On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: http://www.GSAAdvantage.gov.

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>MAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEDULE NAME</td>
<td>MULTIPLE AWARD SCHEDULE</td>
</tr>
<tr>
<td>LARGE CATEGORY</td>
<td>INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>SUBCATEGORY</td>
<td>IT Services</td>
</tr>
<tr>
<td>SPECIAL ITEM NUMBER</td>
<td>54151S Information Technology Professional Services</td>
</tr>
<tr>
<td>FSC/PSC CODES</td>
<td>D399 Other Information Technology Services, Not Elsewhere Classified</td>
</tr>
<tr>
<td>CONTRACT NUMBER</td>
<td>GS-35F-0281W</td>
</tr>
<tr>
<td>CONTRACT PERIOD</td>
<td>FEBRUARY 26, 2010 TO FEBRUARY 25, 2025 (OPTION PERIOD 2)</td>
</tr>
<tr>
<td>PRICELIST CURRENT THROUGH MODIFICATION #0009, FEBRUARY 24, 2020</td>
<td></td>
</tr>
</tbody>
</table>

**CONTRACTOR:**
WeMed Services Inc.  
10413 Snapdragon Place  
North Potomac, MD 20878  
Office: 301-315-6038  
FAX: 888-421-3929  
www.wemedinc.com

**Point of Contact:**  
Jimmy Loh  
President  
301-315-6038  
jimmy.loh@wemedinc.com

**Business Size:**  
Small
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

1b. Identification of the lowest priced model number and lowest unit price for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show See pricelist

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item See labor category descriptions

2. Maximum Order: 54151S IT Professional Services: $500,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery area): Domestic delivery

5. Point(s) of production (city, county, and State or foreign country): Contact GSA Schedule Contractor.

6. Discount from list prices or statement of net price: See attached pricelist. Prices shown are net of discount.

7. Volume Discounts: None

8. Prompt payment terms: 0% Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Contractor will accept the Government Purchase Card above the micro-purchase threshold on a case by case basis.

10. Foreign Items (list items by country of origin): N/A

11a. Time of Delivery: 30 days ARO or Negotiable
11b Experedited Delivery Negotiable
11c Overnight & 2-day delivery Negotiable
11d Urgent Requirements Negotiable
12 FOB Point(s) Destination
13a Ordering Address: Contractor Address.
13b Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14 Payment Address: Contractor Address.
15 Warranty Provision: N/A
16 Export packing charges, if applicable: N/A
17 Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contractor agrees to terms and conditions.
18 Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19 Terms and conditions of installation (if applicable). N/A
20 Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
20a Terms and conditions for any other services (if applicable). N/A
21 List of service and distribution points (if applicable): Contact Contractor.
22 List of participating dealers (if applicable): None.
23 Preventive maintenance (if applicable): N/A
24a Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
24b Section 508 Compliance for EIT: www.wemedinc.com
25 Data Universal Number System (DUNS) number: 075104831
26 Notification regarding registration in SAM database Contractor is registered.
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/IAM Professional 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 I-FSS-60 Performance Incentives (April 2000)
   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.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT/IAM 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

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 (Dec 2007) 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/IAM Professional Services.

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

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:
   a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
   b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
      (1) The offeror;
      (2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

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

15. APPROVAL OF SUBCONTRACTS
The ordering activity may require that 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/IAM PROFESSIONAL SERVICES AND PRICING - Refer to GSA Pricing Section
USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

WeMed Services 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:

Jimmy Loh, President
WeMed Services Inc.
10413 Snapdragon Place
North Potomac, MD 20878 Tel: (301) 315-6038
Fax: (888) 421-3929
Email: info@wemedinc.com
(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date Contractor Date
(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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.
Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an 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 customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.
### GSA PRICES AND DESCRIPTION OF OFFERING

