

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- a.** The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b.** If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the

facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

- (1) “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
- (2) “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.

- (3) An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either;
- (i) Result in an unfair competitive advantage to the Contractor or its affiliates or;
 - (ii) Impair the Contractor’s or its affiliates’ objectivity in performing contract work.
- b.** To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements - Commercial Item Acquisition, as prescribed in 16.601(e)(3), insert the following provision:

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

- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by-
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

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

Special Item Number: 132-51 Information Technology Training Services Pricing For	
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
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 IT Professional Services, not listed elsewhere

17. DESCRIPTION OF IT SERVICES

Labor Category Descriptions

Labor Category Description:	Administrative Assistant
Functional Responsibility:	Assists program/project manager(s) in the administrative and record keeping aspects of Information Technology (IT) type engineering or technical projects/programs. Schedules program/project travel, financial analysis, program data collection and report processing for program/project managers.
Minimum Education/ Job Experience:	1. Associate's degree in Business or related field. Four years of office experience including office management, financial analysis, data collection, and reports processing supporting IT programs/projects. 2. High school diploma or equivalent. Six years of office experience including office management, financial analysis, data collection, and reports processing supporting IT programs/projects, may be substituted for degree.

Labor Category Description:	Admin Technologist
Functional Responsibility:	Install, connect, configure, upgrade, troubleshoot, diagnose, and repair desktop and laptop computer systems and system peripherals, to include moving systems and peripherals within and between customer locations incidental to performing tasks. This includes operating systems, application software, and utility software. Install, connect, configure, upgrade, troubleshoot, diagnose, and repair network server systems, network devices (hubs, switches, routers), peripherals and appliances (web caching), to include moving systems and peripherals within and between customer locations incidental to performing tasks. Install, configure, upgrade, troubleshoot, diagnose, and load network server system software, operating

	systems, application software, utility software, and firmware upgrades. Maintains campus networks and servers to ensure network connectivity and proper operation of network devices; configure and connect end-user devices to the network; perform system maintenance routines such as system backup and virus scanning; perform disk space and user account maintenance, and troubleshoot and resolve problems. Maintains electronic messaging infrastructure; ensures client/server connectivity; manage user accounts; perform system maintenance routines to include backup and virus scanning; troubleshoot and resolve problems.
Minimum Education/ Job Experience:	1. AA Degree or Microsoft Certified Solutions Expert/Microsoft Certified Solution Developer (MCSE/MCSD) certification. 2. 3 years relevant experience may be substituted for AA Degree.

Labor Category Description:	Applications Developer
Functional Responsibility:	Codes software applications to adhere to designs supporting internal business requirements of external customers. Standardizes the quality assurance procedure for software. Oversees testing and develops fixes. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required.
Minimum Education/ Job Experience:	1. Bachelor's degree in a related area and 4 years of experience in the field or in a related area. 2. 6 years relevant experience may be substituted for degree.

Labor Category Description:	Applications Developer, Intermediate
Functional Responsibility:	Designs, develops, and implements web-based Java applications to support business requirements. Follows approved life cycle methodologies, creates design documents, and performs program coding and testing. Resolves technical issues through debugging, research, and investigation. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required.
Minimum Education/ Job Experience:	1. Bachelor's degree in area of specialty and 6 years of experience in the field or in a related area. 2. 8 years relevant experience may be substituted for degree.

Labor Category Description:	Cable Technician
Functional	Provides integration, installation and test and evaluation support by, routing,

Responsibility:	pulling, fishing, splicing, various types of information network cable (CAT5/6, fiber, phone, RF, etc.) in support of various network and information systems installation, upgrade and removal.
Minimum Education/ Job Experience:	1. High school diploma or equivalent. 2. Two years' experience in soldering, wrapping, harnessing and connecting electronics wiring, connectors and components. Experience testing and evaluating cable management/installation efforts.

Labor Category Description:	Communications/Transmission Engineer
Functional Responsibility:	Responsible for providing Tier 2 and higher network support. Supports connectivity to the GIG, the DISN, and other DoD networks. Provides support for operational requirements to engineer, design, and manage all aspects of the customer tactical C4I networks for voice, video, and data services to include SATCOM. Experienced with maintaining and operating TDM legacy voice in support of DSN/DRSN systems.
Minimum Education/ Job Experience:	1. Bachelor's degree with 4 years of experience. 2. 8 years relevant work experience may be substituted for degree.

