a senior systems analyst or consultant, and/or similar experience in the use of micro and minicomputers in stand-alone mode and in configurations integrated with the mainframe or networked environment. Working knowledge of MVS/ESA, PC (DOS, Windows, OS/2), PC Communications Products, TCP/IP, TSO, CICS, DB2, IMS and SAS.

Functional Responsibility: Provide service in accordance with requirements being assigned at the specific period of time.

Minimum Education: Requires a bachelor's degree in computer science, MIS, EE or related field.

Commercial Job Title: Technical Specialist – Year 2000

Minimum/General Experience: Five years of progressive technical experience working with large-scale IBM-based on-line systems. At least two years as a senior systems analyst or consultant, and/or similar experience in the use of micro and minicomputers in stand-alone mode and in configurations integrated with the mainframe or networked environment. Areas of expertise include MVS JCL, PC (DOS, Windows, OS/2), PC Communications Products, TCP/IP, TSO, CICS, DB2 and IMS.

Functional Responsibility: Provide service in accordance with requirements being assigned at the specific period of time.

Minimum Education: Requires a bachelor's degree in computer science, MIS, EE or related field.

Commercial Job Title: Technical Writer

Minimum/General Experience: Must have at least 2 years previous work experience in documenting technical guidelines and procedures. Superior written communication skills and familiarity with terms and techniques of technology are essential.

Functional Responsibility: Responsibilities include, but are not limited to analyzing, organizing, developing, preparing, writing, editing and printing manuals, presentations, technical system specifications, documentation and process/data flow diagrams in an information systems environment.

Minimum Education: Bachelor's degree in English.

Commercial Job Title: Telecommunications Engineer

Minimum/General Experience: A minimum of four to seven years of related experience in telecommunications.

Functional Responsibility: Duties include, but are not limited to supervising a small team of telecommunications installation engineers, analysis of operational malfunctions, demonstrating equipment and training workers in service and repair technologies.

Minimum Education: Requires a bachelor's degree in an associated discipline.

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Commercial Job Title: Telecommunications Network Analyst

Minimum/General Experience: A minimum of two to four years of related experience in telecommunications.

Functional Responsibility: Duties include, but are not limited to, monitoring network performance, performing troubleshooting, restoring service and optimizing communication and operation issues between network components.

Minimum Education: Requires a bachelor's degree in an associated discipline.

Commercial Job Title: Telecommunications Systems Analyst

Minimum/General Experience: A minimum of three to six years of related experience in telecommunications.

Functional Responsibility: Responsibilities include, but are not limited to, ensuring that customer systems are accurately converted to data security standards and assisting in risk assessment of data processing Hardware and Software security features.

Minimum Education: Requires a bachelor's degree in an associated discipline.

Commercial Job Title: Telecommunications Technician

Minimum/General Experience: A minimum of two to four years of related experience in telecommunications.

Functional Responsibility: Duties include, but are not limited to the installation, maintenance and operation of complex electronics and LAN/WANs, as well as analysis and resolution of complex data and/or voice communication problems in networks.

Minimum Education: Requires a bachelor's degree in an associated discipline.

Commercial Job Title: Training Instructor

Minimum/General Experience: Six years general experience, including three years specialized experience as an instructor.

Functional Responsibility: Responsibilities include, but are not limited to, developing and conducting courses with prepared or developed instructional materials to educate technical and non-technical personnel.

Minimum Education: Requires a bachelor's degree in an associated discipline.

Commercial Job Title: Training Specialist

Minimum/General Experience: Ten years related experience with four years general including two years specialized experience as an instructor.

Functional Responsibility: Responsibilities include, but are not limited to, developing and conducting courses with prepared or developed instructional materials to educate technical and non-technical personnel as well as gathering and assimilating information on subject matter; organizing and condensing material and preparing course outlines, handouts and visual aids.

Minimum Education: Requires a bachelor's degree in an associated discipline.

Commercial Job Title: Program Manager

Minimum/General Experience: Requires eight years professional experience.

Functional Responsibilities: The Program Manager manages IT contract support projects. Organizes, directs, and coordinates planning and production of contract support activities. Communicates effectively, both orally and in writing, for the management, planning, and control of projects. Recommends hiring and allocation of personnel resources to projects. Formulates project feasibility studies. Prepares and monitors project budget requirements and expenditure forecasts. Responsible for scheduling of project work and submittal of contract deliverables. Prepares financial and technical status reports. Serves as a primary point of contact with customer in tracking project status and in addressing technical, schedule, personnel, and budget issues.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: MIS Project Manager

Minimum/General Experience: A minimum of eight years professional experience.

Functional Responsibility: The MIS Project Manager will have the minimum experience as outlined below and system experience as a manager of complex system development and integration efforts. Also, the MIS Project Manager will be capable of planning, directing, and coordinating the work activity of technical personnel involved in all aspects of this contract. This will include integration requirements determination, overall architectural design and planning, system specifications development, system design-analysis, testing, documentation, extension, and installation of information systems. The MIS Project Manager will be capable of integrating problem correction into

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ongoing work without loss of work force efficiency. Will be capable of establishing a quality assurance program to ensure services and products conform to applicable standards and are IAW government regulations.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Network Project Manager

Minimum/General Experience: A minimum of eight years professional experience.