**Prices are inclusive of Industrial Funding Fee.**

**Agreed Escalation Rate of 1%.**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Rate w/IFF (FEB 26 2020 - FEB 25 2021)</th>
<th>GSA Rate w/IFF (FEB 26 2021 - FEB 25 2022)</th>
<th>GSA Rate w/IFF (FEB 26 2022 - FEB 25 2023)</th>
<th>GSA Rate w/IFF (FEB 26 2023 - FEB 25 2024)</th>
<th>GSA Rate w/IFF (FEB 26 2024 - FEB 25 2025)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$ 178.47</td>
<td>$ 180.25</td>
<td>$ 182.06</td>
<td>$ 183.88</td>
<td>$ 185.72</td>
</tr>
<tr>
<td>System Analyst</td>
<td>$ 142.77</td>
<td>$ 144.20</td>
<td>$ 145.64</td>
<td>$ 147.10</td>
<td>$ 148.57</td>
</tr>
<tr>
<td>Senior Application Programmer</td>
<td>$ 97.39</td>
<td>$ 98.37</td>
<td>$ 99.36</td>
<td>$ 100.35</td>
<td>$ 101.36</td>
</tr>
<tr>
<td>Application Programmer</td>
<td>$ 85.22</td>
<td>$ 86.08</td>
<td>$ 86.93</td>
<td>$ 87.80</td>
<td>$ 88.68</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$ 73.05</td>
<td>$ 73.78</td>
<td>$ 74.52</td>
<td>$ 75.26</td>
<td>$ 76.02</td>
</tr>
<tr>
<td>Data / IT Security Specialist</td>
<td>$ 142.77</td>
<td>$ 144.20</td>
<td>$ 145.64</td>
<td>$ 147.10</td>
<td>$ 148.57</td>
</tr>
<tr>
<td>User Interface Specialist</td>
<td>$ 95.17</td>
<td>$ 96.12</td>
<td>$ 97.08</td>
<td>$ 98.05</td>
<td>$ 99.02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>GSA Schedule Category</th>
<th>Min. Years of Experience</th>
<th>Min. Education</th>
<th>Functional Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Manager</td>
<td>6</td>
<td>BS</td>
<td>Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.</td>
</tr>
<tr>
<td>2</td>
<td>Systems Analyst</td>
<td>4</td>
<td>BS</td>
<td>Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.</td>
</tr>
<tr>
<td>3</td>
<td>Senior Application Programmer</td>
<td>3</td>
<td>BS</td>
<td>Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.</td>
</tr>
<tr>
<td>No.</td>
<td>GSA Schedule Category</td>
<td>Min. Years of Experience</td>
<td>Min. Education</td>
<td>Functional Responsibilities</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------</td>
<td>--------------------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Application Programmer</td>
<td>2</td>
<td>BS</td>
<td>Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.</td>
</tr>
<tr>
<td>5</td>
<td>Data / IT Security Specialist</td>
<td>4</td>
<td>BS</td>
<td>Oversees the efforts of security staff to design, develop, engineer and implement solutions to security requirements. Responsible for the implementation and development of the IT security. Performs all procedures necessary to ensure the safety of information system assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. Requires understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulate issues to management. Frequently reports to a Data Security Administration Manager. Provides support to plan, coordinate, and implement the organization’s information security. Provides a working knowledge of several of the following areas is required; understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Executes hardware/software firewalls tools.</td>
</tr>
<tr>
<td>6</td>
<td>Technical Writer</td>
<td>2</td>
<td>BS</td>
<td>Assists in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Prepares and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel. Duties include writing, editing, and graphics presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly.</td>
</tr>
<tr>
<td>7</td>
<td>User Interface Specialist</td>
<td>2</td>
<td>BS</td>
<td>Directly supports management in the preparation of presentation user interface and supports the development of contract deliverables and reports by developing and updating user interface presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the user interface generated with automated tools and the deliverable documents.</td>
</tr>
</tbody>
</table>
**Education/Experience Substitution Policy**

We recognize that successful performance depends on having personnel with the right skills and experience. These skills and experience are acquired through a proper mix of education and professional experience. We have found that skills required to support advanced technology efforts, today's problems and tomorrow's challenges, are not always supported by the traditional combination of formal education and work experience. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price.

The following tables present substitution equivalencies for education and experience requirements.

**Substitutions for Educational Requirements**
- Additional years of related experience may be substituted for degree requirements.

<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>Equivalent Experience Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>GED</td>
</tr>
<tr>
<td>Associate</td>
<td>High School plus two years related experience</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>High school plus four years related experience or</td>
</tr>
<tr>
<td></td>
<td>Associate's degree plus two years related experience</td>
</tr>
<tr>
<td>Master's</td>
<td>Bachelor's degree plus two years related experience or</td>
</tr>
<tr>
<td></td>
<td>Six years related experience</td>
</tr>
<tr>
<td>Doctorate/Ph.D</td>
<td>Bachelor's degree plus four years or</td>
</tr>
<tr>
<td></td>
<td>Master's degree plus two years or</td>
</tr>
<tr>
<td></td>
<td>Eight years related experience</td>
</tr>
</tbody>
</table>

**Substitutions for Work Experience Requirements.**
- A related degree may be substituted for years of related work experience.

<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>Equivalent Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>Two</td>
</tr>
<tr>
<td>Master's</td>
<td>Four</td>
</tr>
<tr>
<td>Doctorate/Ph.D</td>
<td>Six</td>
</tr>
</tbody>
</table>

*Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 year of experience for each year of college completed*