

AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

## **Engineering Solutions & Products, Inc.**

14566 Lee Road, Chantilly, VA 20151

(571) 375-1400 (703) 953-3045 fax

www.espus.com

**Contract Number: GS-35F-0275N**

**Period Covered by Contract:**

General Services Administration

Federal Supply Service

Pricelist current through Modification # 20, dated 3/1/2016.

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

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INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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

Ordering Address

Engineering Solutions & Products Inc.  
14566 Lee Road  
Chantilly, VA 20151  
Tel 571-375-1400  
Fax 703-953-3045  
Web Site: [www.espus.com](http://www.espus.com)  
Email: [Kathryn.hargadon@esp.us.com](mailto:Kathryn.hargadon@esp.us.com)

Payment Address

SAME

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**Phone: 571-375-1426**

**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: 93-122-1258

Block 30: Type of Contractor – C – Large Business

- 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): 22-3743677

4a. CAGE Code: 1RW04

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)

132-51

Commencement of services and due date for deliverables is to be negotiated by ordering agency and Engineering Solutions and Products Inc. as set forth on each delivery order.

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: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – N/A
- c. Dollar Volume – N/A

- d. Government Educational Institutions are offered the same discounts as all other Government customers
- e. Other – N/A

**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:**

Export Packing is not available as it is outside the scope of the contract

**10. SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is \$1,000.00.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS:**

In accordance with FAR 8.404:

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.
- c. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- d. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

e. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

f. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

g. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

h. **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

i. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### **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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the 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 2001)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (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.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

#### **16. GSA Advantage!**

GSA Advantage! is an 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.fss.gsa.gov/>.

#### **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

- (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:

Engineering Solutions and Products Inc. is prepared to provide support in accordance with task order requirements in the following overseas locations: Germany, Italy, Korea, Southwest Asia

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.

**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:

The EIT standard can be found at: [www.Section508.gov/](http://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)

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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDER**

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

**3.A ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3). GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering offices shall—
  - (1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The

potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

- (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
  - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
  - (ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
- (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### **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 any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the

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

- (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

All IT/EC 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/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

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

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

16. **DESCRIPTION OF IT/EC SERVICES AND PRICING**

**Allowable Substitutions of Education and Experience**

Unless otherwise noted in the following labor category descriptions, education may be substituted for experience as shown in the table below:

Degree Required by	Degree Held by	Additional Years of
Labor Category	Individual	Experience Credited

<b>Master's Degree</b>	<b>Ph.D.</b>	<b>3</b>
<b>Bachelor's Degree</b>	<b>Ph.D.</b>	<b>5</b>
<b>Bachelor's Degree</b>	<b>Master's Degree</b>	<b>2</b>
<b>Associate's Degree</b>	<b>Ph.D.</b>	<b>7</b>
<b>Associate's Degree</b>	<b>Master's Degree</b>	<b>4</b>
<b>Associate's Degree</b>	<b>Bachelor's Degree</b>	<b>2</b>
<b>HS/GED</b>	<b>Ph.D.</b>	<b>9</b>
<b>HS/GED</b>	<b>Master's Degree</b>	<b>6</b>
<b>HS/GED</b>	<b>Bachelor's Degree</b>	<b>4</b>
<b>HS/GED</b>	<b>Associate's Degree</b>	<b>2</b>

Degree Held by	Degree Required by	Additional Years of
Individual	Labor Category	Experience Required

<b>HS/GED</b>	<b>Ph.D.</b>	<b>No Equivalency</b>
<b>HS/GED</b>	<b>Master's Degree</b>	<b>6</b>
<b>HS/GED</b>	<b>Bachelor's Degree</b>	<b>4</b>
<b>HS/GED</b>	<b>Associate's Degree</b>	<b>2</b>
<b>Associate's Degree</b>	<b>Ph.D.</b>	<b>No Equivalency</b>
<b>Associate's Degree</b>	<b>Master's Degree</b>	<b>4</b>
<b>Associate's Degree</b>	<b>Bachelor's Degree</b>	<b>2</b>
<b>Bachelor's Degree</b>	<b>Ph.D.</b>	<b>5</b>
<b>Bachelor's Degree</b>	<b>Master's Degree</b>	<b>2</b>
<b>Master's Degree</b>	<b>Ph.D.</b>	<b>3</b>

Where noted by the phrase “or equivalent” in the following labor category descriptions, years of relevant experience exceeding minimum requirements may be substituted for educational requirements according to the table aforementioned:

Labor Category Descriptions:

ADMINISTRATION:

**1. Commercial Job Title: Analyst Intern**

**Minimum/General Experience:** Entry Level.

**Functional Responsibility:** Provides basic technical, analysis or engineering assistance under the supervision of more senior personnel.

**Minimum Education:** May be attending college level courses leading to a Bachelor’s degree in relevant discipline.

**2. Commercial Job Title: Clerical/Office Automation Assistant**

**Minimum/General Experience:** Two (2) years of experience in corporate or Government procedures. Experience in administrative work and extensive experience with office products such as Microsoft Office. Individual uses office tools in the daily administration of a project with little supervision and is an individual that can be relied upon to execute administrative tasks to satisfy company and Government procedures.

**Functional Responsibility:** Applies knowledge of procedures and work routines to the performance of routine documentation, data entry, or administrative tasks.

**Minimum Education:** Bachelor’s degree in a relevant field of study or equivalent substitute.

**3. Commercial Job Title: Clerk/Word Processor**

**Minimum/General Experience:** Entry Level.

**Functional Responsibility:** Follows detailed instructions and performs simple documentation, data entry, or administrative tasks.