Functional Responsibility: The Network Project Manager will have system experience as a manager of complex system development and integration efforts. Will be capable of planning, directing, and coordinating the work activity of technical personnel involved in all aspects of this contract. This will include integration requirements determination, overall architectural design and planning, system specifications development, system design-analysis, testing, documentation, extension, and installation of information systems. Performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, analyzes network performance and recommends adjustments to network parameters to improve performance, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Additionally, the Network Project Manager will have demonstrated ability to research and analyze trends and developments in network technology and determine its applicability to local system problems, requirements, operations, and development efforts.

Minimum Education: Requires a bachelor's degree from an accredited university.

Commercial Job Title: Systems Engineer, Level II

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Systems Engineer will perform hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares trade-off studies and evaluations from test results. Develops test procedures and plans for system components and system environments. Requires in depth knowledge of troubleshooting systems using state-of-the-art technology. Participates in hardware/software development with emphasis on the analysis, programming, testing, documentation and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Systems Engineer, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Systems Engineer will perform hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares trade-off studies and evaluations from test results. Develops test procedures and plans for system components and system environments. Requires in depth knowledge of troubleshooting systems using state-of-the-art technology. Participates in all phases of hardware/software development with emphasis on the analysis, programming, testing, documentation and acceptance phases. Designs and prepares technical reports. Prepares and delivers presentations and briefings as required by the task.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Systems Engineer, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Systems Engineer will perform hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares trade-off studies and evaluations from test results. Develops test procedures and plans for system components and system environments. Will have specific experience in planning, designing and analysis of complex systems. This experience must have demonstrated knowledge of user technologies. Requires in depth knowledge of troubleshooting systems using state-of-the-art technology. Participates in all phases of hardware/software development with emphasis on the analysis, programming, testing, documentation and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Systems Analyst, Level I

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Minimum/General Experience: A minimum of one year professional experience.

Functional Responsibility: The Systems Analyst performs systems analysis, design, programming, documentation, or implementation of applications which require a thorough knowledge of management information systems and related ADP systems concepts for effective implementation. Participates in software development with emphasis on the planning, analysis, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Systems Analyst, Level II

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Systems Analyst performs high-level systems analysis, design, programming, documentation, or implementation of complex applications which require a thorough knowledge of management information systems and related ADP systems concepts for effective implementation. Participates in software development with emphasis on the planning, analysis, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Systems Analyst, Level III

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: Performs high-level systems analysis, design, programming, documentation, or implementation of very complex applications which require a thorough knowledge of management information systems and related ADP systems concepts for effective implementation. Participates in all phases of software development with emphasis on the planning, analysis, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task. May be required to serve as task leader on a highly complex combination of one or more delivery orders.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Systems Analyst, Level IV

Minimum/General Experience: A minimum of eight years professional experience.

Functional Responsibility: Performs high-level systems analysis, design, programming, documentation, or implementation of very complex applications which require a thorough knowledge of management information systems and related ADP systems concepts for effective implementation. Participates in all phases of software development with emphasis on the planning, analysis, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task. May be required to serve as task leader on a highly complex combination of one or more delivery orders.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Programmer, Level I

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: Programmers will design detailed programs, flow charts and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Also, they will verify accuracy and completeness of programs and systems by preparing sample representative data and testing them by means of cycle and system processing.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Programmer, Level II

Minimum/General Experience: A minimum of one year professional experience.

Functional Responsibility: Programmers will design detailed programs, flow charts and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Also, they will verify accuracy and completeness of programs and systems by preparing sample representative data and testing them by means of cycle and system processing. Additionally, they must be experienced in problem oriented languages and operating systems including all or part of the following: (minimum experience requirements will be identified in individual task orders) MVS-DOS, UNIX, MS-DOS, C, COBOL, ACCESS, Ada, Windows NT, C++, Visual Basic, and JAVA.

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Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Programmer, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: Programmers will utilize third and fourth generation or current state-of-the-art ADP equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. They will design detailed programs, flow charts and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Also, they will verify accuracy and completeness of programs and systems by preparing sample representative data and testing them by means of cycle and system processing. Additionally, they must be experienced in problem oriented languages and operating systems including all or part of the following: (minimum experience requirements will be identified in individual task orders) MVS-DOS, UNIX, MS-DOS, C, COBOL, ACCESS, Ada, Windows NT, C++, Visual Basic, and JAVA.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Programmer, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: Programmers will utilize third and fourth generation or current state-of-the-art ADP equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. They will design detailed programs, flow charts and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Also, they will verify accuracy and completeness of programs and systems by preparing sample representative data and testing them by means of cycle and system processing. Additionally, they must be experienced in problem oriented languages and operating systems including all or part of the following: (minimum experience requirements will be identified in individual task orders) MVS-DOS, UNIX, MS-DOS, C, COBOL, ACCESS, Ada, Windows NT, C++, Visual Basic, and JAVA. May be required to serve as task leader over one or more projects.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Operations Specialist, Level I

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Operations Specialist will perform some or all of the following: analyzing, designing, integrating, testing, documenting, converting, extending, and implementing Information Systems. Will formulate statements of management and business problems and devise procedures for solution. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Operations Specialist, Level II

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Operations Specialist will perform some or all of the following: analyzing, designing, integrating, testing, documenting, converting, extending, and implementing Information Systems. Will formulate statements of management and business problems and devise procedures for solution, and to evaluate proposed automated systems to determine technical feasibility, implementation costs, operation costs, and functional adequacy. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Operations Specialist, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Operations Specialist will lead projects that are involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing Information Systems. They will be adept in oral and written communications, will formulate statements of management and business problems and devise procedures for solution, and will evaluate proposed automated systems to determine technical feasibility, implementation costs, operation costs, and functional adequacy. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with Government personnel and contractor personnel to formulate and review delivery order plans and deliverable items. Ensures conformance with delivery order schedules and costs.

