



Schedule
Contract

Information Technology Services
Federal Supply Schedule 70
FSC Group 70
GS-35F-0301K

ALCOSYS
SECURE SYSTEMS SOLUTIONS

1215 South Clark Street, Suite 910
Crystal Gateway 3
Arlington, VA 22202-4342
(703) 883-1883 voice
(703) 883-1887 fax

gsa@alcosys.net email

www.alcosys.net

(FY 2005 through FY 2010)



U.S. General Services Administration

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

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 D308 Millennium Conversion Services (Y2K)
- 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 Automated News Services, Data Services, or Other Information Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**ALCOSYS, Inc.
1215 South Clark Street, Suite 910
Crystal Gateway 3
Arlington, VA 22202-4342
(703) 883-1883
(703) 883-1887 fax
E-mail: gsa@alcosys.net**

Contract Number: [GS-35F-0301K](#)
Period Covered by Contract: [3/21/2005 through 3/20/2010](#)
CAGE Code: [1GRC9](#)

**U.S. General Services Administration
Federal Supply Service (FSS)**

Pricelist is current through 2010.

Contract is current through Modification # FX20 (Schedule 70 Refresh 17), and Amendment (2), effective date July 21, 2008.

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/>

-----This Section intentionally left Blank-----

TABLE OF CONTENTS

<u>Item #</u>	<u>Title</u>	<u>Page</u>
	Information for Ordering Offices	1
	Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)	8
1.	Scope	8
2.	Ordering Procedures	8
3.	Order	11
4.	Performance of Services	11
5.	Inspection of Services	12
6.	Responsibilities of the Contractor	12
7.	Responsibilities of the Government	12
8.	Independent Contractor	12
9.	Organizational Conflicts of Interest	12
10.	Invoices	12
11.	Payments	12
12.	Resumes	13
13.	Incidental Support Costs	13
14.	Approval of Subcontracts	13
15.	Description of IT Services and Pricing	13
	Corporate History and General Capabilities	13
	Labor Categories, Descriptions, and Costs	15
	GSA Schedule Prices On-Site	46
	GSA Schedule Prices Off-site	48
	U.S.A. Commitment to Promote Small Business Participation – Procurement Programs	50
	Blanket Purchase Agreements	51
	Basic Guidelines for using Contractor Team Arrangements.	54

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

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

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

The geographic scope of this contract is the 50 United States, Territories, and the District of Columbia. State and Local Governments may also order from this Schedule Contract.

2. Contractor's Ordering Address and Payment Information:

**ALCOSYS, Inc.
1215 South Clark Street, Suite 910
Crystal Gateway 3
Arlington, VA 22202-4342
(703) 883-1883
(703) 883-1887 fax
<mailto:gsa@alcosys.net>**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will 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 agencies to obtain technical and/or ordering assistance:

**(703) 883-1883 ext 29 voice
(703) 415-0222 alternate voice
(703) 883-1887 fax**

Also, contact the above for information on payments using Electronic Funds Transfer (EFT).

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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: **36-1858723**
Block 30: Type of Contractor: "**A**", **Small Disadvantaged Business**
Block 31: Woman-Owned Small Business: **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): **52-1702120**

- 4a. CAGE Code: **1GRC9**
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

6a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>As specified in order</u>

6b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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.

(The Contractor shall confirm telephonic replies in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, 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 – None
- c. Dollar Volume – None
- d. Government Educational Institutions are offered the same as all other Government Institutions
- e. Other - None

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing:

Not Applicable

10. Small Requirements: The minimum dollar value of orders to be issued is \$250.00.

11. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)

a. Special Item Number 132-51 - Information Technology (IT) Professional Services

The maximum dollar value per order for all IT Professional services will be \$5,000,000.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. 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.

b. 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.

c. 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--

- (1) Review additional Schedule Contractors' 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).

d. 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.

e. 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.

f. 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.

g. 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:

Federal departments and agencies 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 offices, 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. SECURITY REQUIREMENTS. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lesser.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, 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 Government'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.: Internet Explorer). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

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 50 United States, Territories, and the District of Columbia, except as indicated below:

Not Applicable

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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. YEAR 2000 WARRANTY—COMMERCIAL SUPPLY ITEMS - (N/A - SUPERSEDED)

(a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

(b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

----- *This Section Intentionally Left Blank* -----

**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 Government location, as agreed to by the Contractor and the ordering office.

2. ORDERING PROCEDURES

a. Procedures for IT professional services priced on GSA schedule at hourly rates.

(1) 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 IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for IT professional services contained in this pricelist 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.

(3) When ordering IT professional services ordering offices shall –

(i) Prepare a Request for Quotation:

(A) A performance-based statement of work 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.

(B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors 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 hourly 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 material orders.

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

(D) The request for quotation 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 acceptability of responses.

If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for quotation to Contractors:

(A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates 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.

(B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation 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 proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

(4) 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 –

(i) Inform contractors in the request for quotation (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.

(A) 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 and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) 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 procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(ii) 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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

(5) 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.

(6) When the ordering office's requirement involves both products as well as IT 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 greatest value in terms of meeting the agency's total needs.

(7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, 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' proposals 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.

b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

(1) 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.

(2) 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 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 service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

(3) 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--

(i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

(ii) 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

(iii) 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:

(A) 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);

(B) Offer the lowest price available under the contract; or

(C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

(4) 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.

(5) Price reductions. In addition to the circumstances outlined in paragraph (3), 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 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.

(6) 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.

(7) 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.

3. ORDER

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency 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. INSPECTION OF SERVICES

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

6. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. 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 Government.

9. 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 Government contract, without some restriction on 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 Government, ordering offices 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.

10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office 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.

11. PAYMENTS

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

14. 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.

15. DESCRIPTION OF IT SERVICES AND PRICING

ALCOSYS has extensive technical, engineering, and management proficiency. We are dedicated to meeting the needs of our clients by providing innovative, secure solutions based on the latest technologies.

Corporate History and General Capabilities

Since 1991, ALCOSYS has proven success in providing a broad range of secure IT, Systems Engineering and Technical Assistance (SETA), and Operations Support services. ALCOSYS, a woman-owned and operated, small business, delivered its first products/services to the U.S. Federal Government in the form of 10 laptop computers plus value-added services to the U.S. Coast Guard's Office of Boating Safety in 1991. During that time, ALCOSYS has evolved into an award-winning, secure technology solutions provider with a customer base that spans both commercial and government sectors. The company has a Defense Security Service (DSS) Top Secret (TS) Facility Clearance (FCL) that allows us to meet requirements for operating in multi-level secure environments, providing cross domain solutions across the defense, intelligence and civilian sectors.

ALCOYS is a trusted source of expert consulting and technical services for helping our customers develop, document, and implement programs to provide security for their data and information systems that support their mission operations and assets. Our customers rely on us to help them plan for security, review their IT security controls, assess, mitigate and manage risks, achieve FISMA¹ compliance, attain certification and accreditation, and operate and maintain high assurance systems.