Labor Category Description:	Configuration Manager (System)
Functional Responsibility:	Responsible for administration of information system configuration management activities. Formulates procedures for and executes the introduction of changes to engineering documents. Monitors the review of released engineering change data and change accounting activities to ensure adherence to configuration management procedures and policies. Establishes and maintains baselines of identified network products, interfaces, and externally-provided items; tracks and controls changes to these base-lined items; maintain the integrity of the base lined items; and provide accurate status and configuration data to stakeholders.
Minimum Education/ Job Experience:	1. Requires a bachelor's degree with 5 years of experience. 2. 8 years relevant work experience may be substituted for degree.

Labor Category Description:	CONOPS Specialist
Functional Responsibility:	Responsible for evaluation of existing end user information system Concept of Operations (CONOPS) and identify gaps that may be addressed by technical or operational improvements. Translates CONOPS and Operational Procedures into products in support of systems integration. Facilitator between engineering and other program disciplines and customer to satisfy common system goals. Determines training requirements for operational and

	<p>maintenance personnel required to integrate new systems into existing CONOPS. Develops scenarios to validate and test developed systems and CONOPS for effectiveness and efficiency. Perform analysis of tests to determine acceptability of systems under test and determine if changes in CONOPS or systems are required. Develop CONOPS and operation plans and procedures for delivered system in a real world environment. Observe and evaluate end user operations using developed CONOPS and operation plans to determine adequacy. Maintains and manages assigned documents in accordance with established systems engineering and configuration management procedures.</p>
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree with 4 years of experience. 2. 12 years relevant work experience may be substituted for degree.

Labor Category Description:	Contract Management
Functional Responsibility:	<p>Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.</p>
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Associate's degree with 5 years of experience. 2. 8 years relevant work experience may be substituted for degree.

Labor Category Description:	Database Administrator
Functional Responsibility:	<p>Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of various information system hosted databases. Implements data models, database designs, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.</p>
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree and 2-4 years of experience in the field or in a related area. 2. 6 years relevant experience may be substituted for degree.

Labor Category Description:	Distribution Operations Specialist, Intermediate
Functional Responsibility:	<p>Responsible for multi-million dollar purchasing on an annual basis, to include subcontracts in support of customer for their information technology</p>

	<p>programs. Works within the FAR (Federal Acquisition Regulations) guidelines, and the Federal Supply System to include automated and manual supply systems along equipment serviceability standards and criteria. Receives and prepares all solicitations from the government client for equipment, and service agreements. Issues Request for Proposals (RFPs) as warranted and Request for Quotes (RFQs), on a daily basis, to the appropriate vendors, this includes reviewing and approving the returned quotes/bids. Organizes and maintains task system for client and auditors. Prepares purchasing package to include cost analysis, and numerous supporting documents that follow the FAR regulation and complies with all government and Department of Defense accountability standards. Prepare and present, on a regular basis, cost analysis to the client (military and civilian personnel).</p>
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree in area of specialty and 2-5 years of experience in the field or in a related area. 2. 6 years relevant experience may be substituted for degree.

Labor Category Description:	Distribution Operations Specialist, Senior
Functional Responsibility:	<p>Responsible for multi-million dollar information system hardware purchasing on an annual basis, to include subcontracts in support of customer. Works within the FAR (Federal Acquisition Regulations) guidelines, and the Federal Supply System to include automated and manual supply systems along equipment serviceability standards and criteria. Receives and prepares all solicitations from the government client for equipment, and service agreements. Issue Request for Proposals (RFPs) as warranted and Request for Quotes (RFQs), on a daily basis, to the appropriate vendors, this includes reviewing and approving the returned quotes/bids. Organizes and maintains task system for client and auditors. Prepares purchasing package to include cost analysis, and numerous supporting documents that follow the FAR regulation and complies with all government and Department of Defense accountability standards. Prepares and presents, on a regular basis, cost analysis to the client (military and civilian personnel)</p>
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree with 8 years of experience. 2. 12 years relevant work may be substituted for degree.