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Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Operations Specialist, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Operations Specialist will lead complex projects that involve the successful management of teams composed of data processing and other professionals that have been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing Information Systems. They will be adept in oral and written communications, will formulate statements of management and business problems and devise procedures for solution, and will evaluate proposed automated systems to determine technical feasibility, implementation costs, operation costs, and functional adequacy. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with Government personnel and contractor personnel to formulate and review delivery order plans and deliverable items. Ensures conformance with delivery order schedules and costs. May serve as Task Leader over one or more projects.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Computer Security Specialist, Level I

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Computer Security Specialist will perform studies, tests, and evaluations of security devices and systems. Will develop documentation and will conduct interviews with technical personnel incidental to and as required to perform security risk assessments. Will perform assessments in order to determine the level of computer and network security necessary to implement proposed information systems.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Computer Security Specialist, Level II

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Computer Security Specialist will perform studies, tests, and evaluations of security devices and systems to determine the feasibility of designs with respect to operational and security issues, and interoperability with existing communications and computer systems. Will develop documentation and will conduct interviews with technical personnel incidental to and as required to perform security risk assessments. Will perform assessments in order to determine the level of computer and network security necessary to implement proposed information systems.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Computer Security Specialist, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Computer Security Specialist will perform studies, tests, and evaluations of security devices and systems to determine the feasibility of designs with respect to operational and security issues, and interoperability with existing communications and computer systems. Will recommend interfaces between Communications Security (COMSEC) devices and communications systems. Will develop documentation and will conduct interviews with technical personnel incidental to and as required to perform security risk assessments. Will perform assessments in order to determine the level of computer and network security necessary to implement proposed information systems. Will devise strategies and approaches for meeting computer and software security requirements. Will ensure that all applicable Government security regulations are identified and met.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Computer Security Specialist, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Computer Security Specialist will perform studies, tests, and evaluations of security devices and systems to determine the feasibility of designs with respect to operational and security issues, and interoperability with existing communications and computer systems. Will recommend interfaces between Communications Security (COMSEC) devices and communications systems. Will evaluate embeddable COMSEC and network security systems, devise methods for inserting such systems into existing systems, and evaluate the ramifications of insertion. Will perform assessments in order to determine the level of computer and network security necessary to implement proposed information systems. Will devise strategies and approaches for meeting computer and software security requirements. Will review, update, and assess system security policies, including policy statements, associated risks to systems, protection philosophy, and the intended levels of security protection and operating modes. Will ensure that all applicable Government security regulations are identified and met.

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Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Network Technician, Level I

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Network Technician adds or replaces boards, batteries, disks drives, and similar components. Installs cabling for LANs, WANs, etc. Attaches, detaches, or exchanges LAN cabling to workstations, servers, network devices and telecommunications and data communications equipment.

Minimum Education: Requires a high school diploma.

Commercial Job Title: Network Technician, Level II

Minimum/General Experience: A minimum of one year professional experience.

Functional Responsibility: The Network Technician performs various functions including installing externally connected PC accessories and data communications equipment. Adds or replaces boards, batteries, disks drives, and similar components. Installs cabling for LANs, WANs, etc. Attaches, detaches, or exchanges LAN cabling to workstations, servers, network devices and telecommunications and data communications equipment.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Network Technician, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Network Technician performs various functions including installing or replacing externally connected PC accessories and data communications equipment. Troubleshoots and provides problem resolution regarding hardware including PCs, LAN data communications and WAN data communication equipment. Adds or replaces boards, batteries, disks drives, and similar components. Installs cabling for LANs, WANs, etc. Attaches, detaches, or exchanges LAN cabling to workstations, servers, network devices and telecommunications and data communications equipment.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Network Technician, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Network Technician performs various functions including installing or replacing externally connected PC accessories and data communications equipment. Troubleshoots and provides problem resolution regarding hardware including PCs, LAN data communications and WAN data communication equipment. Adds or replaces boards, batteries, disks drives, and similar components. Installs cabling for LANs, WANs, etc. Attaches, detaches, or exchanges LAN cabling to workstations, servers, network devices and telecommunications and data communications equipment. May serve as a Team Leader on an installation or upgrade project.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Network Administrator, Level I

Minimum/General Experience: A minimum of three years of professional experience.

Functional Responsibility: The Network Administrator performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Establishes new user accounts on the network granting access to required network files and programs. Manages network E-mail functions. Establishes mail boxes and monitors mail performance on the network.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Network Administrator, Level II

Minimum/General Experience: A minimum of six years of professional experience.

Functional Responsibility: The Network Administrator performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Establishes new user accounts on the network granting access to required network files and programs. Manages network E-mail functions. Establishes mail boxes and monitors mail performance on the network. Troubleshoots network/user problems, presents resolutions for implementation.

Minimum Education: Requires an associate's degree from an accredited university or college.

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Commercial Job Title: Network Administrator, Level III

Minimum/General Experience: A minimum of three years of professional experience.

Functional Responsibility: The Network Administrator performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, analyzes network performance and recommends adjustments to network parameters to improve performance, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network granting access to required network files and programs. Manages network E-mail functions. Establishes mail boxes and monitors mail performance on the network. Troubleshoots network/user problems, presents resolutions for implementation.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Network Administrator, Level IV

Minimum/General Experience: A minimum of six years of professional experience.