**Minimum Education:** High School diploma or GED equivalent.

ENGINEERING:

**4. Commercial Job Title: Senior Audio/Visual Engineer**

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Provides technical solutions for routine and complex audio/visual engineering studies, problems and tasks.

**Minimum Education:** Bachelor’s degree in a relevant engineering discipline or equivalent substitute.

**5. Commercial Job Title: Audio/Visual Engineer**

**Minimum/General Experience:** Two (2) years of relevant experience.

**Functional Responsibility:** Provides technical solutions in audio/visual engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**6. Commercial Job Title: Senior Communications Engineer**

**Minimum/General Experience:** Ten (10) years of relevant experience.

**Functional Responsibility:** Provides technical solutions for routine and complex communications engineering studies, problems and tasks.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**7. Commercial Job Title: Communications Engineer**

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Provides technical solutions in communications engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**8. Commercial Job Title: Associate Communications Engineer**

**Minimum/General Experience:** Entry Level.

**Functional Responsibility:** Provides technical solutions in communications engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**9. Commercial Job Title: Senior Electrical Engineer**

**Minimum/General Experience:** Ten (10) years of relevant experience.

**Functional Responsibility:** Provides technical solutions for routine and complex electrical engineering studies, problems and tasks.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**10. Commercial Job Title: Electrical Engineer**

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Provides technical solutions in electrical engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**11. Commercial Job Title: Associate Electrical Engineer**

**Minimum/General Experience:** Entry Level.

**Functional Responsibility:** Provides technical solutions in electrical engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**12. Commercial Job Title: Engineering Analyst**

**Minimum/General Experience:** Five (5) years of work experience in studies or engineering analysis, with a minimum of two (2) years experience in computer modeling.

**Functional Responsibility:** Provides analytical and technical solutions to routine or complex engineering studies. Conducts systematic, scientific investigations into combat operations or training developments. Prepares comprehensive technical reports embodying the results of significant aspect of the studies conducted. Plans, coordinates and performs data acquisition and model preparation efforts. Presents results to customer and senior management personnel.

**Minimum Education:** Bachelor's degree in engineering, operations research or a related field.

**13. Commercial Job Title: Engineering Assistant**

**Minimum/General Experience:** Entry level.

**Functional Responsibility:** Provides basic technical or engineering assistance under the supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**14. Commercial Job Title: Engineering Intern**

**Minimum/General Experience:** Entry level.

**Functional Responsibility:** Provides basic technical or engineering assistance under the supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**15. Commercial Job Title: Senior Human Factors Engineer**

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Provides technical solutions for routine and complex human factors engineering studies, problems and tasks.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**16. Commercial Job Title: Human Factors Engineer**

**Minimum/General Experience:** Two (2) years of relevant experience.

**Functional Responsibility:** Provides technical solutions in human factors engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**17. Commercial Job Title: Senior Logistics Engineer**

**Minimum/General Experience:** Ten (10) years of relevant experience.

**Functional Responsibility:** Provides technical solutions for routine and complex logistics engineering studies, problems and tasks.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**18. Commercial Job Title: Logistics Engineer**

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Provides technical solutions in logistics engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**19. Commercial Job Title: Associate Logistics Engineer**

**Minimum/General Experience:** Entry Level.

**Functional Responsibility:** Provides technical solutions in logistics engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**20. Commercial Job Title: Senior Network Engineer**

**Minimum/General Experience:** Five (5) years of directly relevant experience.

**Functional Responsibility:** Performs design, installation, troubleshooting and support of local and wide area network hardware, software and applications. Is vendor certified with industry standard network operating systems, such as NetWare and Windows NT. Can install and configure WAN hardware such as routers and DSU's as well as LAN hardware such as switches, hubs and bridges. Works independently with minimum supervision.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute. Has obtained or is working toward certification as a MCSE or CNE. Has obtained MCP or equivalent.

**21. Commercial Job Title: Network Engineer**

**Minimum/General Experience:** Two (2) years of directly relevant experience.

**Functional Responsibility:** Performs installation, troubleshooting and support of local and wide area network hardware, software and applications. Can install and configure WAN hardware such as routers and DSU's as well as LAN hardware such as switches, hubs and bridges.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute. Has obtained or is working toward professional certification.

#### 22. Commercial Job Title: Associate Network Engineer

**Minimum/General Experience:** One (1) year of directly relevant experience.

**Functional Responsibility:** Performs installation, troubleshooting and support of local and wide area network hardware, software and applications.

**Minimum Education:** High School diploma or GED equivalent.

#### 23. Commercial Job Title: Senior Safety Engineer

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Provides technical solutions for routine and complex safety engineering studies, problems and tasks.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

#### 24. Commercial Job Title: Safety Engineer

**Minimum/General Experience:** Two (2) years of relevant experience.

**Functional Responsibility:** Provides technical solutions in safety engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

#### 25. Commercial Job Title: Security Engineer

**Minimum/General Experience:** Three (3) years of general security experience.

**Functional Responsibility:** Provides guidance/recommendations to senior security personnel in the areas of security engineering principles and practices such as red/black engineering, TEMPEST, access control systems, intrusion detection and physical security.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

#### 26. Commercial Job Title: Senior Software Engineer

**Minimum/General Experience:** Ten (10) years experience in Software Engineering, design and development. Four (4) years as technical lead for development, operations, testing, integration, or fielding of systems.