Labor Category Description:	Draftsman
Functional Responsibility:	<p>Transforms initial rough information system product designs using Computer Aided Design (CAD) software, into information system drawings. Reviews engineering drawings and designs to ensure adherence to established program/project specifications and standards. Relies on instructions and pre-</p>

	established guidelines to perform the functions of the job. Prepares information system mechanical, electronic & architectural drawings, as well as, technical illustrations, assembly drawings, schematics, facility layouts, wiring diagrams & wire lists. Develops documentation of design from concept to completion in research & development program/projects.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Associate's degree from an accredited school in drafting or illustration with background using CAD software such as AutoCAD, ViaCAD or similar software. Two years of experience in drafting or illustrating in the mechanical or electronics field supporting information systems programs/projects. 2. High school diploma or equivalent and five years of experience in drafting or illustrating utilizing CAD software in the mechanical engineering or electronics field supporting information systems programs/projects may be substituted for degree.

Labor Category Description:	Electronic Technician Senior
Functional Responsibility:	Supervises and supports network electronics (e.g., network power distribution units, radio frequency modems and interface, signal entry panel, etc.) operational and developmental project production. Responsible for development of production plans and procedures. Assists in development of production master plans with developing contractors and customers. May support both the acquisition and user communities to meet production needs. Serves as member of production support team to evaluate and document system capabilities as meeting requirements. Will provide production-planning support to include production resource plans and productions concepts. Will determine data collection requirements and methods and implement collection strategy during production conduct. Responsible for the assembly of the equipment. Performs installation, test, preventive maintenance, troubleshooting, & repair of various communications, radar, navigation, imaging and associated electronics equipment. Supports both afloat and land based projects.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Associate's degree with 6 years of experience. 2. 8 years relevant work experience may be substituted for degree.

Labor Category Description:	Electronic Test Technician
Functional Responsibility:	Supports operational and developmental testing for network electronics (e.g., network power distribution units, radio frequency modems and interface, signal entry panel, etc.). Responsible for development of test plans and procedures. Assists in development of test master plans with developing contractors and customers. May support both the acquisition and user communities to meet testing needs. Serves as member of test support team to

	evaluate and document system capabilities as meeting requirements. Will provide test-planning support to include test resource plans and test concepts. Will determine data collection requirements and methods and implement collection strategy during test conduct.
Minimum Education/ Job Experience:	1. Associate's degree with 5 years of experience. 2. 8 years relevant work experience may be substituted for degree.

Labor Category Description:	Engineering Technician
Functional Responsibility:	Assists information systems engineers or scientists with diagnostics, system maintenance and technological support in addition to aiding in product or tool design. Other duties include maintaining system assembly or manufacturing systems, assessing and controlling production quality, diagnosing flaws, and conducting repairs. Experienced in technical writing, Computer Aided Design (CAD), drafting and office productivity software is necessary. Creates and reviews technical drawings, blueprints, schematics and specifications. Operates test instruments, tracks test results, and troubleshoots when problems arise. Maintains electronic information system equipment, including ordering parts and directing or performing preventative and repair maintenance as needed. Maintains logs and writes reports of activity results and equipment maintenance.
Minimum Education/ Job Experience:	1. Associate's degree in an Engineering or Electronics discipline plus 2 years of progressive experience in planning and performance of electronic systems experience must be directly involved with communications systems and electronic warfare systems. 2. High school diploma or GED plus U.S. Navy Electronics "B or C" school or equivalent plus 3 years of progressive experience in the planning and performance of electronic systems field services of which at least two years of experience must be directly involved with communications systems and electronic warfare systems may be substituted for degree.

Labor Category Description:	Engineering Technician, Senior
Functional Responsibility:	Shall independently plan and accomplish complete information system projects or studies of broad scope and complexity.
Minimum Education/ Job Experience:	1. Associate's degree in an Engineering or Electronics discipline. 10 years of progressive experience in planning and performance of electronic systems field services of which at least two years of experience must be directly involved with communications systems and electronic warfare systems. 2. High school diploma or GED plus U.S. Navy Electronics "B or C" school or equivalent as identified in the definition for Technical Rating. 12 years of progressive experience in the planning and performance of electronic systems field services of which at least two years of experience must be

	directly involved with communications systems and electronic warfare systems may be substituted for degree.
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Labor Category Description:	Enterprise Architect
Functional Responsibility:	Responsible for designing and implementing information systems which will adequately support the enterprise infrastructure of an organization. Analyzes system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and web and software applications.
Minimum Education/ Job Experience:	1. Bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. 2. 10 years relevant experience may be substituted for degree.