Functional Responsibility: The Network Administrator performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, analyzes network performance and recommends adjustments to network parameters to improve performance, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network granting access to required network files and programs. Manages network E-mail functions. Establishes mail boxes and monitors mail performance on the network. Troubleshoots network/user problems, presents resolutions for implementation. Prepares a variety of network resource reports. May serve as Team Leader over a group of Network Administrators.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Help Desk Technician, Level I

Minimum/General Experience: A minimum of six years of professional experience.

Functional Responsibility: The Help Desk staffs the Help Desk. Answers user's calls and records all necessary information. Offers assistance over the phone and follows the problem through to resolution. Assigns problems to the appropriate area for resolution. Logs and reports data on the number and types of calls received.

Minimum Education: Requires a high school diploma.

Commercial Job Title: Help Desk Technician, Level II

Minimum/General Experience: A minimum of ten years of professional experience.

Functional Responsibility: The Help Desk Technician has experience in one or more of the following areas: applications support, hardware/software analysis, diagnostic troubleshooting of computer systems peripherals and associated devices or communication media as specified in the delivery order. The help desk technician staffs the Help Desk. Answers user's calls and records all necessary information. Offers assistance over the phone and follows the problem through to resolution. Assigns problems to the appropriate area for resolution. Logs and reports data on the number and types of calls received.

Minimum Education: Requires a high school diploma.

Commercial Job Title: Help Desk Technician, Level III

Minimum/General Experience: A minimum of three years of professional experience.

Functional Responsibility: The Help Desk Technician has experience in one or more of the following areas: applications support, hardware/software analysis, network administration, computer systems administration, diagnostic troubleshooting of computer systems peripherals and associated devices or communication media as specified in the delivery order. The help desk technician staffs the Help Desk. Answers user's calls and records all necessary information. Offers assistance over the phone and follows the problem through to resolution. Assigns problems to the appropriate area for resolution. Logs and reports data on the number and types of calls received.

Minimum Education: Requires an associate's degree from an accredited university or college.

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Commercial Job Title: Help Desk Technician, Level IV

Minimum/General Experience: A minimum of six years of professional experience.

Functional Responsibility: The Help Desk Technician has experience in one or more of the following areas: applications support, hardware/software analysis, network administration, computer systems administration, diagnostic troubleshooting of computer systems peripherals and associated devices or communication media as specified in the delivery order. The help desk technician staffs the Help Desk. Answers user's calls and records all necessary information. Offers assistance over the phone and follows the problem through to resolution. Assigns problems to the appropriate area for resolution. Logs and reports data on the number and types of calls received. May serve as Task Leader over a Help Desk Operation.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Graphic Specialist, Level III

Minimum/General Experience: A minimum of three years of professional experience.

Functional Responsibility: The Graphic Specialist provides unique graphical systems analysis, design, documentation, and implementation assistance on problems which require in-depth state-of-the-art knowledge of a specialized graphical discipline for effective implementation. Will create graphs, charts, and drawings as required by the tasking. The Graphical Specialist will evaluate current state-of-the-art computer graphical hardware and software and its ability to support specific requirements, interface with other equipment and systems, determine potential and actual bottlenecks, propose recommendations for their elimination, and make recommendations for systems improvements that will result in optimal graphical hardware and software usage.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Graphic Specialist, Level IV

Minimum/General Experience: A minimum of six years of professional experience.

Functional Responsibility: The Graphic Specialist provides unique graphical systems analysis, design, documentation, and implementation assistance on problems which require in-depth state-of-the-art knowledge of a specialized graphical discipline for effective implementation. Will create graphs, charts, and drawings as required by the tasking. The Graphical Specialist will evaluate current state-of-the-art computer graphical hardware and software and its ability to support specific requirements, interface with other equipment and systems, determine potential and actual bottlenecks, propose recommendations for their elimination, and make recommendations for systems improvements that will result in optimal graphical hardware and software usage. Also, they must be able to determine costs for converting computer systems from one graphical system or machine to another. May serve as Team Leader for graphics development.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Facilities Management Specialist, Level I

Minimum/General Experience: A minimum of three years of professional experience.

Functional Responsibility: The Facilities Management Specialist will be adept in oral and written communications. Must have a thorough knowledge of applicable computer and CAD Drawing software. Will document facility layouts and generate drawings and reports as required.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Facilities Management Specialist, Level II

Minimum/General Experience: A minimum of six years of professional experience.

Functional Responsibility: The Facilities Management Specialist will be adept in oral and written communications, will formulate statements of management and business problems and devise procedures for solution. Must have a thorough knowledge of applicable computer and CAD Drawings. Will document facility layouts and generate drawings and reports as required.

Minimum Education: Requires an associate's degree from an accredited university or college.

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Commercial Job Title: Facilities Management Specialist, Level III

Minimum/General Experience: A minimum of three years of professional experience.

Functional Responsibility: The Facilities Management Specialist will be adept in oral and written communications, able to formulate statements of management and business problems and devise procedures for solution, and to evaluate proposed systems to determine technical feasibility, implementation costs, facility operation costs, and functional adequacy. Will have a thorough knowledge of the capabilities of applicable computer and CAD Drawings. Meets with Government personnel and contractor personnel to formulate and review delivery order plans and deliverable items. Ensures conformance with facility delivery order schedules and costs.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Facilities Management Specialist, Level IV

Minimum/General Experience: A minimum of six years of professional experience.