ALCOSYS has the corporate capabilities and talented professionals to provide a complete range of services associated with business issues and strategic information technology architecture planning and design. This includes the analysis and evaluation of current functional or system operations and procedures, tactical planning, best of breed analysis, benchmarks, and appropriateness of emerging technologies. ALCOSYS' broad spectrum of secure systems engineering, management, and technical support services range from process re-engineering and improvement (CMMI), FISMA compliance,

¹ The Federal Information Security Management Act (FISMA) is a comprehensive framework for securing the federal government's information technology. It provides a set of specific guidelines for federal agencies on how to plan for, budget, implement, and maintain secure systems.

systems security certification and accreditation including DIACAP²/NIACAP³ and DCID⁴ 6/3, HSPD⁵-12 implementation, to business/project management, and technical advisory services.

We deliver Information Security (INFOSEC) and Information Assurance (IA) services that involve systems evaluation, documentation development, and on-site support of multiple security level systems and cross-domain solutions. We provide services to support Information Assurance (IA) Vulnerability Alerts (VA) Compliance Validation (CV) and the DoD Computer Emergency Response Team (CERT). Our personnel are well educated with degrees and professional certifications in their areas of proficiency. Our INFOSEC personnel are trained in the National Security Agency's (NSA's) INFOSEC Assessment Methodology (IAM), which provides a standardized baseline for the analysis of the INFOSEC posture of automated information systems. They are also qualified in the Common Criteria for Information Technology Security Evaluation, which is a comprehensive, rigorous method for specifying the security functionality and assurance requirements for information technology systems and products, usually in the form of protection profiles. In addition, they are skilled in both the DIACAP and the NIACAP methodologies.

ALCOSYS' business mission is straightforward – we deliver secure systems solutions.

Pricing

On the following pages, we provide a listing of labor categories and fully burdened labor rates offered by ALCOSYS as well as labor category descriptions. The first page lists the labor categories. The table following provides a brief description of each labor category. The final listing provides more detailed position descriptions of the labor categories. These include nine (9) categories of management/specialist type personnel and seventeen (17) other labor categories with three professional levels of each. P1 is an entry-level position, P2 is the fully qualified professional level, and P3 is the senior or middle management level professional in the designated category.

The fully burdened labor rates for each fiscal year (on-site and off-site) are shown on pages 46 through 49.

Information on Labor Categories, Descriptions, and Costs Offered for ADP Services is contained in the pages following.

² DoD Information Assurance Certification and Accreditation Process (DIACAP)

³ National Information Assurance Certification and Accreditation Process (NIACAP)

⁴ Director of Central Intelligence Directives (DCID)

⁵ Homeland Security Presidential Directive

LABOR CATEGORY DESCRIPTIONS

The following labor category descriptions provide a guide to the typical levels of education, technical and management competence, and professional maturity for the specified levels. They are “minimum requirements” as regards education and/or experience. In some instances, degrees may be substituted for years of experience, where indicated. A PhD may be substituted for four (4) years experience. A Master’s degree for two (2) years experience.

ALCOSYS, Inc.

<u>Labor Category</u>	<u>Description</u>
Applications Engineer P1	<p>The Applications Engineer P1 analyzes functional business applications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation. Enhances software to reduce operating time or improve efficiency.</p> <p><u>Qualifications and Experience:</u> The Applications Engineer P1 has a minimum of three years experience in applications programming on large scale data base management systems, knowledge of computer equipment and ability to develop software to satisfy design objectives. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is typical.</p>
Applications Engineer P2	<p>The Applications Engineer P2 analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.</p> <p><u>Qualifications and Experience:</u> The Applications Engineer P2 has a minimum of six years experience in applications programming on large scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is normal.</p>
Applications Engineer P3	<p>The Applications Engineer P3 supervises the analyses of functional business applications and design specifications for functional activities. Reviews and approves block diagrams and logic flow charts. Translates detailed design into computer software. Ensures that the computer software meets all specifications and delivers the required product. Reviews and approves documentation, including both program-level and user-level documentation. Directs the enhancement of software to reduce operating time or improve efficiency. Provides overall supervision and technical direction to programmers to ensure program objectives and deadlines are met.</p> <p><u>Qualifications and Experience:</u> The Applications Engineer P3 has a minimum of ten years experience in applications programming on large scale data base management systems, proven supervisory capability, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. A Bachelors degree or higher in Computer Science, Information Systems, Engineering, Business, or</p>

Labor Category

Description

other related discipline is normal.

Applications Programmer P1

The Applications Programmer P1 analyzes functional, business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Qualifications and Experience: This position requires a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of five years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Applications Programmer P2

The Applications Programmer P2 analyzes functional, business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Qualifications and Experience: The Applications Programmer P2 has a minimum of Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she has at least five years total experience with recent experience as an applications programmer on large-scale data base management systems. Must have knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Applications Programmer P3

The Applications Programmer P3 directs the analysis of functional, business applications and design specifications for functional activities. Directs the development of block diagrams and logic flow charts. Supervises the translation of detailed design into computer software. Ensures that the software is properly and completely tested and debugged to assure conformance to requirements. Directs the preparation of required documentation, including both program-level and user-level documentation. Ensures that software enhancements actually reduce operating time or improve efficiency. Provides supervision and technical direction to programmers to ensure program deadlines are met.

Qualifications and Experience:
This position typically requires a minimum of a Bachelors degree in

Labor Category

Description

Computer Science, Information Systems, Engineering, Business, or other related discipline. The Applications Programmer P3 has a minimum of eight years experience including at least three years experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to manage personnel and direct technical quality work.

Business Analyst P2

The Business Analyst P2 develops, analyzes, evaluates, and advises on methods and techniques to improve organization, work processes, procedures, information systems, documentation, and similar Functions. Conducts management and organizational studies involving analysis of specific programs, functions and organizations. Based upon study findings, assists in the development of detailed recommendations on methods, procedures to apply, and alternative ways to organize efficiently and generate staff and dollar savings.

Develops project plans and determines resource needs. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with appropriate managers or specialists. Identifies problems and develops recommendations. Coordinates action with client and corporate staff. Keeps Program Manager aware of status, problems, and solutions.

Qualifications and Experience: The Business Analyst P2 has a minimum of four years of demonstrated experience in business process improvement within information resource management organizations. A Bachelors degree in Computer Science, Information Systems, or another related field may be substituted for two years of experience. The Computer Analyst must be skilled in the use of Microsoft Windows software, including Word, PowerPoint, and Excel, and have the ability to work independently or as part of a team.

Business Analyst P3

The Business Analyst P3 directs the development, analyses, and evaluations of system hardware and software. He/she recommends methods and techniques to improve organization, work processes, procedures, information systems, documentation, and similar Functions. Conducts management and organizational studies involving analysis of specific programs, functions and organizations. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staff and dollar savings.

Develops project plans and determines resource needs. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with appropriate managers or specialists. Identifies problems and develops recommendations. Coordinates action with client and corporate staff. Keeps Program Manager aware of status, problems, and solutions.

