



FEDERAL SUPPLY SCHEDULE PRICE LIST

GSA CATALOG

Telesis Systems, Inc.
GSA Contract No. GS-35F-0238N
Course & IT Services Catalog

Service Disabled Veteran Owned Small Business

Contract Number: GS-35F-0238N
Solicitation No.: 47QSMD20R0001
Multiple Award Schedule (MAS)
(SIN): 54151S & 611420

 Contract Holder



GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION AND SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST/ TEXT FILE FOR TERMS AND CONDITIONS
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage*, a menu-driven database system. The INTERNET address GSA *Advantage* is: GSAAdvantage.gov.

Telesis Systems, Inc. (Information Technology Professional Services & Training)

SIN: 54151S & 611420

Contract Number- GS-35F-0238N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period – 01/21/2018 thru 01/20/2023

Modification: PS-A812, dated February 25, 2020

Contractor: Telesis System, Inc.

7611 S. Osborne Road, Suite 205

Upper Marlboro, MD, 20772

Telephone: 301-627-6000 Fax: 301-627-7681

<https://Telesisinc.com>

Telesis Systems, Inc. is a Service Disabled Veteran Owned Small

Business INFORMATION FOR ORDERING ACTIVITIES

1. (A) 611420 - Training Courses
2. Maximum Order: \$250,000.00 USD
3. Minimum Order: \$100.00 USD
4. (B) 54151S - IT Professional Services
5. Maximum Order: \$500,000.00 USD
6. Minimum Order: \$100.00 USD
7. Geographic Coverage: Domestic Delivery Only
8. Points of Production: Various
9. GSA Discounts: SIN 54151S 2.0%
10. Quantity Discounts: N/A
11. Prompt Payment Terms: Net 30
12. Government purchase cards are accepted below and above the micro-purchase threshold
13. Foreign Item: N/A
14. Standard & Expedited Delivery: As agreed upon between Telesis Systems, Inc. and ordering Agency.
15. FOB Points: Destination
16. Ordering Address:
Telesis Systems, Inc.
7611 S. Osborne Rd., Suite 205
Upper Marlboro, MD, 20772
TAX ID #52-2049283
CAGE CODE: 1S6T5

17. Payment Address:
Telesis Systems, Inc.
P.O. Box 28
Cheltenham, MD 20623
18. Warranty Provisions: N/A
19. Export Packaging: N/A
20. Terms and conditions of Gov't Credit Cards:
Accept any above micro-purchase threshold.
21. Empty Toner Recycle Program and other
Applicable Recycle Programs – N/A
22. Terms and Conditions of Installation: N/A
23. Terms and Conditions of repair parts, if
applicable: N/A
24. List of Service and Distribution Points: N/A
25. List of Participating Dealers: N/A
26. Preventive Maintenance, if applicable: N/A
27. Special attributes (i.e. environmental): N/A
25. DUNS #: 027685150
26. SAM.Gov Registration: Yes
27. CAGE Code: 1S6T5

Table of Contents

Special (SIN) 611420 Information Technology Training	1
Small Unmanned Aerial Systems (sUAS) Drone Training	1
1. 18-Hour Hands-on Intro to (sUAS) Drones.....	1
2. 24-Hour Hands-on Intro to (sUAS) Drones -Public Safety.....	2
3. 6-Hour Remote Pilot Knowledge Test Prep.....	2
4. 12-Hour Hands-on Intro to (sUAS) Drones - Learn to Fly (No FAA Remote Pilot Test Prep)	4
5. Training Schedules and Ordering Training Services.....	5
Special (SIN) 54151S Information Technology Professional Service	7
Position Descriptions	7
6. Chief Information Officer	7
7. Network Systems Analyst.....	7
8. Database Administrator	7
9. Quality Control Manager.....	7
10. LAN Support/Network Administrator	8
11. Webmaster	8
12. Repair Technician	8
13. Senior Program Manager/Analyst.....	8
14. Program Manager	9
14. Senior IV&V Specialist	9
15. IV&V Specialist A.....	9
16. IV&V Specialist B	9
17. Database & Document Management Specialist.....	9
18. Labor Categories and Rates.....	11
Terms and Conditions	12

Small Unmanned Aerial Systems (sUAS) Drone Training

Telesis Systems, Inc. has contributed to the success of numerous individuals and businesses skills training by providing **Small Unmanned Aerial Systems (sUAS) Drone Training**. Individuals and Organizations using Telesis Systems, Inc.'s verified and tested training approach to Small Unmanned Aerial Systems (sUAS) Drones will receive the required skill and expertise to implement (sUAS) Drone skills in their careers and workplace.