Functional Responsibility: The Facilities Management Specialist will lead facility management projects that involve the successful management of teams composed of graphical and textual data processing and other professionals that have been involved in analysis, design, integrating, testing, documenting, converting, extending, and implementing Facility Systems. Will be adept in oral and written communications, able to formulate statements of management and business problems and devise procedures for solution, and to evaluate proposed systems to determine technical feasibility, implementation costs, facility operation costs, and functional adequacy. Must have a thorough knowledge of the capabilities of applicable computer and CAD Drawings. Meets with Government personnel and contractor personnel to formulate and review delivery order plans and deliverable items. Ensures conformance with facility delivery order schedules and costs.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Data Technician, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Data Technician performs various functions supporting the operation of an ADP installation including scheduling operations, data review and preparation, tape library control, distribution of ADP system reports, etc. Duties will include recommending various methods of portraying ideas and the design, layout, and generation of a variety of graphical presentation products from rough drafts or outlines. Will possess skill in the preparation of graphs, charts and text data for visual presentations. Duties will be performed using complex automated color graphic equipment and PC software packages. Will possess an advanced knowledge of graphic equipment, graphic software, file formats and graphic terms.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Data Technician, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Data Technician performs various functions supporting the operation of an ADP installation including scheduling operations, data review and preparation, tape library control, distribution of ADP system reports, etc. Duties will include recommending various methods of portraying ideas and the design, layout, and generation of a variety of graphical presentation products from rough drafts or outlines. Will possess skill in the preparation of graphs, charts and text data for visual presentations. Duties will be performed using complex automated color graphic equipment and PC software packages. Will possess an advanced knowledge of graphic equipment, graphic software, file formats and graphic terms. May serve as Team Leader over specific taskings.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Documentation Specialist, Level I

Minimum/General Experience: A minimum of one year professional experience.

Functional Responsibility: The Documentation Specialist will have the capability of writing, rewriting and editing reports, articles, software documentation for ADP systems following DoD regulations, and new releases of technical material. Will also have knowledge of applying audio visual communications techniques to scientific subject matter. Prepares and delivers presentations and briefings as required.

Minimum Education: Requires an associate's degree from an accredited university or college.

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Commercial Job Title: Documentation Specialist, Level II

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Documentation Specialist will provide documentation and implementation assistance on problems which require in-depth state-of-the-art knowledge of a specialized documentation discipline for effective implementation. Such specialized knowledge must include the capability of writing, rewriting and editing reports, articles, software documentation for ADP systems following DoD regulations, and new releases of technical material. Will also have knowledge of applying audio visual communications techniques to scientific subject matter. Prepares and delivers presentations and briefings as required.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Documentation Specialist, Level III

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Documentation Specialist will provide design, documentation, and implementation assistance on problems which require in-depth state-of-the-art knowledge of a specialized documentation discipline for effective implementation. Such specialized knowledge will include the capability of writing, rewriting and editing reports, articles, software documentation for ADP systems following DoD regulations, and new releases of technical material. Will have knowledge of applying audio visual communications techniques to scientific subject matter. May participate in all phases of task performance with emphasis on the planning, analysis, testing, documentation and acceptance phases. Prepares and delivers presentations and briefings as required.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Documentation Specialist, Level IV

Minimum/General Experience: A minimum of seven years professional experience.

Functional Responsibility: The Documentation Specialist will provide design, documentation, and implementation assistance on problems which require in-depth state-of-the-art knowledge of a specialized documentation discipline for effective implementation. Such specialized knowledge will include the capability of writing, rewriting and editing reports, articles, software documentation for ADP systems following DoD regulations, and new releases of technical material. Will have knowledge of applying audio visual communications techniques to scientific subject matter. May participate in all phases of task performance with emphasis on the planning, analysis, testing, documentation, and acceptance phases. Will be capable of developing user help and tutorial material on system functions. May develop material content of Web pages, with ability to apply fundamental HTML skills in assisting in Web page implementation. Capable of serving as a primary focal point in coordinating with the customer for definition of documentation requirements. Will schedule, develop, and produce final contract deliverable materials. May serve as documentation leader over junior writers. Prepares and delivers presentations and briefings as required.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Data Base Specialist, Level I

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Data Base Specialist determines the proper type of file organization, indexing methods, and security procedures. Designs and develops data base systems. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Data Base Specialist, Level II

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Data Base Specialist determines the proper type of file organization, indexing methods, and security procedures. Designs and develops data base systems. Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Implements software solutions for performance enhancement, operator interface and increased user capability.

Minimum Education: Requires an associate's degree from an accredited university or college.

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Commercial Job Title: Data Base Specialist, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Data Base Specialist determines the proper type of file organization, indexing methods, and security procedures. Advises project teams on the design of complex data bases (e.g., schema and subschema details). Designs and develops data base systems. Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements, performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface and increased user capability.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Data Base Specialist, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Data Base Specialist determines the proper type of file organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex data bases (e.g., schema and subschema details). Designs and develops data base systems. Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Performs duties in a complex, distributed, heterogeneous computing environment which may involve different types of hardware platforms, operating systems applications and network environments. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements, performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface and increased user capability. May serve as Team Leader over a group of Data Base Specialists.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Configuration Management Specialist, Level I

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: Configuration Management Specialist establishes and tracks configuration baselines for hardware and software items. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for overall data integrity.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Configuration Management Specialist, Level II

Minimum/General Experience: A minimum of eight years professional experience.