Qualifications and Experience: The Business Analyst P3 has a minimum of six to eight years of demonstrated experience in business

Labor Category

Description

process improvement within information resource management organizations. A Bachelors degree in Computer Science, Information Systems, or another related field is also minimum requirement. Must have demonstrated supervisory capabilities.

The Business Process Consultant applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business staff.

Business Process Consultant

Qualifications and Experience: The Business Process Consultant has a minimum of a bachelor's degree in an appropriate discipline and has approximately 10 years of experience in facilitation, training, methodology development and evaluation. She should have performed process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. A Masters degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline may be substituted for three years experience

Computer Analyst P1

The Computer Analyst P1 conducts analyses on methods and techniques to improve work processes, procedures, information systems, or documentation. Assists in the development of detailed recommendations on methods, procedures. Assists in the development of project plans. Obtains information needed to perform analysis. Suggests methods for securing the required information and develops survey data sources. Identifies problems and develops recommendations.

Qualifications and Experience: The Computer Analyst P1 should have a minimum of two years of experience. A Bachelors degree in Computer Science, Information Systems, or another related field is a minimum requirement. The Analyst must be skilled in the use of Microsoft Windows software, including Word, PowerPoint, and Excel.

Computer Information Systems Auditor

Audits new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems and procedures are in compliance with corporate standards. Analyzes information technology requirements, systems, project plans, test plans, and test results, identifying complex technical problems; guiding and conducting research, determining and recommending complex and unique solutions; selecting from alternatives; advising others on how to complete corrective actions and generally acting independently to resolve regulatory and standards compliance issues and information system problems. Ensures all IT Policies and Procedures are followed with specific emphasis on SOX/NAIC Model Audit Role. Provides guidance and direction to all IT personnel in the audit of internal controls for financial, business, and

Labor Category

Description

administrative applications to include Security, Change Management and Operations controls. Interfaces with Senior Management and external auditors. Assists with external audit preparations and assists Program Manager in managing Information Security Management Systems. Assists in mapping IT standards and conforming to those standards (e.g., CoBiT, ISO 27001, ISO 17799, ISACA's IS standards). Writes or assists in constructing security policies and procedures. Maintains information security framework. Evaluates available information security and audit software and tools.

Prepares audit work papers in compliance with internal audit policies for information systems. Recommends improvements to policies, procedures, efficiency and controls. Conducts information systems operational audits for data security and information integrity. Prepares reports presenting findings and recommendations.

Qualifications and Experience: Requires at least a Bachelor's degree in Computer Science, Information Technology, Business, Management, Finance, Accounting, or related discipline, or equivalent experience. Master's degree or PhD preferred. Certified Information Systems Professional (CISSP), Certified Information Security Manager (CISM), Certified Information System Auditor (CISA) or similar security professional certification or certification in process preferred. Ten (10) years experience in industry with at least three (3) years experience with information technology auditing, finance/accounting or a related discipline, and practical knowledge of auditing techniques, and information systems and technology fundamentals.

The Computer Security Systems Specialist analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements in conformance to PDD 63 initiatives. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also includes risk assessment.

Computer Security Systems Specialist

Qualifications and Experience: The Computer Security Systems Specialist has a minimum of ten years of experience with recent specific experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems. A Bachelors degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for two years experience.

Computer Technical Analyst P1

The Computer Technical Analyst P1 reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and that the solutions will satisfy the user's requirements.

Qualifications and Experience: This position requires a minimum of an Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This

Labor Category

Description

position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years, and at least four years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Computer Technical Analyst P2

The Computer Technical Analyst P2 reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and that the solutions will satisfy the user's requirements.

Qualifications and Experience: The Computer Technical Analyst P2 has a minimum of an Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she will have approximately six years experience including: system analysis and evaluation of hardware capabilities and configurations. Typical experience also includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Computer Technical Analyst P3

The Computer Technical Analyst P3 reviews complex computer systems in terms of machine capabilities and man-machine interface. Prepares/reviews reports and studies concerning hardware. Prepares/reviews functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and that the solutions will satisfy the user's requirements.

Qualifications and Experience: The Computer Technical Analyst P3 has a minimum of an Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. He/she will have approximately ten years experience with four years of system analysis and evaluation of hardware capabilities and configurations. Other experience includes increasing responsibilities including supervision with ADP systems, including systems analysis and programming. Must demonstrate the ability to successfully train, supervise and direct staff in the performance of the above tasks.

Configuration Management Specialist

Responsible for configuration management planning, describing provisions for configuration identification, change control, configuration status accounting and configuration audits. Identifies Configuration Items (CIs) and establishes and maintains a CI baseline inventory repository. Conducts periodic audits of CIs to monitor the status of inventory. Originates and maintains Configuration Management (CM) repositories, files and drawings. Tracks all configuration changes via change control processes. Maintains spare parts, equipment and consumable inventory databases. Issues supplies and equipment. Maintains statistical analyses of usage. May serve as task or team lead. May supervise and direct the work of other CM specialists. Provides training on CM processes, practices, software and/or systems. Coordinates Engineering Change reviews, consolidates team input, and conducts CM

Labor Category

Description

	<p>working meetings, such as Local Configuration Control Board (LCCB) and Configuration Status Accounting (CSA) database development meetings.</p> <p><u>Qualifications and Experience:</u> Requires a Bachelor’s degree in Business, Finance, Management, Computer Science, Information Systems, or equivalent. Advanced degree preferred. Minimum twelve (12) years information technology experience with at least five (5) years experience in change management, CM audit, and consumable inventory tracking, documentation review, Configuration Status Accounting (CSA), Physical Configuration Audits (PCA), CCB membership, CSA databases, development of top down breakdown structures, etc.</p>
<p>Consultant</p>	<p>Provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports technical solutions. Other experience includes process improvement diagnoses, modeling, documentation and benchmarking activities. Responsibility Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation.</p> <p><u>Qualifications and Experience:</u> A Bachelors degree in Computer Science, Engineering, Information Systems, Information Assurance, Business, or related discipline. Minimum eight (8) years of work experience, with exposure to information technology that includes proficiency with one or more application architectures and development methodologies, support of program management, exposure to client issues, and development of project deliverables and programming capabilities.</p>
<p>Cost Analyst</p>	<p>Provides technical and financial justifications obtained by collecting data relevant to decision tree and displaying resulting information in standard formats. May also be responsible for financial analysis and cost accounting.</p> <p><u>Qualifications and Experience:</u> Requires a Bachelors degree in Business, Finance, Accounting, Information Management, Acquisition, or related discipline. Minimum eight (8) years experience with at least two (2) years experience in financial analysis in support of information resource management, or business and administrative systems.</p>
<p>Data Architect</p>	<p>Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Serves as information technology resource on project team. Duties include designing software, coding in various languages, debugging, testing, integrating the final product, and documenting all programming related activities.</p>