**Functional Responsibility:** Responsible to program/project manager for specific aspects of technical task performance. Directs other engineers and support personnel. Oversees development and integration of software system specifications, designs, integration, testing and documentation. Develops risk management and mitigation strategy. Ensures compliance with quality assurance standards. May serve as interface to complementary programs, and the engineering process group.

**Minimum Education:** Master's degree in a relevant engineering discipline or equivalent substitute.

#### 27. Commercial Job Title: Software Engineer

**Minimum/General Experience:** Four (4) years experience in a relevant discipline or associated operational experience. Two (2) years of directly applicable experience in development, operations, testing, integration, or fielding of systems.

**Functional Responsibility:** Participates in or leads specific aspects of system implementation including development and integration of software system specifications, designs, integration, testing and documentation. Participates in the development of risk management and mitigation strategy.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

#### 28. Commercial Job Title: Associate Software Engineer

**Minimum/General Experience:** Training in a relevant discipline or associated operational experience.

**Functional Responsibility:** Participates specific aspects of system implementation under the direction of senior technical personnel including development and integration of software system specifications, designs, integration, testing and documentation. Participates in the development of risk management and mitigation strategy.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

#### 29. Commercial Job Title: Senior Systems Engineer

**Minimum/General Experience:** Ten (10) years experience in engineering/development of systems or associated operational experience. Two years as overall technical lead for development, operations, testing, integration or fielding of complex systems.

**Functional Responsibility:** Responsible to program/project manager for all aspects of technical task performance on complex programs, projects or tasks.. Directs other engineers and support personnel. Oversees development and implementation of system specifications, designs, integration, testing and documentation. Develops risk management and mitigation strategy. Ensures compliance with quality assurance standards. May serve as interface to complementary programs, and the engineering process group.

**Minimum Education:** Master's degree in a relevant engineering discipline or equivalent substitute.

#### 30. Commercial Job Title: Systems Engineer

**Minimum/General Experience:** Five (5) years experience in engineering/development of systems or associated operational experience.

**Functional Responsibility:** Assists with the development of system requirements, working under the direction of Senior Engineers and Project Managers. Participates in the development and implementation of system specifications, designs, integration, testing and documentation. Analyzes requirements and develops solutions. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and assessment of risks and costs.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

#### 31. Commercial Job Title: Associate Systems Engineer

**Minimum/General Experience:** Three (3) years of relevant experience.

**Functional Responsibility:** Assists with the definition of system requirements, working under the direction of Senior Engineers and Project Managers.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**32. Commercial Job Title: Senior Test Engineer**

**Minimum/General Experience:** Ten (10) years of relevant experience.

**Functional Responsibility:** Provides comprehensive definition of all technical aspects of project test requirements. Performs evaluation of alternatives and risk/cost assessment. Provides technical solutions for routine and complex engineering studies, problems and tasks.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**33. Commercial Job Title: Test Engineer**

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Provides basic technical assistance in engineering applications under the general supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**34. Commercial Job Title: Associate Test Engineer**

**Minimum/General Experience:** Entry level.

**Functional Responsibility:** Provides basic technical assistance in test engineering applications under the supervision of more senior personnel.

**Minimum Education:** Bachelor's degree in a relevant engineering discipline or equivalent substitute.

**COMPUTER RELATED:****35. Commercial Job Title: Computer Operator**

**Minimum/General Experience:** One (1) year experience. Experience in using office products such as Microsoft Office.

**Functional Responsibility:** Follows general instructions and performs routine computer functions, data entry, or administrative tasks. Responsible to the program/project manager and program/project staff for all administrative matters. Responsibilities may include task and program documentation preparation, review, and transmission, making travel plans, ensuring security clearances are processed, overseeing shipment of deliverables and receipt of GFE/GFI.

**Minimum Education:** High School diploma or GED equivalent.

**36. Commercial Job Title: Senior Computer Programmer**

**Minimum/General Experience:** Ten (10) years experience, at least five (5) of which must have been in computer programming. Capable of using current state of the art ADPE and languages to develop and prepare applications programs, flow charts, and diagrams showing mathematical computation and sequence of machine operations necessary to copy and process data and print results.

**Functional Responsibility:** Develops and maintains databases and IT systems software. Ensures software compatibility, and assists the PM with the tracking of milestones equipment assets, and contract funding.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

### 37. Commercial Job Title: Computer Programmer

**Minimum/General Experience:** Five years experience in computer programming. Capable of using current state of the art ADPE and languages to develop and prepare applications programs, flow charts, and diagrams showing mathematical computation and sequence of machine operations necessary to copy and process data and print results.

**Functional Responsibility:** Prepares and maintains databases and IT systems software. Ensures software compatibility, and assists the PM with the tracking of milestones equipment assets, and contract funding.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

### 38. Commercial Job Title: Junior Computer Programmer

**Minimum/General Experience:** Three years experience in computer programming. Capable of using current state of the art ADPE and languages to develop and prepare applications programs, flow charts, and diagrams showing mathematical computation and sequence of machine operations necessary to copy and process data and print results.

**Functional Responsibility:** Prepares and maintains IT systems software. Ensures software compatibility, and assists the PM with the tracking of milestones equipment assets, and contract funding.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

### 39. Commercial Job Title: Senior Computer Scientist

**Minimum/General Experience:** Twenty (20) years experience in IT systems engineering including tactical communications systems, subsystems and equipment. Knowledgeable in the areas of computer systems requirements, specification and other technical documentation preparation, system engineering, switching and local distribution, multiplexing, record tracking and electronic mail, interfacing and interoperability, standards (electrical, environmental and system), equipment, interoperability and systems testing, military operations, software development, computer hardware, distributed information processing, data communications, COMSEC, spread spectrum communications, product modification programs (including pre-planned product improvement), product engineering, and manufacturing methods and technology.

