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Website: atsainc.com



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

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services, which properly fall under the Brooks Act. These services include, but are not limited to architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping service of an A/E nature and mapping services which are not connected nor incidental to traditionally accepted A/E services.

Note 3: The solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

Information Technology Professional Services, 132-51, 132-51STLOC, 132-51RC. Authorized ADP Schedule Services Price List. FSC Group 70. Contract Number GS-35F-0206W. Contract Period: January 15, 2010 through January 14, 2015, General Services Administration.

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WHY PURCHASE IT SERVICES?



PURCHASING *IT* SERVICES MAY BE JUST THE SOLUTION TO YOUR PROBLEM!

Buying professional *IT* services is EASY when you use the GSA Schedule, and purchase from a capable company — ATSA

A privately held company, ATSA has over 18 years of providing quality technical services to the federal government. Now because of procurement reform and recent changes in the GSA Schedule, you can now purchase service solutions without the time-consuming process of competitive bids, yet still meet all Competition In Contracting Act (CICA) requirements. You get only the services you want, tailored to your specific needs, at a very competitive price. And, there is no limit on how much you can buy.

ATSA professionals are eager to help you develop *winning strategies* to meet your IT requirements. You will be pleased to discover the simplicity and value that the GSA Schedule offers. To find out more, contact us at 405-946-2872 or Toll Free 877-535-1086.

WINNING
COMPANY

WINNING
STRATEGY

ATSA, Inc.

IT SERVICES

Questions commonly asked

Q What services can I purchase off the ATSA GSA Schedule?

Any IT-related services may be ordered. You may also combine large solution requirements under a single Blanket Purchase Agreement (BPA).

Q Do I lose control if I use the GSA Schedule?

No. When you acquire services through the ATSA GSA Schedule, you will be dealing directly with ATSA. No delays, no costly surcharge, no middleman.

Q What about the \$500,000 order limit?

There is no Maximum Order Limit when you order from the ATSA GSA Schedule.

Q How do I know I am getting the best price?

Schedule prices have already been determined fair and reasonable by GSA. Also, special customer discounts mean you will get the most competitive prices around.

Q If I commit money now, may I spend it later?

Yes. A BPA that uses IT funds will ensure that you can obligate funds for future use.

Q Is there anything really different about the ATSA GSA Schedule?

Yes. ATSA's dedicated professionals are committed to understanding your needs and helping you achieve your objectives.

Q Are IT service orders placed under a schedule contract CICA compliant?

Yes. Use of the ATSA GSA Schedule is deemed a competitive procedure under the Competition in Contracting Act.

Q Can I get a preferred contractor through the ATSA GSA Schedule?

Yes. There are several teaming arrangements that allow you to continue previous relationships.



Winning Strategies available from the ATSA GSA Schedule

Information Systems Engineering & Object-Oriented Design (OOD)

ATSA provides full life-cycle services for virtually every technical environment, including information engineering, object-oriented design and development, reengineering, and client/server and host computer support.

Telecommunications

ATSA's customer-focused processes and innovative technical approaches give you full life-cycle solutions supporting your voice, data, and video systems. Our services encompass strategic and tactical planning; system acquisition and relocation; and system analysis, design, engineering, integration, implementation, operations and maintenance.

Network Security

ATSA's professionals provide network security services including but not limited to external and internal Internet security assessments through the discovery of Internet connections, ping and port scanning, remote vulnerability testing, verification and exploitation of sample high-risk vulnerabilities, and project reporting.

Client/Server (C/S) Integration Support

ATSA is dedicated to helping you achieve the cost savings, flexibility, and ease of use offered by client/server technology. Our professionals are fully qualified to support open-systems-compliant technologies, including UNIX and Oracle, and are skilled at providing a full range of services, define, integrate, install and operate client/server-based architectures.

Commercial Off The Shelf (COTS) Integration

Our professionals can help you realize the benefits of a COTS integration approach—high-quality applications developed in a much shorter period of time and suited to your needs. We are able to integrate the products into your organization through effective benchmarking, requirements definition, design specifications, database structures, GUIs and program modules.

Rapid Application Development (RAD)

ATSA's experts are grounded in all the information-engineering disciplines critical to the success of a RAD project. We use automated CASE and object-oriented tools to the fullest extent, as well as reusable code and objects. Iterative testing of the application during development ensures its accuracy and completeness.