Labor Category

Description

<p>Data Base Administrator (DBA) P1</p>	<p><u>Qualifications and Experience:</u> A Bachelors degree in Computer Science, Engineering, Information Systems, Business, or related discipline. Minimum six (6) years of work experience, with a minimum of three (3) years of experience with design issues, analysis of project data, file organization and indexing methods, and security procedures for specific user applications.</p> <p>The Data Base Administrator P1 performs database support functions. Participates in the software development process including secure design, implementation and maintenance. Participates in the partitioning of systems. Assists in problem solving, implementation practices.</p> <p>Assists in reviewing computer database information software support systems and data requirements. Assists in the performance of test plans and documentation of test data for operating systems and support software. Assists with the documentation of data requirements, system test and implementation plans, and system demonstrations.</p> <p><u>Qualifications and Experience:</u> The Data Base Administrator P1 has a minimum of one year of direct DBA experience. He/she must have demonstrated system evaluation experience. A Bachelors degree in Computer Sciences, Systems Analysis, Information Systems, Software Engineering, or related field may reduce the length of experience.</p>
<p>Data Base Administrator (DBA) P2</p>	<p>The Data Base Administrator P2 performs database design functions. Participates in the entire software development process from the establishment and definition of requirements to secure design, implementation, acceptance, and maintenance. Participates in the partitioning of systems and in defining database information systems and subsystems. Assists in problem solving, implementation practices.</p> <p>Provides technical guidance to systems and applications programmers. Participates in the conceptual system design and specification. Assists in reviewing computer database information software support systems and data requirements as well as communication and response needs, and recommends operating systems and languages to support them. Assists in the development of test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.</p> <p><u>Qualifications and Experience:</u> The Data Base Administrator P2 has a minimum of four years of direct DBA experience. He/she must have demonstrated business practice, and system evaluation experience. A Bachelors degree in Computer Sciences, Systems Analysis, Information Systems, Software Engineering, or related field may reduce the length of experience.</p>
<p>Data Base Administrator (DBA) P3</p>	<p>The Data Base Administrator P3 performs high-level database design functions. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the partitioning of systems at the highest level, and in defining secure database information systems and subsystems. Provides leadership in problem solving, implementation practices, and selection of theory. Manages the software</p>

Labor Category

Description

	<p>development process based on cost and personnel factors.</p> <p>Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability; is reliable, serviceable, and maintainable; has demonstrable accuracy, privacy, and security; and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.</p> <p><u>Qualifications and Experience:</u> The Data Base Administrator P3 has a minimum of eight years of direct DBA experience. He/she must have demonstrated program and staff management, business practice, and system evaluation experience. A Bachelors degree in Computer Sciences, Systems Analysis, Information Systems, Software Engineering, or related field may reduce the length of experience.</p>
<p>Data Base Management Specialist P2</p>	<p>The Data Base Management Specialist P2 provides technical expertise in the use of DBMS. Recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.</p> <p><u>Qualifications and Experience:</u> The Data Base Management Specialist P2 has a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she has four years of experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals. Experience also includes systems analysis and programming. Demonstrated ability to work independently or under only general direction.</p>
<p>Data Base Management Specialist P3</p>	<p>The Data Base Management Specialist P3 provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.</p> <p><u>Qualifications and Experience:</u> The Data Base Management Specialist P3 has a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she has minimum six years experience including demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to supervise staff and/or work independently.</p>
<p>Data Entry/Administrative Support Specialist</p>	<p>Responsible for quality, productivity, cost effectiveness, and timeliness of work to ensure efficient and effective conversion and verification of</p>

Labor Category

Description

data into computer-readable form. Work may involve entering, verifying, researching, coding, correcting, or retrieving information from source documents and/or computer system with a high level of accuracy. Assists in updating records on automated computer system to ensure current data is available. Performs computer-related work, administrative support tasks, and assists with various projects as assigned.

Qualifications and Experience: Requires An Associates degree or equivalent. Minimum Three (3) years experience with at least one (1) year experience in administrative support/data processing.

Data Security Analyst

Contributes technical solutions in support of security policies, procedures, and other issues as they relate to the access of data, information systems equipment or other resources under the jurisdiction of the information systems department. Provides technical support for ensuring the confidentiality, integrity, and availability of data stored, transmitted, or processed on information systems devices. Helps guard against unauthorized access, modification, or destruction. Educates end users with regard to data security concepts, acceptable use and end user responsibility for protecting information assets. Monitors and administers security mechanisms that provide access control and user account management. Assists in conducting audits as needed to ensure compliance with published policies relating to the security of information system resources.

Qualifications and Experience: Requires a Bachelors degree in Computer Science, Information Technology, Management Information Systems, or related discipline. A minimum of five (5) years experience with at least two (2) years experience in data management. Understanding of separation of duties with respect to security, roles, permissions, user profiles, process groups, and query security required with strong knowledge of access control concepts, data security concepts and principles.

Desktop Publishing Specialist P2

The Desktop Publishing Specialist P2 performs low-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic Publishing system and desktop software programs, such as WORD for Windows, PageMaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files. Performs periodic maintenance of desktop publishing equipment, including laser printers. Responds to telephone and in-person inquiries from users or potential users. Prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications and Experience:

The Desktop Publishing Specialist P2 has a minimum of five years of experience including recent experience in the areas outlined above. An Associate degree in a directly related field may be substituted for two

Labor Category

Description

Desktop Publishing Specialist P3

years work experience.

The Desktop Publishing Specialist P3 performs high-level electronic publishing. Prepares style sheets, operates and/or trains/directs staff to operate software programs such as the GPO electronic Publishing system and desktop software programs, such as WORD for Windows, PageMaker, and Ventura. Reviews and verifies a wide variety of administrative and technical data, supervises system backups, and reviews final publications. Provides training and technical assistance to staff and users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents

Qualifications and Experience: The Desktop Publishing Specialist P3 has a minimum of eight years of experience in the areas outlined above. Recent supervisory experience is a must. An Associate degree in a directly related field may be substituted for two years work experience.

Disaster Recovery Administrator

Recognized expert, responsible for the overall security and integrity of organizational electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for ensuring the business resumption plan adequately addresses the organization's requirements and established time frames. Responsible for day-to-day security administration of the organization's data systems and data networks including systems access administration.

Qualifications and Experience: Requires at least a Bachelor's degree in Business Administration, Management Information Systems, Computer Science, Information Technology, or related discipline, and/or equivalent experience. Equivalent experience may include Information Systems Security Manager, Information Systems Security Analyst, or Information Systems Security Engineer duties. Master's degree or PhD preferred. Minimum fifteen (15) years experience with at least five (4) years experience in Business Continuity planning, Disaster Preparedness, or Emergency Management.

Disaster Recovery Analyst

Responsible for security and integrity of assigned electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems and data networks to insure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for ensuring the business resumption plan adequately addresses the organization's requirements and established time frames.

Qualifications and Experience: Requires at least a Bachelor's degree in Business Administration, Management Information Systems, Computer

ALCOSYS, Inc.