Functional Responsibility: The Configuration Management Specialist establishes and enforces procedures to ensure that software products are reviewed, approved, and baselined at the appropriate points in their life cycles. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for overall data integrity. Prepares and delivers presentations and briefings as required.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Configuration Management Specialist, Level III

Minimum/General Experience: A minimum of three years professional experience.

Functional Responsibility: The Configuration Management Specialist establishes and enforces procedures to ensure that software products are reviewed, approved, and baselined at the appropriate points in their life cycles. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for overall data integrity. Prepares and delivers presentations and briefings as required. Tracks and analyzes change proposals for configuration impacts.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

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Commercial Job Title: Configuration Management Specialist, Level IV

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: : The Configuration Management Specialist Establishes and enforces procedures to ensure that software products are reviewed, approved, and baselined at the appropriate points in their life cycles. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for overall data integrity. Prepares and delivers presentations and briefings as required. Tracks and analyzes change proposals for configuration impacts. May serve as Team Leader over a group of Configuration Management Specialists.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Training Specialist, Level I

Minimum/General Experience: A minimum of one year professional experience.

Functional Responsibility: The Training Specialist performs analysis, design, development, implementation, and evaluation of training systems for information systems users and support personnel. Training may be delivered via traditional classroom instruction, LAN, WAN, Intranet, or Internet. Requires knowledge of the various phases of training system development gained through formal education and practical experience. Works with content experts such as information systems designers and subject matter experts. Performs analysis and design and prepares reports and specifications. Performs formative evaluation during training systems development. Implements training systems and evaluates training system effectiveness in actual training environments.

Minimum Education: Requires an associate's degree from an accredited university or college.

Commercial Job Title: Training Specialist, Level II

Minimum/General Experience: A minimum of one year professional experience.

Functional Responsibility: The Training Specialist performs analysis, design, development, implementation, and evaluation of training systems for information systems users and support personnel. Training may be delivered via traditional classroom instruction, LAN, WAN, Intranet, or Internet. Requires knowledge of the various phases of training system development gained through formal education and practical experience. Works with content experts such as information systems designers and subject matter experts. Performs analysis and design and prepares reports and specifications. Performs formative evaluation during training systems development. Implements training systems and evaluates training system effectiveness in actual training environments.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Training Specialist, Level III

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: The Training Specialist performs high level analysis, design, development, implementation, and evaluation of training systems for information systems users and support personnel. Training may be delivered via traditional classroom instruction, LAN, WAN, Intranet, or Internet. Requires in-depth knowledge of the various phases of training system development gained through formal education and practical experience. Works with content experts such as information systems designers and subject matter experts. Performs analysis and design and prepares reports and specifications. Performs formative evaluation during training systems development. Implements training systems and evaluates training system effectiveness in actual training environments. May be required to serve as task leader on a complex combination of one or more delivery orders.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Training Specialist, Level IV

Minimum/General Experience: A minimum of eight years professional experience.

Functional Responsibility: The Training Specialist performs high level analysis, design, development, implementation, and evaluation of training systems for information systems users and support personnel. Training may be delivered via traditional classroom instruction, LAN, WAN, Intranet, or Internet. Requires in-depth knowledge of the various phases of training system development gained through formal education and practical experience. Works with content experts such as information systems designers and subject matter experts. Performs analysis and design and prepares reports and specifications. Performs formative evaluation during training systems development. Implements training systems and evaluates training system effectiveness in actual training environments. May be required to serve as task leader on a highly complex combination of one or more delivery orders.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

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Commercial Job Title: ADP Advance Discipline Specialist

Minimum/General Experience: A minimum of fifteen years professional experience.

Functional Responsibility: The ADP ADS will translate mission requirements and information problems into solutions that employ current state-of-the-art information system equipment and software. Additionally, will use computer technology, computer programming languages, and procedures in devising systems specifications for resolving business, management, communication, tactical and strategic system problems. May also develop and execute system simulation performance models, and advise and assist in the application of the model to specific problems; developing and implementing applications using mathematical and statistical formulas; and developing executive and utility software packages. Capable of independently assimilating and gathering pertinent data, and able to organize and present data orally and in writing in a thoroughly comprehensible and logical manner.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: Senior ADP Security Specialist

Minimum/General Experience: A minimum of ten years professional experience.

Functional Responsibility: Will develop, implement, interpret, and maintain detailed policies, guidance, procedures, standards, and criteria appropriate to management of an overall automation security program. Will research and analyze trends and developments in automated system security technology and determine its applicability to local automated system security problems, requirements, operations, and development efforts. Additionally, will be capable of independently assimilating and gathering pertinent data, and able to organize and present data orally and in writing in a thoroughly comprehensible and logical manner.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

Commercial Job Title: ADP Security Analyst

Minimum/General Experience: A minimum of six years professional experience.

Functional Responsibility: Will develop, implement, interpret, and maintain detailed policies, guidance, procedures, standards, and criteria appropriate to management of an overall automation security program. Additionally, will research and analyze trends and developments in automated system security technology and determine its applicability to local automated system security problems, requirements, operations, and development efforts.

Minimum Education: Requires a bachelor's degree from an accredited university or college.