Labor Category Description:	Facility Staff Support Associate
Functional Responsibility:	Assists in the development and monitoring of department budget supporting the customer's logistics operations for their information technology programs. Must be familiar with DOD property accountability and record keeping process. Receive, check packing list of deliveries, barcode and warehouse in-coming property. Conduct inventory of warehoused equipment; provide information to procurement to maintain approved stock-age levels and assist with the purchase of material, repair parts, and supplies. Complete shipping documents and prepare equipment for shipment. Conduct transportation analysis to ship equipment by most efficient means given operational situation; transportation choices include diplomatic pouch, commercial carrier and military air. Organize, plan and schedule equipment for preparation for shipment to meet required delivery date. Receive inventory and prepare for turn in to Defense Reutilization Management Office (DRMO), equipment excess to the needs of customer.
Minimum Education/ Job Experience:	1. Associate's degree with 3 years of experience. 2. 5 years relevant work experience may be substituted for degree.

Labor Category Description:	Facility Staff Support Senior
Functional Responsibility:	Manages the development and monitoring of department budget supporting the customer's logistics operations for their information technology programs. Well versed with DOD property accountability and record keeping process. Manages associated actions of receive, check packing list of

	deliveries, barcode and warehouse in-coming property. Manages inventory of warehoused equipment; coordinates with procurement to maintain approved stock-age levels and assists with the purchase of material, repair parts, and supplies. Reviews and update shipping documents and preparation equipment for shipment processes. Conducts transportation analysis to ship equipment by most efficient means given operational situation; transportation choices can include diplomatic pouch, commercial carrier and military air. Organizes plans and schedules equipment for preparation for shipment to meet required delivery date. Receives inventory and prepares for turn in to Defense Reutilization Management Office (DRMO), equipment excess to the needs of customer.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree with 4 years of experience. 2. 8 years relevant work experience may be substituted for degree.

Labor Category Description:	Field Service Representative (FSR Data Networks)
Functional Responsibility:	Provides comprehensive field support to customer remotely deployed information system networks. These services include investigating, defining, assessing, and correcting equipment/system technical and/or operational problems experienced at tests, exercises or field operational sites such as deployed communication support units. These tasks shall include: Install, operate, manage and maintain the Network. On-site equipment checkout and setup, troubleshooting, repair and on-equipment assistance. Investigate and take appropriate corrective actions to resolve trouble reports from the field; assist in determining causes and fixes; validate fixes. Monitor the Network as a whole; resolve discrepancies in the overall throughput and efficiency of the network. Maximize the efficiency of the network's interconnection with the global internet and eliminate system bottlenecks. Develop and right size the network architecture to deliver voice, video and data and support the current and emerging systems. Identify and evaluate the appropriate network protocols for routing and network installation. Assist with the interfaces required for their equipment to work seamlessly with the communications and routing equipment provided by customer in both the Upper and Lower Tactical Internet. Integrate program products into the platforms and systems in the customer's inventory. Provide technical assistance to Logistics Assistance Representatives (LAR)s in such a manner that such customer personnel will become progressively more self-sufficient in maintaining and operating the network. Install retrofit kits or perform other actions needed to maintain configurations of the equipment.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. 8 years of experience with military tactical communication systems, network management, and digital communications systems planning. CCNA or MCSE Certification. Experience with Promina or REDCOM IGX.

Labor Category Description:	Field Service Representative (FSR SATCOM)
Functional Responsibility:	Provides comprehensive field support of remotely deployed satellite communication (SATCOM) systems to include ensuring the maintenance, operation and performance of Ku and Ka-Band Mobile Terminals. Tasks may include: Support the SATCOM UHT and various SATCOM Terminal Trailer configurations. Work with site personnel to maintain satellite communication system availability above acceptable levels. Troubleshoot and resolve any identified circuit or equipment outages or degradation. Provide interim reports as necessary, based on particular site conditions and/or problems and maintain the site (including electronics and office) in professional and clean manner.
Minimum Education/ Job Experience:	1. 4 plus years of strategic or tactical multi-channel satellite communications experience and a strong grasp of satellite communications operational theory. Possess the knowledge to operate and configure the following equipment to include, but not limited to: Antenna Control Unit, satellite acquisition HPA/TWT, LNA/LNB - Low Noise Fiber/Coax/Ethernet Cable Work FDMA/TDMA modems (satellite modems) Up-converters, down-converters, and Link way modems.