3 Day Course - 18-Hour Hands-on Intro to (sUAS)	
<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 1
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: \$11,769.84</i>	<i>Minimum Cost: \$5,884.92</i>
<i>Jan 2018- Jan 2023 - \$1,471.23</i>	

4 Day Course - 24-Hour Hands-on Intro to (sUAS)	
<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 2
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: \$15,640.48</i>	<i>Minimum Cost: \$7,820.24</i>
<i>Jan 2018- Jan 2023 - \$1,955.06</i>	

1 Day Course - 6-Hour Remote Pilot Knowledge	
<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 3
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: 3,910.16</i>	<i>Minimum Cost: \$1,955.08</i>
<i>Jan 2018- Jan 2023- \$488.77</i>	

2 Day Course - 12-Hour Hands-on Intro to (sUAS)	
<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 4
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: \$7,859.76</i>	<i>Minimum Cost: \$3,929.88</i>
<i>Jan 2018-Jan 2023 - \$982.47</i>	

3 Day Course - 18-Hour Hands-on Intro to (sUAS)

This course takes the student from learning to fly drones all the way through to preparing for FAA certification. This 18-hour course is comprehensive, hands-on training that gives you all the vital skills and information you need to start piloting drones safely and legally. In addition to teaching safety best practices and piloting skills, we cover the types of flight systems available, their capabilities, and which one would be best for your use; we discuss how drones can be used in business and industry applications, and how to apply drone technology to bring efficiencies to business; and we teach drone photography and videography skills. This course is also designed to prepare operators to successfully pass the remote pilot knowledge test and achieve FAA remote pilot certification. The course fee includes a workbook, a quadcopter with camera, a computer flight simulator with radio controller, 50 FAA sample test questions, and 18 hours of instruction. Each student will receive a training certificate of completion.

<i>Suitable for;</i>
√ Entry-Level Employees
√ Upper-Level
√ Employees Career
√ Transition Military
<i>Provided:</i>
√ Printed and/or Electronic Course Materials
<i>Provided:</i>
√ Electronic Presentation
<i>Provided:</i>
√ Web-based Supplemental
<i>Provided:</i>
√ Anonymous Evaluation

Anyone operating a drone for any commercial or business purpose must obtain an FAA remote pilot certification. The remote pilot knowledge test *Unmanned Aircraft – General* includes 60 questions and requires a passing score of 70%. The test costs \$150, paid separately to the Knowledge Testing Center. With successful completion of the test, you can apply for a remote pilot certificate for FAA Title 14 Code of Federal Regulations part 107. Actual FAA testing must be administered at an authorized Knowledge Testing Center and is NOT included in the course fee.

<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 1
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: \$11,769.84</i>	<i>Minimum Cost: \$5,884.92</i>
<i>Jan 2018- Jan 2023 - \$1,471.23</i>	

**4 Day Course - 24-Hour Hands-on Intro to (sUAS)
(Public Safety)**

Small Unmanned Aircraft Systems (drones) have unique implications for public safety personnel. Drones can put eyes and ears on the ground and in the air in scenarios that would be impenetrable or life-threatening to personnel. This technology has the potential to extend your team’s abilities while improving the safety of everyone involved in an emergency. The 24-hour *Intro to sUAS – Public Safety* course is comprehensive, hands-on training that helps translate this potential into action by providing information that impacts public safety and empowers you to make informed decisions during the planning stage when you have the chance to maximize your return on investment. This course is designed to meet the specific needs of police, firefighters, and emergency management personnel.