**Functional Responsibility:** Manages several technical efforts concurrently. Supervises and directs the technical efforts of an engineering staff.

**Minimum Education:** Master's degree in computer engineering, mathematics, physics, or scientific disciplines.

### 40. Commercial Job Title: Senior Computer Security Systems Specialist

**Minimum/General Experience:** Five (5) years of general security experience including three (3) years of specialized experience in security controls for ADP system environments.

**Functional Responsibility:** Coordinates with system administrators to publish and maintain Standard Operating Procedures containing guidance for security controls for ADP systems. Prepare system accreditation documents when required. Conduct Risk Management Reviews and develop countermeasures for identified risks. Conduct periodic audits, checks, inspections, surveys, and reviews of system security procedures.

**Minimum Education:** Associate's degree in computer science or a related technical field or equivalent.

**41. Commercial Job Title: Computer Security Systems Specialist**

**Minimum/General Experience:** Five (5) years of general security experience including two (2) years of specialized experience in security controls for ADP system environments.

**Functional Responsibility:** Assists in the publication of Standard Operating Procedures and system accreditation documents. Performs Risk Management Reviews and develops countermeasures for identified risks. Conducts periodic audits, checks, inspections, surveys, and reviews of system security procedures.

**Minimum Education:** Associate's degree in computer science or a related technical field or equivalent.

**FINANCIAL:****42. Commercial Job Title: Senior Cost Analyst**

**Minimum/General Experience:** Seven (7) years of directly relevant job experience.

**Functional Responsibility:** Performs cost estimating. Performs quantity surveys form design documents and applies cost to quantities of materials. Works under the direct supervision of a Program/Project Director.

**Minimum Education:** Bachelor's degree in a relevant field of study engineering or equivalent substitute.

**43. Commercial Job Title: Cost Analyst**

**Minimum/General Experience:** Three (3) years of directly relevant job experience.

**Functional Responsibility:** Performs cost estimating. Performs quantity surveys form design documents and applies cost to quantities of materials. Works under the direct supervision of a Program/Project Director.

**Minimum Education:** Bachelor's degree in a relevant field of study engineering or equivalent substitute.

**44. Job Title: Financial Analyst**

**Minimum/General Experience:** Three (3) years of relevant experience.

**Functional Responsibility:** Responsible to the program/project manager for all inancial aspects of task orders. Prepares task order estimates. Monitors cost/budget performance. Prepares monthly cost/budget input.

**Minimum Education:** Bachelor's degree in finance or related discipline or equivalent substitute.

**45. Commercial Job Title: Database Manager**

**Minimum/General Experience:** Six (6) years of relevant experience.

**Functional Responsibility:** Designs databases for specific user requirements. Maintains a database system for which new applications are being planned and incorporated. Directs activities of Database Specialists.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

***FIELD SERVICES:*****46. Commercial Job Title: Senior Field Support Specialist**

**Minimum/General Experience:** Four years experience in technical work.

**Functional Responsibility:** Performs complex technical assignments under general supervision. Applies knowledge of procedures and work routines to the performance of complex tasks.

**Minimum Education:** Associate's degree in relevant field of study or equivalent substitute.

**47. Commercial Job Title: Field Support Specialist**

**Minimum/General Experience:** Three (3) years relevant experience.

**Functional Responsibility:** Performs and leads other technicians in performing routine and complex technical duties involving relevant technical disciplines.

**Minimum Education:** High School diploma or GED equivalent.

**48. Commercial Job Title: Junior Field Support Specialist**

**Minimum/General Experience:** Two (2) years relevant experience.

**Functional Responsibility:** Performs routine and complex technical duties involving relevant technical disciplines.

**Minimum Education:** High School diploma or GED equivalent.

**49. Commercial Job Title: Fielding Team Chief**

**Minimum/General Experience:** Ten (10) years of relevant experience or equivalent in providing ILS support for IT, communications, medical, or complex systems. Five (5) years in supervisory positions.

**Functional Responsibility:** Executes any or all processes within the Total Package Fielding (TPF) discipline. Leads teams of varying size and composition in executing these activities. Directs the activities of materiel developers in the receipt and storage of all systems hardware and software including the Controlled Cryptographic Information (CCI). Coordinates equipment, schedule and facility requirements with gaining user leadership. Directs inventory of equipment packages and preparation of documentation to accomplish transfer of assets to user property accounts. Prepares reports of discrepancy and deficiency to the fielding organization.

**Minimum Education:** Associate's degree in relevant field of study or equivalent substitute.

**50. Commercial Job Title: Installer**

**Minimum/General Experience:** Two years experience in relocating IT equipment.

**Functional Responsibility:** Disassemble, pack, move, setup and install workstations. May have minimal, temporary supervision duties.

**Minimum Education:** High School diploma or GED equivalent.

**51. Commercial Job Title: Senior Maintenance Technician**

**Minimum/General Experience:** Three (3) years relevant experience and at least one applicable technical product certification.

**Functional Responsibility:** Interfaces directly with supported users to provide advanced hardware, software network and applications resolution. Provides temporary active supervision of other technicians or specialists.

**Minimum Education:** High School diploma or GED equivalent.

**52. Commercial Job Title: Maintenance Technician**

**Minimum/General Experience:** Two (2) years relevant experience and at least one applicable technical product certification.