Labor Category Description:	Graphics Designer
Functional Responsibility:	Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material that supports distribution through a variety of media outlets such as websites and network based operations requiring information system deployable graphic art. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A great deal of creativity and latitude is expected.
Minimum Education/ Job Experience:	1. Bachelor's degree or its equivalent and 2-4 years of experience in the field or in a related area. 2. 6 years relevant experience may be substituted for degree.

Labor Category Description:	Information Technology Certified Professional
Functional Responsibility:	Perform detailed network analysis with network tools. Manages and reports on network performance (requires a working knowledge of MS Office Suite products, WhatsUp Gold, Remedy, VOIP, LAN/WAN, Firewalls, VPN, and

	SharePoint). Performs network monitoring and ensure that network performance problems are documented and that required remedial/repair actions are initiated and completed in a timely manner. Develops and maintains required system documentation. Collects and reviews system data for capacity and planning purposes. Analyzes capacity data and develops capacity plans for appropriate level enterprise-wide systems. Coordinates with appropriate management personnel in implementing changes. Supports the design and configuration of complex system landscapes. Plans, coordinates and directs appropriate level data refresh strategies. Oversees recommends and implements appropriate level database solutions and enhancements to ensure an improvement in system reliability and performance. Interacts with client management to answer questions, problems and requests regarding complex system issues. Provide leadership and work guidance to less experienced personnel.
Minimum Education/ Job Experience:	1. Bachelor's degree and 4 years of experience. Certified DOD 8570 and CompTIA Security Plus with a Computing Environment (CE). 2. 8 years relevant experience and Certified DOD 8570 and CompTIA Security Plus with a Computing Environment (CE), may be substituted for degree.

Labor Category Description:	Installation Manager
Functional Responsibility:	Provides project supervision & management for major information system program activities. Manages & directs technical project/program personnel to ensure objectives are met with top quality & levels of performance. Manages large projects involving multifunctional tasking & substantial complexity. Plans & supervises major system life cycle support tasks/functions including requirements definition, acquiring, integration, test & evaluation, fielding and installation.
Minimum Education/ Job Experience:	1. Master's degree with 10 years of experience. 2. 15 years relevant work experience may be substituted for degree.

Labor Category Description:	Instructor/Training Developer (Information Systems)
Functional Responsibility:	Provides instruction and training/curriculum development in information systems, network design, identifying system requirements, and network security to prepare students for management of complex Joint C4 networks.
Minimum Education/ Job Experience:	1. 5 years of military experience performing Task Analysis, Task Development, Create Technical Blocks of Instruction reports, Practical Exercises, and Examinations Validate Course Learning Products Course Program of Instruction (POI) Updates. Experience in Joint Convergence Routing Planning.

Labor Category Description:	IT Manager
Functional Responsibility:	Manages customer's information technology department. Implements and maintains policies and goals that support the organization's IT needs. Ensures proper functioning of the information processing system and oversees necessary upgrades. Helps business operations groups utilize information systems to improve their efficiency. Ensures computer equipment, hardware, and software are updated to meet organizational needs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.
Minimum Education/ Job Experience:	1. Bachelor's degree and at least 5 years of experience in the field or in a related area. 2. 8 Years relevant experience may be substituted for degree.

Labor Category Description:	Knowledge Management Analyst
Functional Responsibility:	Applies knowledge management principles, philosophies, values, and benefits to specific information system environments supporting command-level staffs, working groups, and in individual situations. Shares information through various networking systems and utilizes the latest Collaboration tools such as blogging and social media services.
Minimum Education/ Job Experience:	1. Bachelor's Degree in Social Science, Business, Information Management/Technology or directly related fields. 2. 4 years operational experience or KM experience can be substituted for a degree.