Data Quality Engineering

Using our proven Data Quality Engineering methodology and a suite of automated tools, we can identify and correct both erroneous data and their sources. This is particularly well suited to legacy systems. You'll benefit from having a validated baseline and metrics to monitor and maintain data quality in the future.

IT Planning

We have numerous services designed to address a broad range of IT issues, including IT Strategic Planning; Inventory & Assessment; Architecture & Migration Strategy; Application Requirements Definition; COTS Requirements Analysis, Evaluation & Selection; Data Architecture & Warehousing and Intranet Implementation Services.

General Services

ADP-related services provided included are comprehensive training programs, world-class facilitation support for meetings, team-building services, project management mentoring, customer surveys with focus groups and specialized survey techniques.

WINNING
COMPANY

WINNING
STRATEGY

ATSA, Inc.

IT SERVICES

Key Advantages of the ATSA GSA Schedule

- Simplified ordering procedures
- Schedule prices have already been determined fair and reasonable by GSA
- Order directly from ATSA
- You manage the effort and retain control of your project
- Get maximum flexibility for teaming arrangements
- No synopsis required
- No additional competition required—best value award
- No maximum order limitation
- Increased opportunities for price reductions
- You pay ATSA directly



Ordering IT Services

ATSA, a privately held company, has over 18 years of providing quality technical services to the federal government. We are recognized by our clients for innovative and cost-effective solutions. We have many dedicated professionals on our staff, directly supporting a diverse customer base. Our available skills span the complete life cycle of information technology services. This enables ATSA and our customers to define flexible and complete solutions to complex requirements. The guidelines below summarize the process for ordering Information Technology Services from ATSA.

Services ordered must be accompanied by a specific Statement of Work. ATSA will support potential customers in the definition of requirements and estimating the number of hours and labor categories required to ensure rapid processing of orders. Typical items in a Statement of Work include:

- Scope of Work
- Location of Work
- Period of Performance
- Deliverables Schedule
- Applicable Standards
- Acceptance Criteria
- Special Requirements (e.g., security clearances, travel, special knowledge)
- Orders for services can be structured as Firm Fixed Price or Fixed Price Level of Effort
- Orders for services may be combined with orders for products and training
- Use your agency's approved GSA purchase order form
- Discounts may be available for larger orders and long-term assignments

ATSA, Inc.
909 South Meridian, Suite 200
Oklahoma City, OK 73108-1639
405-946-2872
Toll Free 877-535-1086

INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase 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 48 contiguous states and the District of Columbia.

2. Contractor's Ordering Address and Payment Information: Aero Tech Service Associates, Inc. 909 S. Meridian Ave., Suite 200, Oklahoma City, OK 73108-1639

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

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (405) 946-2872 or Toll Free outside the Oklahoma City area 1-877-535-1086.

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. LIABILITY FOR INJURY OR DAMAGE

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9:G. Order/Modification Under Federal Schedule –

Block 16: Data Universal Numbering System (DUNS) Number: 79-429-1294

Block 30: Type of Contractor - A

A. Small Disadvantaged Business

B. Other Small Business

C. Large Business

G. Other Nonprofit Organization

L. Foreign Contractor

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 73-1395615

4a. CAGE Code: 048N7

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

5. FOB Destination

6. DELIVERY SCHEDULE

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>As Negotiated</u> Days
_____	_____ Days

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

7. **Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: None ___ days from receipt of invoice or date of acceptance, whichever is later.
 - b. Quantity None
 - c. Dollar Volume None
 - d. Government Educational Institutions None
 - e. Other None

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

9. **Statement Concerning Availability of Export Packing:** N/A

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.)
 a. The Maximum Order value for the following Special Item Number (SIN) is \$500,000:

Special Item Number 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:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

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

13.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a

waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

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

16. GSA Advantage.

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

Alaska, Hawaii, Puerto Rico.

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

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.ATSAINC.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 activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



Ordering Information

Can **YOU** purchase from
The ATSA GSA Schedule?