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The annual escalated rates offered for contract base term are On Site and Off-Site Rates for all of aforementioned labor categories listed below:

LABOR RATES (ON-SITE and OFF-SITE)

GOVERNMENT On and Off SITE RATES LABOR CATEGORY	Dec 15, 2014 – Dec 14, 2015 w/IFF	Dec 15, 2015- Dec 14, 2016 w/IFF	Dec 15, 2016- Dec14, 2017 w/IFF	Dec 15, 2017- Dec 14, 2018 w/IFF	Dec 15, 2018- Dec 14, 2019 w/IFF
1. Analyst	\$73.72	\$75.12	\$76.55	\$78.46	\$80.42
2. Cable Installation Manager	\$87.12	\$88.78	\$90.46	\$92.18	\$93.93
3. Cable Installer	\$45.57	\$46.44	\$47.32	\$48.22	\$49.14
4. Cable Technician	\$65.67	\$66.92	\$68.19	\$69.48	\$70.80
5. Computer Aided Design Specialist	\$50.92	\$51.89	\$52.88	\$53.88	\$54.91
6. Configuration Management Analyst	\$53.21	\$54.22	\$55.25	\$56.30	\$57.37
7. Database Analyst	\$74.40	\$75.81	\$77.25	\$78.72	\$80.22
8. Database Analyst - Year 2000	\$74.40	\$75.81	\$77.25	\$78.72	\$80.22
9. Electronic Engineer	\$80.41	\$81.94	\$83.49	\$85.08	\$86.70
10. Help Desk Coordinator	\$53.63	\$54.65	\$55.69	\$56.75	\$57.82
11. Information Technologist	\$80.41	\$81.94	\$83.49	\$85.08	\$86.70
12. LAN Engineer/Admin.	\$80.41	\$81.94	\$83.49	\$85.08	\$86.70
13. Network Architect	\$91.12	\$92.85	\$94.62	\$96.41	\$98.25
14. Network Engineer	\$91.12	\$92.85	\$94.62	\$96.41	\$98.25
15. Network Specialist	\$80.41	\$81.94	\$83.49	\$85.08	\$86.70
16. Operation Specialist	\$83.09	\$84.67	\$86.28	\$87.92	\$89.59
17. Programmer	\$67.02	\$68.29	\$69.59	\$70.91	\$72.26
18. Programmer - Year 2000	\$77.73	\$79.21	\$80.71	\$82.25	\$83.81
19. Project Manager	\$127.34	\$129.76	\$132.22	\$134.74	\$137.30
20. Systems Analyst	\$73.72	\$75.12	\$76.55	\$78.00	\$79.49
21. Systems Analyst - Year 2000	\$73.72	\$75.12	\$76.55	\$78.00	\$79.49
22. Systems Engineer	\$91.79	\$93.53	\$95.31	\$97.12	\$98.97
23. Technical Specialist	\$71.70	\$73.06	\$74.45	\$75.87	\$77.31
24. Technical Specialist - Year 2000	\$71.70	\$73.06	\$74.45	\$75.87	\$77.31
25. Technical Writer	\$53.63	\$54.65	\$55.69	\$56.75	\$57.82
26. Telecommunications Engineer	\$91.12	\$92.85	\$94.62	\$96.41	\$98.25
27. Telecommunications Network Analyst	\$79.04	\$74.42	\$75.83	\$77.28	\$78.74
28. Telecommunications Systems Analyst	\$91.12	\$92.85	\$94.62	\$96.41	\$98.25
29. Telecommunications Technician	\$67.67	\$68.96	\$70.27	\$71.60	\$72.96
30. Training Instructor	\$64.34	\$65.56	\$66.81	\$68.08	\$69.37
31. Training Specialist	\$61.65	\$62.82	\$64.01	\$65.23	\$66.47
32. Program Manager	\$106.04	\$108.05	\$110.11	\$112.20	\$114.33
33. MIS Project Manager	\$74.34	\$75.75	\$77.19	\$78.66	\$80.15
34. Network Project Manager	\$68.85	\$70.16	\$71.49	\$72.85	\$74.23
35. Systems Engineer, Level II	\$59.21	\$60.33	\$61.48	\$62.65	\$63.84
36. Systems Engineer, Level III	\$60.37	\$61.52	\$62.69	\$63.88	\$65.09
37. Systems Engineer, Level IV	\$78.53	\$80.02	\$81.54	\$83.09	\$84.67
38. Systems Analyst, Level I	\$39.92	\$40.68	\$41.45	\$42.24	\$43.04