<i>Suitable for;</i>
√ Entry-Level Employees
√ Upper-Level
√ Employees Career
√ Transition Military
<i>Provided:</i>
√ Printed and/or Electronic Course Materials
<i>Provided:</i>
√ Electronic Presentation
<i>Provided:</i>
√ Web-based Supplemental
<i>Provided:</i>
√ Anonymous Evaluation

Topics covered include flying multirotor & fixed-wing drones, indoor flight training, diverse flight systems, maintenance, registration & certification requirements, safety, commercial applications, featured systems, emerging technologies, and the latest FAA policies. Additional public safety topics include uses for (sUAS), videos & photos, post-processing, situation analysis for first responders, accident photos & assessment, large group monitoring & control, following a suspected criminal, hazardous materials incidents, terrorist threat assessment, search & rescue, active fire situations, damage assessments, hostage situations, surveillance, and the creation of training videos. One of the most important considerations for police, fire, and emergency management crews is the FAA policies under which they will operate. In addition to flying under commercial FAA rules, public safety organizations may fly under a separate set of FAA regulations. Our specialized public safety course guides you through the process of understanding these alternatives and getting the necessary certifications

Anyone operating a drone for any commercial or business purpose must obtain an FAA remote pilot certification. The remote pilot knowledge test *Unmanned Aircraft – General* includes 60 questions and requires a passing score of 70%. The test costs \$150, paid separately to the Knowledge Testing Center. With successful completion of the test, you can apply for a remote pilot certificate for FAA Title 14 Code of Federal Regulations part 107. Actual FAA testing must be administered at an authorized Knowledge Testing Center and is NOT included in the course fee.

<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 2
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: \$15,640.48</i>	<i>Minimum Cost: \$7,820.24</i>
<i>Jan 2018- Jan 2023 - \$1,955.06</i>	

1 Day Course - 6-Hour Remote Pilot Knowledge

Test Prep

As of August 2016, anyone operating a drone for any commercial or business purpose must obtain an FAA remote pilot certification. This highly focused course prepares you for the test to receive this certification. Beyond drone-specific material, students will gain an understanding of much of the ground-school information covered in the FAA’s knowledge test. Topics covered include regulations relating to small Unmanned Aircraft Systems (sUAS); airspace classification, interpretation of sectional navigation charts, operating requirements, and flight restrictions; Learn To Fly aviation weather sources and effects; small unmanned aircraft loading and performance; emergency procedures; aeronautical decision-making and crew resource management; radio communication procedures; physiological effects of drugs and alcohol; airport operations; and maintenance and preflight inspection procedures.

<i>Suitable for:</i>
√ Entry-Level Employees
√ Upper-Level
√ Employees Career
√ Transition Military
<i>Provided:</i>
√ Printed and/or Electronic Course Materials
<i>Provided:</i>
√ Electronic Presentation
<i>Provided:</i>
√ Web-based Supplemental
<i>Provided:</i>
√ Anonymous Evaluation

The remote pilot knowledge test Unmanned Aircraft – General includes 60 questions and requires a passing score of 70%. The test costs \$150, paid separately to the Knowledge Testing Center. With successful completion of the test, you can apply for a remote pilot certificate for FAA Title 14 Code of Federal Regulations part 107. The course fee includes a workbook, 50 FAA sample test questions and six hours of instruction. Actual FAA testing must be administered at an authorized Knowledge Testing Center and is NOT included in the course fee.

<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 3
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: 3,910.16</i>	<i>Minimum Cost: \$1,955.08</i>
<i>Jan 2018- Jan 2023- \$488.77</i>	

2 Day Course - 12-Hour Hands-on Intro to (sUAS)
Learn to Fly

This 12-hour course is comprehensive, hands-on training that gives you all the vital skills and information you need to start piloting drones safely and legally. In addition to teaching safety best practices and piloting skills, we cover the types of flight systems available, their capabilities, and which one would be best for your use; we discuss how drones can be used in business and industry applications, and how to apply drone technology to bring efficiencies to business; and we teach drone photography and videography skills. Our hands-on Knowledge-to-Action courseware gives advanced insight into the business and employment opportunities created by drones. Topics covered include flying multi-rotor & fixed-wing drones, indoor flight training, diverse flight systems, maintenance, registration & certification requirements, safety, insurance, industry applications, featured systems, emerging technologies, and the latest FAA policies. The course includes a workbook, a quadcopter with camera, and a computer flight simulator with radio controller. Each student will receive a training certificate of completion.