YES
for any
one of the following:

- All military and civilian agencies.
- All executive, legislative and judicial agencies.
- Agencies using non-appropriated funds (see 41 CFR 101-26.000)
- Government contractors authorized by the contracting officer via a letter (see Part 51 of FAR)
- Mixed-ownership government corporations as defined by the Government Corporation Act (US.C. 9101).
- Civilian and military commissaries for their own use, not for resale.

Ordering is SIMPLE!

It's easy to order from ATSA GSA Schedule. Follow these steps.

- Start by identifying and quantifying your requirements.
- Call ATSA to review your requirements with one of our professional associates.
- Plan for future requirements with one of our professional associates.
- Establish a mutually agreed-upon Statement of Work.
- Establish funding requirements based on ATSA's proposal.
- Send your purchase order with an agreed upon Statement of Work to ATSA.

Call for Additional Information

Don't hesitate to call if you need more information. Place a call to 405-946-2872 or Toll Free 877-535-1086 and talk to an ATSA Professional Associate about your requirements.

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

1. SCOPE

- a. The prices, terms, and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. Aero Tech Service Associates, Inc., (ATSA) shall provide services at our facility and/or at the ordering activity location, as agreed to by the ATSA and the ordering activity.

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. ATSA shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. ATSA agrees to render services only during normal working hours, unless otherwise agreed to by ATSA 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 ATSA 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 ATSA travel. ATSA 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 1 – 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 (May 2001) (Deviation 1 – 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 – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11 INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that ATSA 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/EC SERVICES AND PRICING

a. ATSA shall provide a description of each type of IT Service offered under Special Item Number 132-51. IT Services should be presented in the same manner as ATSA sells to its commercial and other ordering activity customers. If ATSA 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 Professional Services shall be in accordance with ATSA's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

Information and pricing for ATSA services available under Special Item Number 132-51 are listed on pages below.

AERO TECH SERVICE ASSOCIATES, INC.

SIN 132-51	LABOR RATES FOR SERVICES PERFORMED Under the ATSA GSA Schedule.					
Labor Code	Labor Category	Pricing reflects a .75% IFF				
		CY 1	CY 2	CY 3	CY 4	CY 5
Applications Programmer						
AP-03	Applications programmer	\$80.63	\$81.68	\$82.74	\$83.82	\$84.91
Communications Engineer						
CE-01	Managing Communications Engineer	\$94.90	\$96.14	\$97.39	\$98.65	\$99.93
CE-03	Communications Engineer	\$71.12	\$72.05	\$72.98	\$73.93	\$74.89
Hardware/Software (HS) Technician						
HS-01	Managing H/S Technician	\$90.15	\$91.32	\$92.51	\$93.71	\$94.93
HS-03	H/S Technician	\$56.90	\$57.64	\$58.39	\$59.14	\$59.91
Help Desk Technician						
HT-03	Help Desk Technician	\$55.92	\$56.65	\$57.38	\$58.13	\$58.88
Information Management Professional						
IM-01	Project Manager/Project Leader	\$99.66	\$100.95	\$102.27	\$103.59	\$104.94
IM-03	Information Management Professional	\$59.32	\$60.10	\$60.88	\$61.67	\$62.47
Network Engineer						
NE-01	Managing Network Engineer	\$93.95	\$95.18	\$96.41	\$97.67	\$98.94
NE-03	Network Engineer	\$61.62	\$62.42	\$63.23	\$64.06	\$64.89
Operations Engineer						
OE-01	Project Manager	\$90.15	\$91.32	\$92.51	\$93.71	\$94.93
OE-03	Operations Engineer	\$71.12	\$72.05	\$72.98	\$73.93	\$74.89
Quality Assurance Analyst						
QA-03	Quality Assurance Analyst	\$71.12	\$72.05	\$72.98	\$73.93	\$74.89
Systems Analyst						
SA-02	Senior Systems Analyst	\$94.90	\$96.14	\$97.39	\$98.65	\$99.93
SA-03	Systems Analyst	\$85.39	\$86.50	\$87.63	\$88.76	\$89.92
Technical Writer						
TW-03	Technical Writer	\$71.12	\$72.05	\$72.98	\$73.93	\$74.89



Description of Services Offered

Commercial Job Title: Applications Programmer

Minimum/General Experience: Experience working with ADA, SQL, HTML, XML, COBOL and/or third/fourth generation languages in the design and implementation of systems. Has experience with RDBMS design and system analysis, current operating systems software internals and data manipulation languages, additionally, knowledge of database systems such as Sybase, Oracle, etc.