**Functional Responsibility:** Interfaces directly with supported users to provide advanced hardware, software network and applications resolution.

**Minimum Education:** High School diploma or GED equivalent.

**53. Commercial Job Title: Junior Maintenance Technician**

**Minimum/General Experience:** Entry Level.

**Functional Responsibility:** Interfaces directly with supported users to provide advanced hardware, software network and applications resolution.

**Minimum Education:** High School diploma or GED equivalent.

**54. Commercial Job Title: Senior Supply Specialist**

**Minimum/General Experience:** Five (5) years experience in providing logistics support for IT, communications, medical or similarly complex systems. Must have a valid driver's license.

**Functional Responsibility:** Applies doctrine and practices of wholesale and retail supply systems. Plans, coordinates and supervises more junior supply personnel. Responsible for the movement of equipment packages to user's location, inventories of equipment, and proper documentation to accomplish transfer of assets to user.

**Minimum Education:** High School diploma or GED equivalent.

**55. Commercial Job Title: Supply Specialist**

**Minimum/General Experience:** Two (2) years experience in providing logistics support for IT, communications, medical or similarly complex systems.

**Functional Responsibility:** Applies doctrine and practices of wholesale and retail supply systems. Plans and coordinates the movement of equipment packages to user's location. Conducts inventories. Prepares documentation to accomplish transfer of assets to user. Maintains supply documentation at the receiving site.

**Minimum Education:** High School diploma or GED equivalent.

**56. Commercial Job Title: Junior Supply Specialist**

**Minimum/General Experience:** Entry level, some experience in providing logistics and supply support for complex systems.

**Functional Responsibility:** Under direct supervision of more senior personnel, applies doctrine and practices of wholesale and retail supply systems.

**Minimum Education:** High School diploma or GED equivalent.

**MANAGEMENT:**

**57. Commercial Job Title: Senior Program Director/Manager**

**Minimum/General Experience:** Twenty (20) years of professional experience including a minimum of five (5) years managing a major program or department. Work assignments typically require extensive professional experience including at least fourteen (14) years in responsible management positions. Individual will have experience in the development and execution of programs with Information Technology (IT) application.

**Functional Responsibility:** Manages a major program or department under the direction of Government officers. Responsible for staffing, training, and the management of work and resources.

**Minimum Education:** Master's degree in a relevant field of study or equivalent substitute.

**58. Commercial Job Title: Program Director/Manager**

**Minimum/General Experience:** Fifteen (15) years of professional experience including a minimum of two (2) years managing a major program or department. Work assignments typically require extensive professional experience including at least eight (8) years in responsible management positions. Individual will have experience in the development and execution of programs with Information Technology (IT) application.

**Functional Responsibility:** Manages a major program or department under the direction of a Senior Executive. Responsible for staffing, training, and the management of work and resources.

**Minimum Education:** Master's degree in a relevant field of study or equivalent substitute.

**59. Commercial Job Title: Project Director/Manager**

**Minimum/General Experience:** Ten (10) years of professional work experience that includes the required knowledge, skills and training. Four years experience in the management of projects that are similar in scope and requirements of the project.

**Functional Responsibility:** Provides business, technical, and personnel management across multiple projects involving multi-disciplinary and diverse functional activities and subordinate groups of technical or administrative personnel.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

CONSULTANT:**60. Commercial Job Title: Senior Consultant**

**Minimum/General Experience:** Ten (10) years experience in relevant discipline or associated operational experience. Recognized industry or academic expert in one or more of the subject disciplines or associated operational areas. Has detailed knowledge of applicable technical areas and/or associated systems, their operation, capabilities, reporting mechanisms or planned improvements.

**Functional Responsibility:** Responsible for leading research or development within a complex technical or operational area to include requirements definition, specification, detailed design, design review or documentation and/or testing.

**Minimum Education:** Master's degree in relevant field of study or equivalent substitute. The educational degree may be replaced with a certificate from a vendor supported program such as the Cisco Certified Internetwork Expert (CCIE) and Microsoft Certified Systems Engineer (MCSE) programs.

**61. Commercial Job Title: Consultant**

**Minimum/General Experience:** Six (6) years experience in relevant discipline or associated operational experience. Demonstrated industry or academic expertise in one or more of the subject disciplines or associated operational areas. Has knowledge of applicable technical areas and/or associated systems, their operation, capabilities, reporting mechanisms or planned improvements.

**Functional Responsibility:** Responsible for participating in research or development within a complex technical or operational area to include requirements definition, specification, detailed design, design review or documentation and/or testing.

**Minimum Education:** Bachelor's degree in relevant field of study or equivalent substitute. The educational degree may be replaced with a certificate from a vendor supported program such as the Cisco Certified Internetwork Expert (CCIE) and Microsoft Certified Systems Engineer (MCSE) programs.

TECHNICAL:**62. Commercial Job Title: Senior Operations Research/System Analyst**

**Minimum/General Experience:** Ten (10) years experience in operations research of which one (1) year was in modeling and analysis.

**Functional Responsibility:** Develops, validates and maintains state-of-the-art computer combat models. Designs and tests sub models, conducts sensitivity analysis, and trains personnel in the proper use of models and war games. Determines realism of the simulation and its applicability to existing and proposed studies. Identifies critical parameters, develops documentation, and examines the efficiency of the simulation. Oversees and participates in the efforts of a diverse team to accomplish operational research and engineering tasks.