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39. Systems Analyst, Level II	\$45.37	\$46.23	\$47.11	\$48.01	\$48.92
40. Systems Analyst, Level III	\$59.21	\$60.33	\$61.48	\$62.65	\$63.84
41. Systems Analyst, Level IV	\$71.60	\$72.96	\$74.35	\$75.76	\$77.20
42. Programmer, Level I	\$44.07	\$44.91	\$45.76	\$46.63	\$47.52
43. Programmer, Level II	\$53.69	\$54.71	\$55.75	\$56.81	\$57.89
44. Programmer, Level III	\$61.97	\$63.15	\$64.35	\$65.57	\$66.81
45. Programmer, Level IV	\$64.41	\$65.63	\$66.88	\$68.15	\$69.45
46. Ops Specialist, Level I	\$38.55	\$39.28	\$40.03	\$40.79	\$41.56
47. Ops Specialist, Level II	\$45.43	\$46.29	\$47.17	\$48.07	\$48.98
48. Ops Specialist, Level III	\$53.69	\$54.71	\$55.75	\$56.81	\$57.89
49. Ops Specialist, Level IV	\$64.41	\$65.63	\$66.88	\$68.15	\$69.45
50. Computer Security Specialist, Level I	\$3.93	\$40.68	\$41.45	\$42.24	\$43.04
51. Computer Security Specialist, Level II	\$46.82	\$47.71	\$48.62	\$49.54	\$50.48
52. Computer Security Specialist, Level III	\$50.91	\$51.88	\$52.87	\$53.87	\$54.89
53. Computer Security Specialist, Level IV	\$61.61	\$62.78	\$63.97	\$65.19	\$66.43
54. Network Technician, Level I	\$33.04	\$33.67	\$34.31	\$34.96	\$35.62
55. Network Technician, Level II	\$38.28	\$39.01	\$39.75	\$40.50	\$41.27
56. Network Technician, Level III	\$39.92	\$40.68	\$41.45	\$42.24	\$43.04
57. Network Technician, Level IV	\$50.91	\$51.88	\$52.87	\$53.87	\$54.89
58. Network Administrator, Level I	\$39.92	\$40.68	\$41.45	\$42.24	\$43.04
59. Network Administrator, Level II	\$45.43	\$46.29	\$47.17	\$48.07	\$48.98
60. Network Administrator, Level III	\$52.31	\$53.30	\$54.32	\$55.35	\$56.40
61. Network Administrator, Level IV	\$60.60	\$61.75	\$62.92	\$64.12	\$65.34
62. Help Desk Technician, Level I	\$28.88	\$29.43	\$29.99	\$30.56	\$31.14
63. Help Desk Technician, Level II	\$31.65	\$32.25	\$32.87	\$33.49	\$34.13
64. Help Desk Technician, Level III	\$35.81	\$36.49	\$37.18	\$37.89	\$38.61
65. Help Desk Technician, Level IV	\$39.92	\$40.68	\$41.45	\$42.24	\$43.04
66. Graphic Specialist, Level III	\$42.62	\$43.43	\$44.26	\$45.10	\$45.95
67. Graphic Specialist, Level IV	\$50.91	\$51.88	\$52.87	\$53.87	\$54.89
68. FM Specialist, Level I	\$37.18	\$37.88	\$38.60	\$39.33	\$40.08
69. FM Specialist, Level II	\$44.07	\$44.91	\$45.76	\$46.63	\$47.52
70. FM Specialist, Level III	\$52.31	\$53.30	\$54.32	\$55.35	\$56.40
71. FM Specialist, Level IV	\$63.35	\$64.55	\$65.78	\$67.03	\$68.30
72. Data Technician, Level III	\$37.18	\$37.88	\$38.60	\$39.33	\$40.08
73. Data Technician, Level VI	\$41.31	\$42.09	\$42.89	\$43.71	\$44.54
74. Documentation Specialist, Level I	\$31.65	\$32.25	\$32.87	\$33.49	\$34.13
75. Documentation Specialist, Level II	\$37.18	\$37.88	\$38.60	\$39.33	\$40.08
76. Documentation Specialist, Level III	\$48.19	\$49.11	\$50.04	\$50.99	\$51.96
77. Documentation Specialist, Level IV	\$58.27	\$59.37	\$60.50	\$61.65	\$62.82
78. Data Base Specialist, Level I	\$38.55	\$39.28	\$40.03	\$40.79	\$41.56
79. Data Base Specialist, Level II	\$45.43	\$46.29	\$47.17	\$48.07	\$48.98
80. Data Base Specialist, Level III	\$54.58	\$55.62	\$56.67	\$57.75	\$58.85
81. Data Base Specialist, Level IV	\$64.41	\$65.63	\$66.88	\$68.15	\$69.45
82. Configuration Mgmt Specialist, Level I	\$41.31	\$42.09	\$42.89	\$43.71	\$44.54
83. Configuration Mgmt Specialist, Level II	\$43.62	\$44.45	\$45.29	\$46.15	\$47.03
84. Configuration Mgmt Specialist, Level III	\$52.47	\$53.46	\$54.48	\$55.51	\$56.57
85. Configuration Mgmt Specialist, Level IV	\$68.85	\$70.16	\$71.49	\$72.85	\$74.23
86. Training Specialist, Level I	\$50.25	\$51.20	\$52.17	\$53.16	\$54.17
87. Training Specialist, Level II	\$57.16	\$58.25	\$59.36	\$60.48	\$61.63

TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)

88. Training Specialist, Level III	\$63.35	\$64.55	\$65.78	\$67.03	\$68.30
89. Training Specialist, Level IV	\$72.98	\$74.37	\$75.78	\$77.22	\$78.69
90. ADP Advance Discipline Specialist	\$106.05	\$108.06	\$110.12	\$112.21	\$114.34
91. Sr. ADP Security Specialist	\$106.05	\$108.06	\$110.12	\$112.21	\$114.34
92. ADP Security Specialist	\$90.60	\$92.32	\$94.07	\$95.86	\$97.68

**USA COMMITMENT TO PROMOTE SMALL BUSINESS
PARTICIPATION PROCURMENT PROGRAMS**

PREAMBLE

METI 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 Mr. Renard U. Johnson at telephone number (915) 772-4975, (800) 638-4311 or e-mail address rjohnson@meti.com, or by fax at (915) 772-2253.

TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)

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 Agency):

(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 SCHEDULE / DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchase 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.

TERMS AND CONDITIONS APPLICABLE TO
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(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 customer agency requirement.

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

TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)



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