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Analyzes functional business applications and design specifications for functional activities. Tests, debugs, and refines computer software. Prepares documentation, including both program-level and user-level.

Minimum Education: Bachelors Degree in Computer Science, Information Systems, Electrical Engineering, or other related scientific or technical discipline.

Labor Category	Commercial Job Title	Minimum Years of Experience
AP-03	Applications Programmer	4



Commercial Job Title: Managing Communications Engineer

Minimum/General Experience: The Managing Communications Engineer should have 3 years of Project Management or Lead experience within government contracts. Proven experience managing contract personnel as well as Government personnel. Proven ability to supervise or manage other engineers and proficient knowledge of communications engineering or the specific contract effort.

Functional Responsibility: Acts as the overall lead, manager, and or administrator for the contract effort. Serves as the primary interface and point of contact with government or contract administrators on technical and administrative issues. Supervises contract operations by developing internal procedures, processes, and guidelines to ensure contract needs are met. Manages and controls financial and administrative aspects of the contract to ensure requirements are met.

Minimum Education: Bachelors Degree in Electrical Engineering, Computer Science, or related field. Three years of experience will be considered the equivalent of a Bachelors Degree. An MS in a related field will be considered equivalent to one year of experience and a Ph.D. will be considered the equivalent of three year of experience.

Commercial Job Title: Communications Engineer

Minimum/General Experience: Designs, configures, tests, implements, and maintains voice and data communications networks. Integrates communications equipment such as switches, multiplexers, controllers, PBX, electronic, Centrex and digital key systems into a comprehensive voice/data communications network. Experience evaluating, troubleshooting and resolving problems with complex voice/data networks using diagnostic tools and procedures.

Functional Responsibility: Performs activities associated with the design and implementation of comprehensive voice/data communications networks. Analyzes, designs, implements, documents and supports state of the art communications networks. Provides technical support with the preparation of long range plans related to voice/data communications networks. Depending upon experience, may direct the efforts of other engineers or technicians in the planning, designing, implementing and supporting of large complex voice/data communications networks.

Minimum Education: Bachelors Degree in Electrical Engineering, Computer Science, or related field. Three years of experience will be considered the equivalent of a Bachelors Degree. An MS in a related field will be considered equivalent to one year of experience and a Ph.D. will be considered the equivalent of three year of experience.

Labor Category	Commercial Job Title	Minimum Years of Experience
CE-01	Managing Communications Engineer	8
CE-03	Communications Engineer	4



Commercial Job Title: Managing Hardware/Software Technician

Minimum/General Experience: The Managing Hardware/Software Technician should have 3 years of Project Management or Lead experience within government contracts. Proven experience managing contract personnel as well as Government personnel. Proven ability to supervise or manage other technicians and proficient knowledge of various aspects of Hardware/Software or the specific contract effort. No less than three years working as a journeyman on a contract effort.

Functional Responsibility: Acts as the overall lead, manager, and or administrator for the contract effort. Serves as the primary interface and point of contact with government or contract administrators on technical and administrative issues. Supervises contract operations by developing internal procedures, processes, and guidelines to ensure contract needs are met. Manages and controls financial and administrative aspects of the contract to ensure requirements are met.

Minimum Education: High School diploma and a certificate from an Information Technology or Telecommunications technical training program or an Associates Degree in a technical or Information Technology related field. Two years of experience will be considered the equivalent of the training certificate. A BS will be considered equivalent to three years experience, and a MS the equivalent of four years experience.

Commercial Job Title: Hardware Software (H/S) Technician

Minimum/General Experience: Experience with microcomputers and network and standalone application software. Experience installing PC software and hardware in a network environment. Experience troubleshooting and resolving problems with networked PCs, printers, and other network services hardware and software. Experience using diagnostic tools to identify and resolve problems with workstations, printers, and other network services equipment. Depending upon level experience, supervises other technicians.

Functional Responsibility: Performs daily operational support and maintenance activities. Operates, monitors, and administers network components, associated peripheral equipment and network environment. Performs file conversions and if requested, server and workstation backups. Performs service calls that encompass the replacement, installation, updating, or relocation of network equipment. Reports the resolution of all trouble tickets as the problem is resolved or escalated. Often works directly with users to resolve problems or provide one-on-one training.