**Minimum Education:** Master's degree in applicable technical management, or business area or equivalent substitute.

**63. Commercial Job Title: Operations Research/System Analyst**

**Minimum/General Experience:** Five (5) years experience in a relevant discipline or associated operational experience. Possesses extensive understanding of system development lifecycle, system operations, or external interfaces.

**Functional Responsibility:** Participates in specific aspects of computer models and war games.

**Minimum Education:** Bachelor's degree in applicable technical management, or business area or equivalent substitute.

**64. Commercial Job Title: Associate Operations Research/System Analyst**

**Minimum/General Experience:** Two (2) years experience in an applicable technical, management, or business area or associated operational experience.

**Functional Responsibility:** Participates in specific aspects of system development and operations including specification, design, integration, testing, documentation, installation, fielding, configuration management, training and quality assurance under the direction of senior technical personnel.

**Minimum Education:** Bachelor's degree in operations research or a related field.

**65. Commercial Job Title: Senior Logistics Manager**

**Minimum/General Experience:** Ten (10) years experience in integrated logistics support or logistics related fields, logistics planning, and support of Information Technology (IT) systems, communications systems, subsystems or equipment including significant experience in the logistics area. Knowledgeable in the preparation of industry standard support documentation. Experience in providing assistance to Project Managers in preparing and supporting senior level logistics reviews.

**Functional Responsibility:** Manages several logistics efforts concurrently.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

**66. Commercial Job Title: Logistics Manager**

**Minimum/General Experience:** Five (5) years experience in integrated logistics support or logistics related fields, logistics planning, and support of Information Technology (IT) systems, communications systems, subsystems or equipment including significant experience in the logistics area. Knowledgeable in the preparation of industry standard support documentation. Experience in providing assistance to Project Managers in preparing and supporting senior level logistics reviews.

**Functional Responsibility:** Manages several logistics efforts concurrently.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

**67. Commercial Job Title: Senior Staff Analyst**

**Minimum/General Experience:** Seven (7) years experience in the military acquisition process in support of IT systems applications. Experience in Army Staff Operations and the planning, programming, budgeting and execution process.

**Functional Responsibility:** Supervises and directs the technical efforts of a technical staff.

**Minimum Education:** Bachelor's degree in a related technical discipline.

**68. Commercial Job Title: Senior Simulation Technician**

**Minimum/General Experience:** One (1) year of experience operating or maintaining simulated training systems.

**Functional Responsibility:** Assists more senior personnel in the operation of the simulation model. Under direct supervision, assists in scenario preparation, training plans and simulation execution and evaluation.

**Minimum Education:** Bachelor's degree in relevant field of study or equivalent substitute.

**69. Commercial Job Title: Simulation Technician**

**Minimum/General Experience:** One (1) year of experience operating or maintaining simulated training systems.

**Functional Responsibility:** Assists more senior personnel in the operation of the simulation model. Under direct supervision, assists in scenario preparation, training plans and simulation execution and evaluation.

**Minimum Education:** Bachelor's degree in relevant field of study or equivalent substitute.

**70. Commercial Job Title: Staff Analyst**

**Minimum/General Experience:** Five (5) years experience in the military acquisition process in support of IT systems applications. Experience in Army Staff Operations and the planning, programming, budgeting and execution process.

**Functional Responsibility:** Performs the technical efforts in support of program requirements.

**Minimum Education:** Bachelor's degree in a related technical discipline.

**71. Commercial Job Title: Senior Program Analyst**

**Minimum/General Experience:** Seven (7) years experience in military IT systems applications in support of force structure requirements to include a minimum of three (3) years experience in working with the development and implementation of legislative language impacting military operations.

**Functional Responsibility:** Supervises and directs the technical efforts of a technical staff.

**Minimum Education:** Bachelor's degree in a related technical discipline.

**72. Commercial Job Title: Program Analyst**

**Minimum/General Experience:** Five (5) years experience in military IT systems applications in support of force structure requirements to include a minimum of two (2) years experience in working with the development and implementation of legislative language impacting military operations.

**Functional Responsibility:** Performs the technical efforts in support of program requirements.

**Minimum Education:** Bachelor's degree in a related technical discipline.

**73. Commercial Job Title: Systems Administrator**

**Minimum/General Experience:** Two (2) years experience in systems administration.

**Functional Responsibility:** Prepares and delivers specialized training courses of instruction to those who design, test, procure, supply, operate and repair IT equipment and/or software. Insures that training requirements are properly identified. Reviews, evaluates and certifies training materials. Serves as technical training advisor applying practical knowledge of IT equipment and systems.

**Minimum Education:** High School diploma or GED equivalent.

#### 74. Commercial Job Title: Systems Integrator

**Minimum/General Experience:** Ten (10) years experience in IT systems applications in support of force structure requirements to include a minimum of five (5) years military experience in staff responsibilities at division, corps or higher level, Experience must include tactical communications systems, subsystems and fiscal management.

**Functional Responsibility:** Manages several technical efforts concurrently. Supervises and directs the technical efforts of a technical staff.

**Minimum Education:** Master's degree in a related technical discipline.

#### 75. Commercial Job Title: Senior Technical Writer

**Minimum/General Experience:** Five (5) years of relevant experience.

**Functional Responsibility:** Directs development and production of technical documents by managing staff resources. Proficiency in writing and editing technical documents.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

#### 76. Commercial Job Title: Technical Writer

**Minimum/General Experience:** Three (3) years of relevant experience.

**Functional Responsibility:** Directs development and production of technical documents by managing staff resources. Proficiency in writing and editing technical documents.