Labor Category

Description

Science, Information Technology, or related discipline, and/or equivalent experience. Equivalent experience may include Information Systems Security Manager, Information Systems Security Analyst, or Information Systems Security Engineer duties. Master's degree or PhD preferred. Minimum ten (10) years experience with at least three (3) years experience in Business Resumption planning, Emergency Preparedness, or Disaster Management.

Documentation Specialist

Applies knowledge of word processing and graphics to perform page layouts, graphics layouts, and proper selection and use of Technical language and grammar to develop, draft, edit, and revise documentation to include User Manuals, Operating Guides, Reports, and presentation materials for corporate and/or stand alone computing systems applications. Develops flow charts and system workflow graphics. May assist in entering and managing financial management systems data for project reports and briefings.

Qualifications and Experience: An Associates degree from an accredited college or university with minimum two years of related experience. Serves as senior subject matter expert associated with content, processes, and procedures associated with ERP. Defines detailed requirements, analyzes business needs, and validates solutions with the client. Details requirements through product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs. Applies functional knowledge to design and customize workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans, and works with production issues.

Enterprise Resource Planning (ERP) Analyst

Qualifications and Experience: A Bachelors degree (BS/BA) in Business Administration, Finance, Marketing, Systems Engineering, Economics, Management Information Systems or equivalent discipline. At least twelve (12) years of experience that includes support of enterprise-level programs, process documentation, life-cycle management, exposure to information technologies, and development of deliverables.

Financial Analyst

Analyzes financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability. Reviews costs and performs cost benefit analyses related to projects and/or programs. Performs statistical, cost, and financial analysis of data reported in the various accounting systems. Develops financial reports for forecasting, trending, and results analyses. Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles. Applies a working knowledge of applicable laws and regulations; verifies documents for completeness and compliance with government and private agencies. Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.

Qualifications and Experience: Requires Bachelor's degree in accounting, business, finance, or related discipline. MBA preferred. Minimum six (6) years progressively responsible, related financial

Labor Category

Description

	<p>experience. Advanced knowledge in the use of financial software applications, databases, spreadsheets, and/or word processing.</p>
	<p>Applies knowledge of Incident Management policies and frameworks, Incident Response, and Forensics tools to handle incidents in accordance with NIST SP 800-61. Expertise in federal government regulations and requirements including those in accordance with FISMA, OMB, GAO, NIST. May be required to develop, update, and maintain appropriate Certification & Accreditation packages based on NIST, DCID 6/3, DIACAP, and other applicable standards. Duties may entail conducting System Test and Evaluations, reviewing Privacy Impact Assessments, Self Assessments, Risk Based Decisions, and Plan of Actions and milestones.</p>
<p>Forensic Security Analyst</p>	<p>Proficient in use of forensics tools with ability to communicate effectively with technical and non-technical senior level officials and program managers and to create executive level presentations and technical papers.</p> <p><u>Qualifications and Experience:</u> Requires a Bachelors degree in Computer Science or Information Management; Certified Information Systems Professional (CISSP), Certified Information Security Manager (CISM), Certified Information System Auditor (CISA) or similar security professional certification or certification in process preferred. Minimum of twelve (12) years related security experience with at least four (4) years experience in computer forensics, data recovery, or incident handling.</p>
	<p>The Functional Analyst P1 analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.</p> <p><u>Qualifications and Experience:</u> This position requires a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.</p>
<p>Functional Analyst P1</p>	<p>The Functional Analyst P2 analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.</p> <p><u>Qualifications and Experience:</u> This position typically requires a minimum of Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline as well as six years experience as an analyst. Recent specialized experience typically includes developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.</p>
<p>Functional Analyst P2</p>	<p>The Functional Analyst P3 directs the analyses of user needs to determine functional and cross-functional requirements. He directs the</p>

Labor Category

Description

performance of functional allocation to identify required tasks and their interrelationships. Identifies and obtains resources required for each task.

Qualifications and Experience: This position typically requires a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and nine years experience. Recent specialized experience normally includes developing requirements for complex integrated ADP systems. Must demonstrate the ability to supervise personnel and allocate resources.

Graphics Specialist

Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications and produces brochures, briefings, displays, and other materials. Prepares graphics/illustrations for projects from conceptualization and development to final presentation. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Prepares camera-ready copy. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. May act as a technical consultant on matters of design, composition and methods of presenting technical data. Trains other personnel in proper use of computer graphic equipment. Uses a broad range of graphics production software and equipment. Exercises creative judgment and originality by translating needs into graphics products. May participate in website design.

Qualifications and Experience: An Associates degree from an accredited college or university, or certification in graphic design or other related design with minimum eight (8) years general experience with at least four (4) years experience developing graphics/artistic presentations for publications and/or technical documentation using word processing or graphics software programs or desktop publishing systems. Experienced in applying the principles and techniques used in the preparation of graphics materials. Experienced working independently and as a team lead.

Imaging Systems Engineer

The Imaging Systems Engineer applies process improvement practices, standard methodologies and principles to imaging systems projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Establishes standards for imaging systems procedures. Develops and applies organization-wide information models for use in designing and building secure, integrated shared software and image management systems. Constructs sound, logical imaging systems strategies consistent with the Corporate Information Management (CIM) guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

Qualifications and Experience: This individual has a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and has approximately ten years in imaging/automated document management systems development, functional and data requirements analysis, systems

Labor Category

Description

analysis and design, programming, program design and documentation preparation. Additional experience typically includes the implementation of imaging projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. The individual has the ability to work independently or under only general direction. A Master's Degree or other Post Graduate degree (in the fields described above) may substitute for up to three years of experience.

Information Engineer P1

The Information Engineer P1 performs database design functions. Participates in the software development process including implementation, acceptance, and maintenance. Assists in problem solving, implementation practices. Assists in the conceptual secure system design and specification. Assists in reviewing computer database information software support systems, data and security requirements. Assists in the development of test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Qualifications and Experience: The Information Engineer P1 has a minimum of a bachelor's degree in an appropriate discipline and a minimum of three years of direct experience in software development and systems analysis, including all of the areas outlined above.

Information Engineer P2

The Information Engineer P2 performs database design functions. Participates in the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the partitioning of systems, and in defining database information systems and subsystems. Assists in problem solving, implementation practices. Provides technical guidance to systems and applications programmers. Participates in the conceptual secure system design and specification. Assists in reviewing computer database information software support systems, data and security requirements, as well as communication and response needs. Assists in the development of test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Qualifications and Experience: The Information Engineer P2 has a minimum of a bachelor's degree in an appropriate discipline and a minimum of eight years of direct experience in software development and systems analysis, including all of the areas outlined above.