Minimum Education: High School diploma and a certificate from an Information Technology or Telecommunications technical training program or an Associates Degree in a technical or Information Technology related field. Two years of experience will be considered the equivalent of the training certificate. A BS will be considered equivalent to three years experience, and a MS the equivalent of four years experience.

Labor Category	Commercial Job Title	Minimum Years of Experience
HS-01	Managing H/S Technician	6
HS-03	H/S Technician	2



Commercial Job Title: Help Desk Technician

Minimum/General Experience: Provides telephone and in-person support to users in the areas of network access, electronic mail, Windows or DOS operating systems, client/server and network applications, etc. Experience with a broad range of PC and network based applications including word processing, data bases, spreadsheets, etc. Experience working with complex help desk software to facilitate problem recording in addition to, tracking and software tools that facilitate diagnosing and resolving user problems.

Functional Responsibility: Performs activities necessary to support users of complex networks and telecommunication equipment and systems. The support may be provided over the telephone or in-person. It encompasses facilitating the use of network application software such as e-mail, word processing, spreadsheets; user account maintenance and access privileges; and, troubleshooting workstation, printing, communications, security and other network services problems.

Minimum Education: High school diploma and a certificate from an Information Technology or Telecommunications technical training program or an Associates Degree in a technical or Information Technology related field. Two years of experience will be considered the equivalent of the training certificate. A BS will be considered equivalent to three years experience, and a MS the equivalent of four years experience.

Labor Category	Commercial Job Title	Minimum Years of Experience
HT-03	Help Desk Technician	2



Commercial Job Title: Project Lead Information Management Professional

Minimum/General Experience: The Project Lead Information Management Professional should have 3 years of Project Management or Lead experience within government contracts. Proven experience managing contract personnel as well as Government personnel. Proven ability to supervise or manage other personnel and proficient knowledge of various management systems or the specific contract systems.

Functional Responsibility: Acts as the overall lead, manager, and or administrator for the contract effort. Serves as the primary interface and point of contact with government or contract administrators on technical and administrative issues. Supervises contract operations by developing internal procedures, processes, and guidelines to ensure contract needs are met. Manages and controls financial and administrative aspects of the contract to ensure requirements are met.

Minimum Education: Bachelors Degree in Business Administration, Accounting or Finance, or a related field, or equivalent professional training in government Procurement and Contracting. Three years of experience will be considered the equivalent of a Bachelors Degree. An MS will be considered equivalent to one year of experience and a Ph.D. will be considered the equivalent of three year of experience.

Commercial Job Title: Information Management Professional

Minimum/General Experience: Analyzes business or management problems utilizing business and project Management/control systems to include implementation of automated management information systems. Efforts are focused on performing and/or re-engineering program management, acquisition planning and management, contract cost and performance tracking, and reporting. Experienced in automated Government acquisition, logistical and maintenance systems and contract management processes. Experienced in planning, monitoring, and tracking Government program management and procurement activities, prime contractor and subcontractor activities, and deliverables through the interpretation and implementation of Federal program and acquisition policies and procedures, court and board rulings, best commercial and Federal practices, and the Uniform Commercial Code. Significant experience in production/manufacturing facilities and involvement in the development and production of complex software/hardware systems is also required.

Functional Responsibility: Fulfills work assignments individually or with minimal supervision. Supervises and directs the performance of other analysts of all skill levels, as well as assigned System, Production and Program Engineers, in the performance of any requirement. Maintains quality control checks and controlled data bases/knowledge bases to ensure quality performance. May monitor and track program progress utilizing a Monthly Performance Measurement System for Cost/Schedule Control Systems Criteria project control, reporting systems, and related reports and systems.

Minimum Education: Bachelors Degree in Business Administration, Accounting or Finance, or a related field, or equivalent professional training in government Procurement and Contracting. Three years of experience will be considered the equivalent of a Bachelors Degree. An MS will be considered equivalent to one year of experience and a Ph.D. will be considered the equivalent of three year of experience.