Labor Category Description:	Knowledge Management Analyst Lead
Functional Responsibility:	Management and Administrative support involves the coordination of work schedules, assignments, duties and responsibilities for all knowledge management analysts supervising. Manages the production of specific reporting deliverables to the Task Order Manager (TOM)/Contracting Officer's Representative (COR) and the Contracting Officer (KO). Requires high-level knowledge management planning and hands-on implementation support for the purpose of leveraging enterprise-wide, network hosted, knowledge assets for competitive advantage of supported users. Works to support the goal of creating or capturing knowledge once, but being able to reuse it many times to benefit Community of Practice/Community of Interest (COP/COI) users, multiple departments, offices, commands and/or organizations.
Minimum Education/ Job Experience:	1. Bachelor's Degree in Social Science, Business, Information Management/Technology or directly related fields. Minimum 3 years of

Experience:	project management, knowledge management, business process improvement or information management. Minimum 2 years of experience working with data collection and information sharing programs. 2. 8 years operational experience or KM experience can be substituted for a degree.
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Labor Category Description:	Managed Systems Engineer, Senior
Functional Responsibility:	Performs duties such as site surveys, architecture design, system evaluation, system analysis, and infrastructure assessment supporting information system deployment. The managed system engineer shall perform duties on tasks that require expertise in system/processor architecture, wired for management baseline, desktop management interface, SNMP, client/server architecture, operating systems, software applications, network protocols, routers, switches, remote access servers, and firewalls.
Minimum Education/ Job Experience:	1. Bachelor's degree in Computer Science and 6 years related work experience required. Certified DOD 8570 and CompTIA Security Plus with a Computing Environment (CE). 2. 8 years relevant experience may be substituted for degree. Certified DOD 8570 and CompTIA Security Plus with a Computing Environment (CE).

Labor Category Description:	PC Technician
Functional Responsibility:	Performs maintenance, installation, and moves of computer workstations and peripheral hardware and related software.
Minimum Education/ Job Experience:	1. 4 years of experience maintaining, installing, and relocating workstations, peripherals, workstation operating systems, and standard office automations software.

Labor Category Description:	Principle Systems Engineer
Functional Responsibility:	Leads and participates in highly complex information system projects. Installs, generates, maintains, tests, debugs, and integrate system software programs with commercial of the shelf/government off the shelf (COTS/GOTS) information system applications and support equipment, develops instructions for integration of operating system software, and modifies/maintains integration packages via releases and utilities from manufacturers in a multi-operating system and/or network operating system environment. Evaluates existing operating systems/COTS/GOTS software and recommends changes. Optimizes systems software performance. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, networks, CAD or GIS system software, or mathematical/scientific software packages. Engineers highly

	complex software that may relate directly to operating systems, their performance or devices controlled.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree in area of specialty and 8 years of experience in operating systems programming and/or analysis with more than one (1) operating system and/or network operating system. IA and CE certifications as required by DOD 8570.01-M if performing IAT or IAM functions. 2. 10 years relevant experience that includes 4 years of experience working independently on highly complex operating systems analysis/programming projects using programming languages/utilities for more than one (1) operating system and/or network operating system environment may be substituted for degree. IA and CE certifications as required by DOD 8570.01-M if performing IAT or IAM functions.

Labor Category Description:	QA/QC Manager
Functional Responsibility:	Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production of information systems. Oversees testing of processes and products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree in area of specialty and at least 4 years of experience in the field or in a related area. 2. 8 years relevant experience may be substituted for degree.

Labor Category Description:	Software Developer, Apprentice
Functional Responsibility:	Codes software applications to adhere to designs supporting internal business requirements or external customers. Standardizes the quality assurance procedure for software. Assists with testing and checks resulting developed fixes. Has knowledge of standard concepts, practices, and procedures within a particular field. Works under general supervision. A certain degree of creativity and latitude required.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree in a related area and 2 years of experience in the field or in a related area. 2. 4-6 years relevant experience may be substituted for degree.

Labor Category Description:	Surveillance Systems Analyst, Maritime
Functional Responsibility:	Coordinates the work activities of all involved crafts supporting a networked Maritime Surveillance System. Manages & coordinates the activities of vendors within an area of assigned discipline in conjunction with contracts administration group & ensures compliance with system project quality,