Information Engineer P3

The Information Engineer P3 performs high-level database design functions. Participates in the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the partitioning of systems at the highest level, and in defining secure database information systems and subsystems. Provides leadership in problem solving, implementation practices, and selection of theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs

Labor Category

Description

	<p>and participates in the conceptual secure system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.</p> <p><u>Qualifications and Experience:</u> The Information Engineer P3 has a minimum of a bachelor's degree in an appropriate discipline and a minimum of 12 years of direct experience in software development and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Network Administration or Communications may be substituted for four years of experience.</p>
<p>Information Security Engineer</p>	<p>Reviews system audit records and intrusion detection data to assist ISSOs and incident response personnel in identifying anomalies and security incidents. Communicates with users and management on potential threats to information systems environment. Assists with incident response and recommends corrective actions. Works with systems/applications personnel to identify and address IA/INFOSEC improvement areas; attends technical exchange meetings, working groups, and other forums; and helps management and their staffs in accomplishing IA/INFOSEC responsibilities. Performs system certification and accreditation planning and testing and liaison activities, and supports secure systems operations and maintenance. Performs security engineering analysis, risk analysis, and vulnerability studies on systems and applications under development. Conducts network scans, Information Assurance tests, regression tests, and functional security software tests.</p> <p><u>Qualifications and Experience:</u> Requires at least a Bachelor's degree in Computer Science, Information Technology, Management or related discipline, or equivalent experience. Equivalent experience may include Information Systems Security Manager, Information Systems Security Analyst, or Information Systems Security Officer. Minimum eight (8) years experience with at least five (3) years experience in Information Assurance and/or INFOSEC.</p>
<p>Information Systems Security Analyst</p>	<p>Provides Information Systems Security (INFOSEC) Management and Information Assurance (IA) Program support to include: assisting in planning, organizing, implementing, and executing IA/INFOSEC programs; developing policies, procedures, standards, and instructions on IA/INFOSEC activities; working with Information Systems Security Officers (ISSOs) to advise, coordinate and facilitate resolution of IA/INFOSEC issues; drafting, reviewing, and/or providing guidance on IA/INFOSEC requirements, system security plans, security architectures and diagrams, test plans and scripts, certification and accreditation packages, etc.; assessing adequacy of security controls/procedures and</p>

Labor Category

Description

	<p>recommending certification and/or accreditation; interpreting and providing guidance/assistance on National, Department of Defense, and Intelligence Community directives, regulations, instructions, etc.</p> <p><u>Qualifications and Experience:</u> Requires a Bachelor’s degree in computer science, network systems, management or related discipline or equivalent experience. Equivalent experience may include Information Systems Security Manager, Information Systems Security Officer, or Information Systems Security Engineer. Eight (8) years experience in information systems with at least three (3) years experience in Information Assurance or INFOSEC.</p>
<p>Information Systems Security Officer</p>	<p>Provides information security certification and accreditation support for all applications, systems and networks in accordance with appropriate policies and requirements. Develops and writes Information Assurance, Security, and C&A Documentation such as: System Security Plans (SSP and SSAA), Security Concept of Operations (SCONOPS) documents, System Test and Evaluation Plans and Reports, Security White Papers, Risk Assessments, Vulnerability Reports, POA&M Reports, Security User Guides, and other accreditation support documentation.</p> <p>Reviews and implements security policies and procedures. Coordinates hardware and software purchases, movement into and out of classified areas, and customer approvals. Safeguards the network against unauthorized infiltration, modification, destruction or disclosure. Conducts virus incident response and clean up. Performs system analysis and vulnerability studies. Develops, tests, and operates firewalls, intrusion detection systems, enterprise anti-virus systems and software deployment tools.</p> <p><u>Qualifications and Experience:</u> Requires at least a Bachelor’s degree in Computer Science, Information Technology, Management or related discipline, or equivalent experience. Equivalent experience may include Information Systems Security Manager, Information Systems Security Analyst, or Information Systems Security Engineer. Minimum ten (10) years experience with at least four (4) years experience in Information Assurance and/or INFOSEC.</p>
<p>INFOSEC Analyst</p>	<p>Establishes Information Security processes and procedures. Identifies security risks and make recommendations for risk mitigation. Analyzes basic customer security requirements and makes recommendations for improvement. Investigates information security logging and violation reports and determines risks along with the appropriate actions. Provides training and guides other members of the team and develops department policies and reviews work flow with other members of the team. Participates in implementation, maintenance, and troubleshooting of all information security system and hardware. Develops plans to upgrade existing information security software/hardware. Communicates with project members regarding status of projects and escalates as required. Analyzes work processes and workflows and makes recommendations for improvement. Meets with various persons as a member of project teams to develop plans for improvement activities. May prepare and submit audit reports and provide timely and accurate information to management. Promotes customer information security compliance, according to corporate and local security</p>

Labor Category

Description

	<p>standards.</p> <p><u>Qualifications and Experience:</u> Requires a Bachelors degree in Business, Information Technology, Management Information Systems, Math, or related discipline. A minimum of six (6) years experience with at least two (2) years experience in information/computer security, program/policy implementation or a combination of training and experience commensurate with the required skills and knowledge. Certifications such as CISSP, CISA, CISM, IAM, ITIL, and Six Sigma preferred.</p>
<p>IV & V Engineer</p>	<p>Conducts complete life cycle Independent Verification and Validation (IV&V) of complex systems. Creates test plans, test specifications and test procedures, as well as test reports and formal test result presentations. Ensures that all software development projects meet the milestones and can fulfill the allocated system requirements. Conducts system/application testing at various levels of development lifecycle to ensure that systems fulfill requirements consistent with design specifications and applicable standards and conventions.</p> <p><u>Qualifications and Experience:</u> Requires at least a Bachelors degree in Systems Engineering, Computer Science, Math, or related discipline and Ten (10) years of related experience.</p>
<p>Manager</p>	<p>Serves in the role of team leader over assigned support areas, often filling the position of project team lead and instructing, directing, and monitoring the work of other IT personnel. Assumes responsibility for selecting and using appropriate consulting tools and resources for the project. Conducts analysis of work plan completeness, prepares status reports and supports quality control practices. Performs analyses of fundamental client issues, assesses appropriate alternatives, and recommends solutions. Communicates client expectations to project team, and escalates appropriate issues to senior level project staff. Maintains technical knowledge within industry and service line.</p> <p><u>Qualifications and Experience:</u> Requires at least a Bachelors degree and at least seven (7) years of professional work experience with a minimum of two (2) years management or supervisory experience.</p>
<p>Network Administrator P1</p>	<p>The Network Administrator P1 assists other administrators in maintaining large LAN systems; helps support a Wide-Area Network system using TCP/IP, which includes connectivity to mainframes. Performs installation of workstations. Other duties included providing technical and software support to end-users. Responsible for installing, maintaining, and upgrading computer workstations and software. Provides maintenance and repairs of computers and peripheral.</p> <p><u>Qualifications and Experience:</u> The Network Administrator P1 has a minimum of two years of LAN/WAN experience. An Associate degree in a related field may be substituted for one year of experience.</p>
<p>Network Administrator P2</p>	<p>The Network Administrator P2 assists other administrators in maintaining large LAN systems; helps support a Wide-Area Network system using TCP/IP, which includes connectivity to mainframes. Coordinates and performs installation of workstations. Other duties</p>