<i>Suitable for:</i>
√ Entry-Level Employees
√ Upper-Level
√ Employees Career
√ Transition Military
<i>Provided:</i>
√ Printed and/or Electronic Course Materials
<i>Provided:</i>
√ Electronic Presentation
<i>Provided:</i>
√ Web-based Supplemental
<i>Provided:</i>
√ Anonymous Evaluation

Students interested in pursuing an FAA remote pilot certification and accessing drone-enabled employment opportunities should supplement this course with the Remote Pilot Knowledge Test Prep course. That course, designed to prepare operators to successfully pass the certification test and achieve FAA remote pilot certification, supplements drone-specific knowledge with additional ground-school information covered in the test.

<i>SIN(s)</i> 611420	<i>Product Type</i> Course - Drone 4
Customer Supplied Location	Contractor Supplied Location
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 8</i>	<i>Minimum Participants - 4</i>
<i>Minimum Cost: \$7,859.76</i>	<i>Minimum Cost: \$3,929.88</i>
<i>Jan 2018-Jan 2023 - \$982.47</i>	

Training Schedule and Ordering Training Services

Telesis Systems, Inc.'s current Training Schedules are posted on our Website at <https://Telesisinc.com> (See Drone Training). Class registration and payment can be processed through the website using a Government Purchase Card. Telesis Systems, Inc. will confirm training classes ten working days in advance of the training course. In addition, Telesis Systems, Inc. will coordinate on-site training at a facility provided by the government in advance of training to ensure facility and location is suitable. Please contact us directly at **Sales@Telesisinc.com** or **Tel: 301-627-5000** if you have any questions or need additional information.

Small Unmanned Aerial Systems (sUAS) Drone Training class schedules are subject to change. Telesis Systems, Inc. will confirm classes and schedules at least 10 working days prior to a scheduled class date.

Special (SIN) 54151S Information Technology Professional Service

Job Descriptions

Telesis Systems, Inc.'s prices, terms and conditions stated under Special Item Number (SIN) 54151S, Information Technology (IT) Professional Services, apply exclusively to IT Services within the scope of this Information Technology Schedule. Telesis Systems, Inc. shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

Labor Category Descriptions SIN 54151S

Position Description for Government Rates

0001. CHIEF INFORMATION TECH OFFICER

Minimum/General Experience: Ten (10) years of experience in Information Systems. Three (3) years of related specialized technical experience. Requires competence in systems integration involving hardware, software, operating systems and communications. Relies on experience and judgment to plan and accomplish goals. Functional Responsibility: Evaluates issues and coordinates solutions addressing a wide range of disciplines. Ensures successful integration and fielding of operating components. Determines systems needs and hardware acquisitions to accomplish the organization's business. Analyzes requirements and designs solutions. Generally, oversees technical systems integration. Minimum Education: Bachelor's, degree in Computer Science, Information Systems, Engineering or Business or related field.

0002. NETWORK SYSTEMS ANALYST

Minimum/General Experience: Six years of communication system design, implementation, operation or maintenance experience which includes two years of experience with high speed circuit or packet switched data networks. Functional Responsibility: Plans, develops, and coordinates the testing and evaluation of new versions of communication hardware and software. Plans, develops, and coordinates the installation and operation of hardware, software and control elements of the network and coordinates with the systems programming, operations and maintenance staffs of connected computing facilities on hardware and software interface matters. Reviews and coordinates the analysis of communication hardware and software specifications for completeness and compatibility with the communication network. Develops, plans and coordinates with administrative and technical personnel concerning installation, implementation, certification, operation and maintenance of complex hardware and software elements interfacing with the communications network. Assists and trains network systems support, communication, systems programming, maintenance, operations and other personnel in the use of the communication network and its service requirements. Reviews analysis concerning the adaptation of complex hardware, software and protocols to the communications network. Designs changes to the network configuration based on analysis of capacity and performance data. Minimum Education: Bachelor's, degree in Computer Science, Information Systems, Engineering or Business or related field.