	<p>safety, & security requirements. Ensures that subordinates are trained & knowledgeable of specifications & work procedures that this material is being utilized to ensure optimum efficiency, & that work is being performed in conformance with specified quality requirements for the system.</p> <p>Maintains effective schedule & cost control within assigned field functions of the project & ensures adherence to these practices. Plans required work activities to ensure that design drawings, tools, equipment, & materials are available. Plays an active role in the development of the safety culture on the project. Supervises the performance of all field construction activities within a discipline in conformance with plans, specifications, schedules, & cost estimates.</p>
Minimum Education/ Job Experience:	<p>1. Master's degree with 8 years of experience.</p> <p>2. 10 years relevant work experience may be substituted for degree.</p>

Labor Category Description:	Systems Engineer, Senior
Functional Responsibility:	<p>Provides project supervision & management for major information system program activities. Manages & directs technical project/program personnel to ensure objectives are met with top quality & levels of performance.</p> <p>Manages large projects involving multifunctional tasking & substantial complexity. Plans & supervises major system life cycle support tasks/functions including requirements definition, acquiring, integration, test & evaluation, fielding and installation.</p>
Minimum Education/ Job Experience:	<p>1. Requires a bachelor's degree with 8 years of experience.</p> <p>2. 12 years relevant work experience may be substituted for degree.</p>

Labor Category Description:	Technical Trainer, Senior
Functional Responsibility:	<p>Participates in, and conducts technical training programs for hardware items (e.g., radar, sonar, thermal imagery, radio, antennas, etc.) providing information input on a information management system. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of software, machinery, and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.</p>
Minimum Education/ Job Experience:	<p>1. Bachelor's degree and at least 4 years of technical experience.</p> <p>2. 8 years relevant experience may be substituted for degree.</p>

Experience:	
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Labor Category Description:	Technical Training Instructor, Senior
Functional Responsibility:	Selects or develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, and reference work. Tests trainees to measure their learning progress and to evaluate effectiveness of training presentations. Serves as the developer of documentation for the customer maintained automated data processing equipment, software baselines, and user account utilization. Develops and provides appropriate documentation to system users throughout the customer's area of responsibility (AOR) to serve as a bridge between commercially available specific application documentation and customer's baseline software, including interoperability, compatibility, and operational use within governmental agencies. Schedules annual training requirements for all personnel, provides customer with budget planning information and upcoming training requirements to meet new job skills necessary through the pre-planned product improvement (P3I) and fielding/support of new software/hardware technologies throughout the AOR.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree with 4 years of experience. 2. 8 years relevant work experience may be substituted for degree.

Labor Category Description:	Videographer
Functional Responsibility:	Integrates video and audio products to e-Commerce type websites. Maintains and operates video equipment, edits select footage, and stays up-to-date with all new technological advances supporting web based video and audio internet streaming (live and recorded). Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. 2. 6-8 years relevant experience may be substituted for degree.

Labor Category Description:	WAN/LAN Configuration Manager Lead
Functional Responsibility:	Telecommunications design and management, particularly on complex applications involving all phases of telecommunications network design, implementation, and analysis. Performs design, installation, troubleshooting, and support of local and wide-area network hardware, software and applications. Can install and configure WAN and LAN hardware. Experience

	with satellite and LOS communications systems. Oversees development and implementation of system specifications, designs, integration, testing, and documentation. Develops risk management and mitigation strategy Ensures compliance with QA standards.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Minimum of 4 years of experience in network management and completion of 8570 tier 2 requirements. 2. 6 years relevant experience and completion of 8570 tier 2 requirements may be substituted for degree.

Labor Category Description:	Web (Blackboard) Administrator
Functional Responsibility:	Maintains hardware and software critical to the functionality of the organization's Blackboard training virtual learning environment website and course management system. Monitors usage and performance, creates and maintains backups, and troubleshoots and resolves issues as they arise. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree in a related area and at least 4 years of experience in the field or in a related area. 2. 6 years relevant experience may be substituted for degree.

Labor Category Description:	Web Designer, Senior
Functional Responsibility:	Designs and constructs information system web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.
Minimum Education/ Job Experience:	<ol style="list-style-type: none"> 1. Bachelor's degree in a related area and 2 years of experience in the field. 2. 6 years relevant experience may be substituted for degree.