Labor Category	Commercial Job Title	Minimum Years of Experience
IM-01	Project Leader/Program Manager	8
IM-03	Information Management Professional	3



Commercial Job Title: Managing Network Engineer

Minimum/General Experience: The Managing Network Engineer should have 3 years of Project Management or Lead experience within government contracts. Proven experience managing contract personnel as well as Government personnel. Proven ability to supervise or manage other engineers and proficient knowledge of various networks or the specific contract effort.

Functional Responsibility: Acts as the overall lead, manager, and or administrator for the contract effort. Serves as the primary interface and point of contact with government or contract administrators on technical and administrative issues. Supervises contract operations by developing internal procedures, processes, and guidelines to ensure contract needs are met. Manages and controls financial and administrative aspects of the contract to ensure requirements are met. Serves as the principal contributor for network requirements within the scope of work. Ability to show proficiency in management of: file systems, user accounts, security, systems administration, file servers, output setup and troubleshooting, network maintenance, and/or multiple protocols.

Minimum Education: Bachelors Degree in Computer Science, or related field. Three years of experience will be considered the equivalent of a college degree. An MS in a related field will be considered equivalent to one year of experience, and a Ph.D. will be considered the equivalent of three years of experience.

Commercial Job Title: Network Engineer

Minimum/General Experience: Experience in the design, configuration, testing, implementation, and maintenance of LAN/WAN, Internet, and Intranet networks. Provides technical support in evaluating and resolving network and network related problems including internal and external network security. Must be experienced in the design, installation, and support of complex computer networks that typically link numerous computing platforms, operating systems, protocols and topologies. Evaluates network performance using diagnostic tools, and conducts technical assessments of new technologies.

Functional Responsibility: Performs activities associated with the design and implementation of LANs and WANs. Analyzes, designs, implements, documents and supports state of the art LAN/WANs. Provides technical support, with the preparation of long range plans, related to LAN/WANs and office automation. Depending upon the experience, may direct the efforts of other engineers or technicians in the planning, designing, implementing and supporting of LANs and WANs. Evaluates new technology and makes recommendations for implementation. Assesses the requirements for training, personnel, logistics, and facilities, and implements solutions to meet the requirements. Perform internal and external Internet security assessments. Provide network security services.

Minimum Education: Bachelors Degree in Computer Science, or related field. Three years of experience will be considered the equivalent of a college degree. A MS in a related field will be considered equivalent to one year of experience, and a Ph.D. will be considered the equivalent of three years of experience.

Labor Category	Commercial Job Title	Minimum Years of Experience
NE-01	Managing Network Engineer	9
NE-03	Network Engineer	4



Commercial Job Title: Project Manager Operations Engineer

Minimum/General Experience: The Managing Operations Engineer should have 3 years of Project Management or Lead experience within government contracts. Proven experience managing contract personnel as well as Government personnel. Proven ability to supervise or manage other engineers and proficient knowledge of various management systems, networks or the specific contract effort. Additionally, proficient

knowledge with program, systems or production-related experience in the areas of: program and systems planning and control; manufacturing, industrial, system, or process engineering; or, quality assurance. Such experience shall have been, preferably, with a company involved in high technology and state-of-the-art research and development. Software development skill and experience is also required.

Functional Responsibility: Acts as the overall lead, manager, and or administrator for the contract effort. Serves as the primary interface and point of contact with government or contract administrators on technical and administrative issues. Supervises contract operations by developing internal procedures, processes, and guidelines to ensure contract needs are met. Manages and controls financial and administrative aspects of the contract to ensure requirements are met.

Minimum Education: Bachelors Degree required in Engineering or Computer Science.

Commercial Job Title: Operations Engineer

Minimum/General Experience: Significant program, systems or production-related experience in the areas of: program and systems planning and control; manufacturing, industrial, system, or process engineering; or, quality assurance. Such experience shall have been, preferably, with a company involved in high technology and state-of-the-art research and development. Software development skill and experience is also required. Familiarity with Federal program and acquisition policies and procedures, court and board rulings, and best commercial and Government practices is necessary. Significant experience in production/manufacturing facilities and involvement in the development and production of complex software/hardware systems. Knowledge of automated management systems (project management controls and various financial and accounting controls). Proficient in the use and operation of desktop computers and related ancillary equipment and software.