0003. DATABASE ADMINISTRATOR

Minimum/General Experience: Six (6) years database management experience in an Information Technology environment. Functional Responsibility: Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. 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 manager. A certain degree of creativity and latitude is required. Minimum Education: Bachelor's, degree in Computer Science, Information Systems, Engineering or Business or related field.

0004. QUALITY CONTROL MANAGER

Minimum/General Experience: Four (4) years of experience in IT Quality Assurance.

Functional Responsibility: Provides guidance and direction in the tasks. Manages and controls funds and resources. Manages multi-task contracts. Interfaces with technical managers to maintain quality process information and status. Provides Quality Assurance and Data Management of a major contractual effort, or a number of programs. Efforts include responsibility for compliance with program quality assurance provisions and company quality processes. Responsible for program quality contract deliverables and overall contract data management interfaces.

Minimum Education: Bachelor's, degree in Computer Science, Information Systems, Engineering or Business Management or related field; Also, must have ten years of experience in program/project data management or quality.

0005. LAN SUPPORT/NETWORK ADMINISTRATOR

Minimum/General Experience: Five (5) years relevant experience in network protocol. Possess good oral and written communication skills for direct client interface.

Functional Responsibility: Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs, maintains, monitors and oversees the operation of the organization's local area networks (LANs) and workstations. Recommends and implements Information Systems policies and standards. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of tasks. Oversees system integration of various operating systems. Coordinates efforts of computer support staff. Takes lead in all aspects of computer software upgrades and installations. A certain degree of creativity and latitude is required. Train users on LAN operations and procedures.

Minimum Education: Bachelor's, degree in Computer Science, Information Systems, Engineering or Business or related field.

0006. WEBMASTER

Minimum/General Experience: 2-4 years of experience in the related field.

Functional Responsibility: Develops and maintains the company's portal. Performs backups and ensure user accessibility to the site. Monitors site traffic and helps scale site capacity to meet traffic demands performance. Improves the company's efficiency and designs the look and feel for the site. Must have a working knowledge of HTML, JavaScript, and SQL. Relies on experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Minimum Education: Bachelor's, degree in Computer Science, Information Systems, Engineering or Business or related field.

0007. REPAIR TECHNICIAN

Minimum/General Experience: Three (3) years of experience in the operation and support of computer equipment including one year of programming experience.

Functional Responsibility: Provides technical assistance to personnel. Recovers files in case of media failure. Initializes volumes. Maintains operational documentation and equipment inventories. Provides operator training. Assists in equipment moves and installations. Reviews equipment error reports and works with equipment vendors to ensure a high level of availability. Analyzes console instructions, queries, error messages, machine malfunctions, stops, schedules, programs and job control language information to determine proper operating procedures and makes procedural corrections.

Minimum Education: Associates degree or (3) years of experience in related field.

0008. SENIOR PROGRAM MANAGER/ANALYST

Minimum/General Experience: Ten years of experience in information technology with at least 5 years involving program management. Must be well versed in full systems development life cycle, enterprise wide network engineering, strategic information planning, business process reengineering, structure and management practices.

Functional Responsibility: Guides and interacts with senior management in the planning and allocation of corporate information assets. Conducts market research on hardware and software and all associated feasibility studies geared toward adding organizational efficiency and effectiveness. Must be well versed in life cycle and project management methodologies.

Minimum Education: Bachelor's, degree in Computer Science, Information Systems, Engineering, Business or related field.

0009. PROGRAM MANAGER

Minimum/General Experience: Five years of experience managing Information Technology related projects.