**Minimum Education:** Bachelor's degree in a relevant field of study or equivalent substitute.

#### 77. Commercial Job Title: Illustrator

**Minimum/General Experience:** Five (5) years of relevant experience in technical illustrations and publications.

**Functional Responsibility:** Illustrates technical or scientific writing using computer graphics equipment. Provides a variety of support tasks in the planning, layout, and preparation of artwork for inclusion in technical documentation. Recommends appropriate methods and medium to convey the desired effect and utilizes a wide variety of production equipment.

**Minimum Education:** High school diploma and two years commercial art, trade school, graphic arts training, or equivalent substitute.

#### 78. Commercial Job Title: Senior Training Specialist

**Minimum/General Experience:** Seven (7) years of relevant experience, three (3) years of military service or relevant knowledge.

**Functional Responsibility:** Conducts research to develop and revise training courses and to prepare appropriate training materials. Prepares instructor materials (course outline, background and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates and course critique forms). Trains personnel utilizing training materials and through the conduct of formal classroom courses, workshops and seminars.

**Minimum Education:** Bachelor's degree in relevant discipline.

**79. Commercial Job Title: Training Specialist**

**Minimum/General Experience:** Five (5) years of relevant experience, three (3) years of military service or relevant knowledge.

**Functional Responsibility:** Support research to develop and revise training courses and to prepare appropriate training materials. Assists in the preparation of instructor materials (course outline, background and training aids). Assists in the preparation of student materials (course manuals, workbooks, handouts, completion certificates and course critique forms). Supports the training of personnel utilizing training materials and through the conduct of formal classroom courses, workshops and seminars.

**80. Commercial Job Title: Training/Exercise and Military Operations Analyst**

**Minimum/General Experience:** Five (5) years of relevant experience, three (3) years of military service or relevant knowledge.

**Functional Responsibility:** Provides review and testing of functional related database parameters. Conducts research on weapon system capabilities for incorporation into the simulation database. Provides exercise support using computer models and simulations. Translates and converts field directives and maneuvers into required computer models and simulations. Conducts combat simulations using interactive models for examining complex issues in support of required studies.

**Minimum Education:** Bachelor's degree in relevant discipline.

**81. Commercial Job Title: Training, Exercise and Military Operations Specialist**

**Minimum/General Experience:** Five (5) years of relevant experience, three (3) years of military service or relevant knowledge.

**Functional Responsibility:** Provides exercise support using computer models and simulations. Translates and converts field directives and maneuvers into required computer models and simulations. Conducts combat simulations using interactive models for examining complex issues in support of required studies.

**Minimum Education:** Bachelor's degree in relevant discipline.

**82. Commercial Job Title: Training/Exercise Controller/Operator**

**Minimum/General Experience:** Ten (10) years of relevant experience, five (5) years of military service or relevant knowledge.

**Functional Responsibility:** Observes the planning and execution of simulation exercises to include performing as an interactor and role player. Assists in the database development and testing.

**Minimum Education:** Bachelor's degree in relevant discipline.

	<b>Commercial Price List Labor Category</b>	<b>Onsite Rate</b>
1	Analyst Intern	\$32.07
2	Clerical/Office Automation Assistant	\$24.83
3	Clerk/Word Processor	\$31.02
4	Audio/Visual Engineer, Senior	\$51.41
5	Audio/Visual Engineer	\$44.88
6	Communications Engineer, Senior	\$103.42
7	Communications Engineer	\$89.34
8	Communications Engineer, Associate	\$79.43
9	Electrical Engineer, Senior	\$103.27
10	Electrical Engineer	\$91.26
11	Electrical Engineer, Associate	\$78.54
12	Engineering Analyst	\$73.37
13	Engineering Assistant	\$64.40
14	Engineering Intern	\$55.74
15	Human Factors Engineer, Senior	\$91.26
16	Human Factors Engineer	\$82.01
17	Logistics Engineer, Senior	\$94.20
18	Logistics Engineer	\$84.29
19	Logistics Engineer, Associate	\$68.44
20	Network Engineer, Senior	\$84.25
21	Network Engineer	\$75.50
22	Network Engineer, Associate	\$47.06
23	Safety Engineer, Senior	\$59.48
24	Safety Engineer	\$54.87
25	Security Engineer	\$59.48
26	Software Engineer, Senior	\$96.52
27	Software Engineer	\$87.19
28	Software Engineer, Associate	\$78.28
29	Systems Engineer, Senior	\$94.07
30	Systems Engineer	\$84.69
31	Systems Engineer, Associate	\$75.39
32	Test Engineer, Senior	\$91.25
33	Test Engineer	\$75.61
34	Test Engineer, Associate	\$59.82
35	Computer Operator	\$33.22
36	Computer Programmer, Senior	\$95.29
37	Computer Programmer	\$91.71
38	Computer Programmer, Junior	\$86.57
39	Computer Scientist, Senior	\$103.42
40	Computer Security Systems Specialist, Senior	\$102.11