***THE FOLLOWING IS A SUGGESTED
BLANKET PURCHASE AGREEMENT (BPA) FORMAT
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE***

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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

C4 PLANNING SOLUTIONS, LLC'S HOURLY LABOR RATES

Labor Category	Onsite Rate Year 8 18JAN2015- 17JAN2016	Onsite Rate Year 9 18JAN2016- 17JAN2017	Onsite Rate Year 10 18JAN2017- 17JAN2018
Admin Technologist	\$37.19	\$38.31	\$39.45
Administrative Assistant	\$43.00	\$44.29	\$45.62
Applications Developer	\$53.34	\$54.94	\$56.59
Applications Developer, Intermediate	\$63.41	\$65.31	\$67.27
Applications Engineer	\$68.38	\$70.43	\$72.54
Cable Technician	\$37.35	\$38.47	\$39.62
Communications/Transmission Engineer	\$74.85	\$77.10	\$79.41
Configuration Manager (System)	\$58.53	\$60.29	\$62.09
CONOPS Specialist	\$56.48	\$58.17	\$59.92
Database Administrator	\$60.61	\$62.43	\$64.30
Distribution Operations Specialist, Intermediate	\$53.26	\$54.86	\$56.50
Distribution Operations Specialist, Senior	\$81.06	\$83.49	\$86.00
Draftsman	\$56.69	\$58.39	\$60.14
Electronic Technician, Senior	\$69.26	\$71.34	\$73.48
Electronic Test Technician	\$51.04	\$52.57	\$54.15
Engineering Technician	\$50.69	\$52.21	\$53.78
Engineering Technician, Senior	\$79.95	\$82.35	\$84.82
Enterprise Architect	\$89.51	\$92.20	\$94.96
Facility Staff Support Associate	\$35.02	\$36.07	\$37.15
Facility Staff Support Senior	\$47.54	\$48.97	\$50.44
Field Service Representative (Data Networks)	\$64.94	\$66.89	\$68.89
Field Service Representative (SATCOM)	\$64.94	\$66.89	\$68.89
Graphics Designer	\$55.95	\$57.63	\$59.36
Help Desk	\$65.05	\$67.00	\$69.01
Information Security Engineer	\$88.13	\$90.77	\$93.50
Information Security Specialist	\$72.21	\$74.38	\$76.61
Information Technology Certified Professional	\$51.68	\$53.23	\$54.83
Installation Manager	\$67.31	\$69.33	\$71.41
Instructor/Training Developer	\$54.69	\$56.33	\$58.02
IT Manager	\$68.68	\$70.74	\$72.86
IT Technician	\$61.21	\$63.05	\$64.94
Knowledge Management Analyst	\$38.54	\$39.70	\$40.89
Knowledge Management Analyst Lead	\$72.18	\$74.35	\$76.58
Managed Systems Engineer, Senior	\$79.30	\$81.68	\$84.13
Network Engineer	\$68.38	\$70.43	\$72.54
Network Engineer Lead	\$111.59	\$114.94	\$118.39

PC Technician	\$38.85	\$40.02	\$41.22
Principle Systems Engineer	\$63.82	\$65.73	\$67.71
Program Manager	\$129.48	\$133.36	\$137.37
QA/ QC Manager	\$56.48	\$58.17	\$59.92
Satellite Communications Technician	\$88.28	\$90.93	\$93.66
Software Developer	\$87.99	\$90.63	\$93.35
Software Developer Lead	\$126.07	\$129.85	\$133.75
Software Developer, Apprentice	\$48.49	\$49.94	\$51.44
Subject Matter Expert	\$79.92	\$82.32	\$84.79
Surveillance Systems Analyst, Maritime	\$71.39	\$73.53	\$75.74
System Administrator	\$92.09	\$94.85	\$97.70
Systems Design Analyst	\$140.93	\$145.16	\$149.51
Systems Engineer, Senior	\$102.93	\$106.02	\$109.20
Systems Operations Manager	\$82.39	\$84.86	\$87.41
Tech Controller	\$90.76	\$93.48	\$96.29
Technical Trainer, Senior	\$55.95	\$57.63	\$59.36
Technical Training Instructor, Senior	\$65.45	\$67.41	\$69.44
Technical Writer	\$62.12	\$63.98	\$65.90
Training Manager	\$82.56	\$85.04	\$87.59
Videographer	\$48.49	\$49.94	\$51.44
WAN/LAN Configuration Manager Lead	\$68.01	\$70.05	\$72.15
Web (Black Board) Administrator	\$59.67	\$61.46	\$63.30
Web Designer, Senior	\$63.41	\$65.31	\$67.27