Functional Responsibility: Responsible and Accountable for the successful performance of the contract. Plans and directs the program to ensure that all contract tasks are completed within the estimated timeframes and budget. Develops proposals to assigned tasking. Assists the client with planning and strategy development. interprets policies, purposes, goals, and procedures of the client organization for subordinates and subcontractors. Serves as the Contractor's authorized point of contact for assigned work. Interacts with the COTR to ensure that task performance and all deliverables are acceptable and produced as specified in the contract.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering or Business or (10) years in related field.

0010. SENIOR IV & V SPECIALIST

Minimum/General Experience: Ten (10) years of experience in an Information Technology or Quality Assurance environment.

Functional Responsibility: Oversight and management of an Independent Validation and Verification (IV&V) program. Provide expert consulting advice, guidance, facilitation regarding current business improvement practices, services, and support products to assist in management, organizational, business systems, and cyber security program efforts and Information Technology efforts; which enable an organization to meet new challenges and continuously improve its mission performance.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business or related field.

0011. IV & V SPECIALIST A

Minimum/General Experience: Five (5) years of experience in IT Quality Assurance.

Functional Responsibility: Provide resources and support services to define, develop, and conduct Independent Validation and Verification (IV&V) of cyber security performance measurements, service level agreement compliance, configuration management and quality assurance for Information Technology and Cyber Security Systems.

Minimum Education: Bachelor's or (4) years of experience in related field.

0012. IV & V SPECIALIST B

Minimum/General Experience: Four (4) years relevant experience quality assurance protocol.

Functional Responsibility: Responsible for conducting audits and assessments of various programs, projects, and specific formal planning, execution, analysis, and reporting of IV&V assessments in accordance with client's methodology and numerous industry standards including. Specific assessment activities will include scheduling personal interviews, collecting assessment artifacts, recording interview results, reviewing assessment artifacts in accordance with defined client and industry standards.

Minimum Education: Bachelor's, degree in Computer Science, Information Systems, or Business or related field.

0013. DATABASE & DOCUMENT MANAGEMENT SPECIALIST

Minimum/General Experience: 2-4 years of experience in the related field.

Functional Responsibility: Provide direct support to the Quality Assurance Analysts. Assist in the development of a Electronic Document, Database and Record Management Control Process. The process will provide document and record management oversight, retrieval and control. Services provided will covers four functional areas of support; QA Database Management, Document Management and Control, Data Research, Administration Management, and Scheduling Management.

These activities are accomplished by; maintaining shared records and files on all Customer Support Agreements (CSA), Service Level Agreement (SLA), Quality Assurance (QA) analysis data, SLA and QA reports, and office communications; preparing and formulating reports and documents into the appropriate administrative layouts and formats. These functions are daily routine functions provided on a continuous basis for proper operation.

Minimum Education: Associates degree or (5) years of experience in related field.

Telesis Systems, Inc.
GSA Schedule Contract (GS-35F-2038N)
Information Technology (IT) Professional
Services SIN 54151S

Labor Categories:	Rates
Chief Information Tech Officer	\$121.85
Network Systems Analyst	\$104.79
Database Administrator	\$102.09
Quality Control Manager	\$102.09
Lan Support/Network Administrator	\$104.80
Webmaster	\$106.96
Repair Technician	\$102.09
Senior Program Manager/Analyst	\$189.93
Program Manager	\$131.08
Senior IV & V Specialist	\$125.35
IV & V Specialist A	\$98.36
IV & V Specialist B	\$95.83
Database & Document Mgmt Specialist	\$83.12

Telesis Systems, Inc.'s Information Technology (IT) Professional Services Price List
 Rates are the same for On-site and Off-site support.

**Terms and Conditions Applicable to
Information Technology (IT) Professional
Services (Special Item Number 54151S)**

1. Scope

- a. The prices, terms and conditions stated under Special Item Number (SIN) 54151S, Information Technology (IT) Professional Services, apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. Performance Incentives

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

3. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (APR 1984) 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/EC 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 anytime, by written order to the Contractor, require the 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 expired, 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) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (MAR 2001) 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 Rights in Data – General (JUN 1987), may apply.

8. Responsibility 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.

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

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

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

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

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT 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 I (MAR 2000) 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 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.