Labor Category

Description

	<p>included providing technical and software support to end-users. Responsible for installing, maintaining, and upgrading computer workstations and software. Provides technical assistance and training. Performs evaluations of computer hardware and software. Serves as liaison with vendors for new hardware/software purchases. Assists clients in solving their computer related and networking problems. Provides maintenance and repairs of computers and peripheral.</p> <p><u>Qualifications and Experience:</u> The Network Administrator P2 has a minimum of four years of LAN/WAN experience and an Associate degree in a related field.</p>
Network Administrator P3	<p>The Network Administrator P3 directs other administrators in maintaining large LAN systems; supervises support of Wide-Area Network systems using TCP/IP, which includes connectivity to mainframes. Other duties included directing technical and software support to end-users. Responsible for ensuring proper installation, maintenance, and upgrading of computer workstations and software. Provides technical direction and training. Performs evaluations of computer hardware and software. Serves as liaison with vendors for new hardware/software purchases. Assists clients in solving their computer related and networking problems.</p> <p><u>Qualifications and Experience:</u> The Network Administrator P3 has a minimum of eight years of LAN/WAN experience including supervisory experience. An Associate or higher degree in a related field is typical.</p>
Network Planning Manager	<p>Responsible for long-term strategic planning to ensure network capacity meets current and future network requirements including planning for remote hardware and communications facilities, development and implementation of methodologies for system analysis, installation, and support. Defines and develops methodology to ensure compatibility of all software and hardware products at each facility. Provides ongoing coordination in the analysis, acquisition, and installation of remote hardware and software. May supervise Network Planning Analysts.</p> <p><u>Qualifications and Experience:</u> Requires at least a Bachelors degree in Management, Business, Information Technology, or related discipline. Fifteen (15) years of professional work experience in information technology with a minimum five (5) years in a management or supervisory role to include management of project resources and delivery schedules, project delivery and technical integration, ability to drive IT Strategy and planning changes at the executive levels.</p>
Network Security Analyst	<p>Responsible for creating Information Security Requirements, creating and enforcing Information Security Policies, educating the organization on these policies, and providing support in a wide range of information security areas. Responsibilities may include the participating in requirements gathering and analysis sessions with representatives of various lines of business within the enterprise; developing and documenting application security requirements; developing Information Security policies and supporting their implementation and enforcement; providing Information Security communications, including Training and Awareness. Work may address and support a wide range of information security areas, such as Network Intrusion Prevention; Host</p>

Labor Category

Description

Intrusion Prevention; Firewalls; Anti-Virus Software and Patch Management; Network Security Monitoring and Support; Secure Extranet; Security Incident Response; Information Security Assessments; Identity Management; Public Key Infrastructure (PKI); Rights Management; and Network Access Control. Requires currency on emerging security threats and new security technologies.

Qualifications and Experience: Requires a Bachelors degree in Computer Science, Information Technology, Information Assurance, or related discipline. A minimum of twelve (12) years experience with at least four (4) years of direct network security experience to include IP networking, networking protocols and security-related technologies. These include encryption, IPSec, PKI, RADIUS, VPNs, firewalls, proxy services, DNS, PGP, SSL, code signing, digital signature and digital rights management. CISSP, CISA, CISM or other security, networking or systems administration certifications preferred.

The Network Specialist P1 ensures that the LAN/WAN is capable of providing required services by supporting the network infrastructure through the use of troubleshooting and problem resolution in a production environment. Provides daily operational support for LAN/WAN networks, including firewalls. Supports the planning, and installation of hardware and software upgrades.

Network Specialist P1

Qualifications and Experience: The Network Specialist P1 has a minimum of three years of professional experience in areas of customer applications. A basic understanding of architecture, techniques and management processes of secure systems and applications is required. Appropriate training and certifications such as CNA, CNE, SANS are preferred. An Associates degree in an appropriate discipline is required.

The Network Specialist P2 assists in the day-to-day operation of LANs/WANs, installs network workstations and configures workstations based on standard configurations. Assists end-users in defining networking requirements and works with other technical personnel and outside vendors in designing networking solutions. Coordinates the installation of network cabling, hubs and adapters with client personnel and outside vendors/contractors. Monitors, improves, refines, and documents server capabilities and procedures such as server backups, disk space management, processor utilization, inventory, security, and system management. May also install network file servers including network operating systems, network utilities, application software and peripheral devices. Provides technical guidance to Network Specialists I and II and Support Specialists.

Network Specialist P2

Qualifications and Experience: The Network Specialist P2 has a minimum of six years of professional experience in specialized areas of large customer applications. A good understanding of architecture, security techniques and management processes across a broad spectrum of systems, applications and requirements is required. Appropriate training and certifications such as CNA, CNE, SANS are preferred. An Associates degree in an appropriate discipline is required. A Bachelor's degree is preferred. An advanced degree will account for 2 years of experience.

Labor Category

Description

Network Specialist P3

The Network Specialist P3 develops solutions that support the efficient functioning and ongoing management of the network infrastructure. Improves the efficiency and effectiveness of network applications support, collects pertinent LAN/WAN statistics for network performance analysis and capacity planning, performs trend analysis of network bandwidth utilization, designs network workload tests to objectively evaluate network performance, performs capacity planning for network resources, and locates and removes network bottlenecks. May also perform as technical network expert during the development of information systems that will use network services and resources. Evaluates and implements new technologies for networks, when necessary, and assesses network usage with respect to organizational elements, information systems, and individual users so that appropriate technical and organizational strategies may be developed to mitigate potential resource usage.

Qualifications and Experience: The Network Specialist P3 has a minimum of up to ten years of professional experience in specialized areas of large customer applications. A deep understanding of architecture, security techniques and management processes across a broad spectrum of systems, applications and requirements is required. Appropriate training and certifications such as CNA, CNE, SANS are preferred. A bachelor's degree in an appropriate discipline is required. An advanced degree will account for 2 years of experience.

Principal Systems Architect

The Principal Systems Architect serves as the computer scientist and expert responsible for providing technical leadership and direction in supporting the application of sound software engineering concepts and practices to the acquisition of secure embedded, real-time systems and information processing systems. The Systems Architect advises, participates and supports projects and teams in the technical analysis of large complex mission critical systems. The System Architect uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques for testing and evaluation, software aspects of certification, accreditation and other software engineering subjects.

Qualifications and Experience: The Principal System Architect has a minimum of 10 years of experience with recent experience using object oriented technology, or COTS/NDI, and using software engineering tools and techniques in the design, development and support of large complex mission critical programs in areas such as: testing and evaluation, software aspects of certification, and other software engineering subjects. A bachelor's degree in an appropriate discipline is required. An advanced degree will account for 2 years of experience.

Program Manager

The Program Manager serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to

Labor Category

Description

subordinates. The Program Manager shall establish and maintain technical and financial reports in order to show progress to corporate management and clients. Maintain client contacts to ensure conformity to all contractual obligations. Ensure the development, maintenance, and implementation of work order management plans, a document which guides the performance of all functional activities performed on the individual task orders.