Functional Responsibility: Based on an on-site assessment of production status, uses verifiable data and related interviews with affected project/program management systems to forecast the problems, deficiencies, and/or status of an effort with reasonable accuracy over future time periods ranging from 6-12 months. Fulfills work requirements individually or with minimal supervision, and manages, evaluates, and/or reviews major production/program efforts.

Minimum Education: Bachelors Degree required in Engineering or Computer Science.

Labor Category	Commercial Job Title	Minimum Years of Experience
OE-01	Project Manager	10
OE-03	Operations Engineer	5



Commercial Job Title: Quality Assurance Analyst

Minimum/General Experience: Experience in configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment.

Functional Responsibility: Establishes and maintains a process for evaluating software and associated documentation. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the life cycle. Experience in technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to ensure Government standards/requirements are adhered to, and progress in accordance with schedules. Ensures problem resolution and user satisfaction. Makes recommendations, if needed, for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Supervises configuration management.

Minimum Education: Bachelors or Associates Degree in Computer Science, Information Systems, Electrical Engineering, or other related scientific or technical discipline.

Labor Category	Commercial Job Title	Minimum Years of Experience
QA-03	Quality Assurance Analyst	4



Commercial Job Title: Senior Systems Analyst

Minimum/General Experience: The Senior Systems Analyst should have 1 year of experience in a Lead role on a government contracts. Proven ability to supervise personnel and proficient knowledge in the analysis and design of business or management applications on complex systems for large-scale computers, data base management, use of programming languages such as Ada, COBOL, 4GL, PowerBuilder, ORACLE, etc. Must be knowledgeable of current storage and retrieval methods.

Functional Responsibility: Acts as the lead for the contract effort. Monitors and supervises the day-to-day work of the contract personnel. Provides guidance and direction to employees regarding work activities. Directs other system analysts to assure all work is distributed appropriately and accomplished in a timely manner. Supervises specific operations to ensure customer needs are met. Serves as the principal contributor for systems design and analysis requirements within the scope of work. Ability to install and evaluate IT systems and/or products that meet specific customer requirements. Provides technical and engineering expertise required to install, test, document, and/or integrate complex IT systems or processes.

Minimum Education: A Bachelor or Associates Degree in Computer Science/Engineering or other related technical discipline.

Commercial Job Title: Systems Analyst

Minimum/General Experience: Experience in the analysis and design of business or management applications on complex systems for large-scale computers, data base management, use of programming languages such as Ada, COBOL, 4GL, PowerBuilder, ORACLE, etc. Must be knowledgeable of current storage and retrieval methods and have a demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

Functional Responsibility: Analyzes and develops computer software using a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs and tests. Coordinates closely with programmers to ensure proper implementation of programs and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: A Bachelor or Associates Degree in Computer Science/Engineering or other related technical discipline.

Labor Category	Commercial Job Title	Minimum Years of Experience
SA-02	Senior Systems Analyst	6
SA-03	Systems Analyst	4



Commercial Job Title: Technical Writer

Minimum/General Experience: Experience in writing a variety of documents including technical manuals, user guides, etc. Writing skills are, of course, of paramount importance in this position. Experience in preparing materials to be used in training and a demonstrated ability to communicate technical subjects to non-technical staff are required. Automated program management and litigation support and hands-on

familiarity with the Government’s data processing environments, including office automation networks, PC-based databases and other applications, server-based databases and other applications can prove invaluable. Should be proficient in Microsoft Office and be able to learn quickly other word processing, spreadsheet, imaging, and telecommunications programs/systems. This position requires excellent written and oral communications skills.

Functional Responsibility: Develops detailed user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Reviews and tests databases and application systems for ease of use, consistency, accuracy and responsiveness. Coordinates and organizes material gathered from other members of the technical staff and makes the necessary changes in format, as appropriate. Creates and edits technical material and documentation for grammar, organization and clarity. Writes, edits and/or prepares graphics presentation materials of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly. Produces requested studies such as requirements analyses, risk analyses, technology assessments, strategic and tactical planning, market surveys, budget reviews, etc. Prepares materials for use in training sessions and seminars. Provides oral and written status reports.

Minimum Education: Bachelors Degree required in Technical Writing, English, Computer Science, Engineering, or equivalent professional training or experience. Three years of experience will be considered the equivalent of a college degree.

Labor Category	Commercial Job Title	Minimum Years of Experience
TW-02	Technical Writer	3



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