41	Computer Security Systems Specialist	\$93.09
42	Cost Analyst, Senior	\$65.51
43	Cost Analyst	\$55.98
44	Financial Analyst	\$60.74
45	Database Manager	\$57.83
46	Field Support Specialist, Senior	\$35.81
47	Field Support Specialist	\$32.33
48	Field Support Specialist, Junior	\$28.89
49	Fielding Team Chief	\$46.79
50	Installer	\$30.03
51	Maintenance Technician, Senior	\$67.88
52	Maintenance Technician	\$59.77
53	Maintenance Technician, Junior	\$51.69
54	Supply Specialist, Senior	\$43.60
55	Supply Specialist	\$36.95
56	Supply Specialist, Junior	\$33.23
57	Program Director/Manager, Senior	\$102.08
58	Program Director/Manager	\$92.26
59	Project Director/Manager	\$85.14
60	Consultant, Senior	\$133.72
61	Consultant	\$107.07
62	Operations Research/System Analyst, Senior	\$83.31
63	Operations Research/System Analyst	\$79.80
64	Operations Research/System Analyst, Associate	\$73.85
65	Logistics Manager, Senior	\$87.71
66	Logistics Manager	\$69.26
67	Staff Analyst, Senior	\$83.16
68	Simulation Technician, Senior	\$59.77
69	Simulation Technician	\$51.80
70	Staff Analyst	\$78.22
71	Program Analyst, Senior	\$67.90
72	Program Analyst	\$63.13
73	Systems Administrator	\$71.04
74	Systems Integrator	\$94.11
75	Technical Writer, Senior	\$68.16
76	Technical Writer	\$60.82
77	Illustrator	\$43.03
78	Training Specialist, Senior	\$69.01
79	Training Specialist	\$59.32
80	Training/Exercise and Military Operations Analyst	\$61.80
81	Training/Exercise and Military Operations Specialist	\$53.78
82	Training/Exercise Controller/Operator	\$47.64

	<b>Commercial Price List Labor Category</b>	<b>Offsite Rate</b>
1	Analyst Intern	\$37.82
2	Clerical/Office Automation Assistant	\$29.30
3	Clerk/Word Processor	\$36.15
4	Audio/Visual Engineer, Senior	\$60.65
5	Audio/Visual Engineer	\$52.96
6	Communications Engineer, Senior	\$122.05
7	Communications Engineer	\$97.74
8	Communications Engineer, Associate	\$88.61
9	Electrical Engineer, Senior	\$120.13
10	Electrical Engineer	\$105.46
11	Electrical Engineer, Associate	\$92.70
12	Engineering Analyst	\$86.54
13	Engineering Assistant	\$76.00
14	Engineering Intern	\$65.77
15	Human Factors Engineer, Senior	\$107.68
16	Human Factors Engineer	\$96.78
17	Logistics Engineer, Senior	\$89.20
18	Logistics Engineer	\$100.18
19	Logistics Engineer, Associate	\$72.28
20	Network Engineer, Senior	\$89.93
21	Network Engineer	\$80.59
22	Network Engineer, Associate	\$55.54
23	Safety Engineer, Senior	\$70.20
24	Safety Engineer	\$64.75
25	Security Engineer	\$70.20
26	Software Engineer, Senior	\$103.04
27	Software Engineer	\$102.95
28	Software Engineer, Associate	\$82.93
29	Systems Engineer, Senior	\$122.04
30	Systems Engineer	\$105.46
31	Systems Engineer, Associate	\$80.48
32	Test Engineer, Senior	\$107.66
33	Test Engineer	\$89.20
34	Test Engineer, Associate	\$65.18
35	Computer Operator	\$39.18
36	Computer Programmer, Senior	\$104.26
37	Computer Programmer	\$100.35
38	Computer Programmer, Junior	\$96.44
39	Computer Scientist, Senior	\$121.67
40	Computer Security Systems Specialist, Senior	\$119.44

41	Computer Security Systems Specialist	\$108.93
42	Cost Analyst, Senior	\$71.67
43	Cost Analyst	\$61.26
44	Financial Analyst	\$66.45
45	Database Manager	\$66.77
46	Field Support Specialist, Senior	\$42.26
47	Field Support Specialist	\$37.94
48	Field Support Specialist, Junior	\$34.07
49	Fielding Team Chief	\$53.54
50	Installer	\$35.12
51	Maintenance Technician, Senior	\$78.19
52	Maintenance Technician	\$70.54
53	Maintenance Technician, Junior	\$61.00
54	Supply Specialist, Senior	\$51.45
55	Supply Specialist	\$43.58
56	Supply Specialist, Junior	\$39.20
57	Program Director/Manager, Senior	\$120.46
58	Program Director/Manager	\$108.85
59	Project Director/Manager	\$91.09
60	Consultant, Senior	\$154.62
61	Consultant	\$126.34
62	Operations Research/System Analyst, Senior	\$93.84
63	Operations Research/System Analyst	\$87.31
64	Operations Research/System Analyst, Associate	\$80.80
65	Logistics Manager, Senior	\$103.50
66	Logistics Manager	\$81.72
67	Staff Analyst, Senior	\$98.13
68	Simulation Technician, Senior	\$70.54
69	Simulation Technician	\$61.14
70	Staff Analyst	\$92.31
71	Program Analyst, Senior	\$74.28
72	Program Analyst	\$69.06
73	Systems Administrator	\$83.82
74	Systems Integrator	\$111.06
75	Technical Writer, Senior	\$75.59
76	Technical Writer	\$67.76
77	Illustrator	\$50.79
78	Training Specialist, Senior	\$81.44
79	Training Specialist	\$69.99
80	Training/Exercise and Military Operations Analyst	\$72.91
81	Training/Exercise and Military Operations Specialist	\$63.47
82	Training/Exercise Controller/Operator	\$56.23

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

PREAMBLE

Engineering Solutions and Products Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

Mrs. Jan Holderness  
Phone 732-380-0018  
E-mail: [Janice.holderness@esp.us.com](mailto:Janice.holderness@esp.us.com)  
Fax 732-380-0369



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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