Qualifications and Experience: The Program Manager has a minimum of 14 years of successful program management experience on government technical contracts. In addition, the Program Manager must have demonstrated experience or a Bachelors degree in Computer Sciences, Information Systems, Communications or related field. An advanced degree in Business, Law, Economics, Communication, Computer Science, or related discipline may be substituted for four years experience.

The Project Control Specialist directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Project Control Specialist

Qualifications and Experience: The Project Control Specialist has a minimum of a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline. He usually has about six years experience with several years of specialized experience. Specialized experience includes: preparation and analysis of financial statements and development of complex project schedules. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

Project Manager/Task Manager

The Project Manager/Task Manager oversees large, complex delivery orders or tasks and assists the program manager in working with the CO, and the COTR, government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific delivery orders/tasks and insuring that the technical solutions and schedules in the delivery order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Qualifications and Experience: The Project Manager/Task Manager has a minimum of eight years experience in project development from inception to deployment, and management and control of funds and resources. He should have demonstrated ability in managing tasks, contracts and subcontracts. A Bachelors degree in Computer Science, Information Systems or related field is required.

Quality Assurance Analyst P1

The Quality Assurance Analyst P1 reviews work products for

Labor Category

Description

correctness and adherence to the design concept and to user standards. Identifies problems to senior staff and assists in problem solution and user satisfaction. Prepares draft milestone status reports and deliveries/presentations on the system.

Qualifications and Experience: The Quality Assurance Analyst P1 has a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she will have two years experience including: analysis of business applications for large-scale computers, data base management, use of programming languages such as ADA, Cobol, 4GL, and/or DBMS. Should have knowledge of current storage and retrieval methods and coding, testing, and debugging of computer programs.

Quality Assurance/IV&V Analyst P2

The Quality Assurance/IV&V Analyst P2 provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications and Experience: The Quality Assurance/IV&V Analyst P2 has a minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she will have six years experience including: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Should have knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. Experience also includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Quality Assurance/IV&V Analyst P3

The Quality Assurance/IV&V Analyst P3 provides technical and administrative direction to QA staff as well as personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Directs the preparation and delivery of milestone status reports and deliveries/presentations on the system concept to all levels of in-house and client management, subordinates, and end user representatives. Provides overall supervision and direction to support staff.

Qualifications and Experience: The Quality Assurance/IV&V Analyst P3

Labor Category

Description

has a minimum of a Bachelors degree or higher in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she will have a minimum of ten years experience including: supervision of QA staff, analysis and design of business applications on complex systems for large scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Should have extensive knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. Experience also includes increasing responsibilities in assignments of a technical nature. Proven ability to manage and direct as well as perform quality assurance functions on complex application problems involving all phases of systems analysis is required.

Security Analyst

Provides support for developing security requirements, technical engineering support, security policy support, security systems engineering, planning, and security management consulting services. Additional tasks may include technical white papers, briefings, research, and hands on technical support as required.

Must demonstrate broad range of security and privacy skills and experience in security engineering, certification and accreditation procedures, security architecture, vulnerability assessments, computer forensics, privacy, computer network defense, vulnerability assessment, and policy development.

Qualifications and Experience: Minimum of 8 years of Federal, DoD, Intelligence Community, or commercial industry experience required. Specific experience should include a Bachelor's degree in Information Technology; CISSP, CISM, CISA or equivalent certification; at least three (3) years of system security, security architecture, network security engineering or secure network system development experience.

Implements consulting tools to satisfy project requirements by performing benchmark analyses, financial, and statistical modeling, and interviewing clients. Other experience includes: identifying strategic synergies within project scope. Serves as analytical resource on project team by helping to formulate and define systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Assumes responsibility for analyzing and documenting data, conducting extensive research, and integrating technical solutions. Performs financial and data modeling, evaluates current processes, and prepares appropriate documentation for client. Maintains accountability for process deliverables and business presentations to client.

Senior Business Analyst

Qualifications and Experience: A Bachelors degree (BS/BA) in Business Administration, Finance, Marketing, Accounting, Engineering, Economics, MIS or equivalent discipline. At least twelve (12) years of experience that includes support of program management, process documentation exposure to information technologies, and development of deliverables.

Senior Consultant

Serves as a senior level analytical correspondent within engagement

Labor Category

Description

Senior Information Systems Auditor

team. Assumes responsibility for contributing to work plan development, reaching engagement milestones, and often leading specific project task. Applies data modeling, process modeling, and software design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Proficient in the use of vendor tools and guides the project to meet overall program objectives by performing status reports, verifying work plan completeness, and communicating with team members. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager.

Qualifications and Experience: A Bachelors degree in Computer Science, Engineering, Information Systems, Information Assurance, Business, or related discipline. Minimum twelve (12) years of work experience, with a minimum of five (5) years of experience with information technology that includes support of program management and familiarity with customer issues, assistance with design issues, analysis of project data, and development of appropriate deliverables.

Conducts moderate to complex information system and technology audit activities and contributes to achieving business objectives regarding efficiency and effectiveness of operations, reliability of financial reporting, compliance with applicable laws and regulations and safeguarding of assets. Works independently on multiple projects, independently analyzes information and determines significant audit issues. Presents complex information in a written format that is clear and concise for a senior management audience. Researches, plans, and performs individual audit assignments with appropriate documentation of procedures performed and results obtained. Audit areas may involve IT Infrastructure and Configuration, and IT Processes and Operations to include security, asset management and disaster recovery. Projects may include control consultation on large system development projects, new technologies and providing technical assistance to financial auditors/external auditors as needed.

Develops audit findings that are relevant, complete, and accurate for complex audit assignments. Obtains management agreement on disposition. Develops audit reports and memorandums to clearly and accurately reflect the audit work performed, the results found, and appropriate recommendations.

Qualifications and Experience: Requires at least a Bachelor's degree in Accounting, Finance, Business, Information Technology, Management, or related discipline. Master's degree preferred. Certifications such as CISA, CISM, CPA or equivalent preferred. Fifteen (15) years experience in industry with at least three (3) years experience with information technology auditing, finance/accounting or a related discipline, and practical knowledge of auditing techniques, and information systems and technology fundamentals. Knowledge of administrative/financial systems and related control requirements.

Working knowledge of Sarbanes-Oxley/NAIC Model Audit Rule, including general computer control evaluation experience.

Understanding of data extraction techniques to include extracting data from multiple sources, platforms, and operating systems. Knowledge of

Labor Category

Description

<p>Senior Manager</p>	<p>infrastructure systems and related configuration controls with strong analytical ability and excellent project management skills.</p> <p>Maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with designed solution. Other experience includes communication with client and project Managers and management of multiple projects across various industry lines. Manages overall project activities and is the primary point of contact with client senior executives. Assumes responsibility for overall project delivery and oversight of key technical enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the customer Contracting Office (CO) and delegated representatives. Maintains responsibility for managing technical solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables.</p> <p><u>Qualifications and Experience:</u> Requires at least a Bachelors degree in Management, Business, Information Technology, or related discipline. Eight (8) years of professional work experience in information technology with a minimum four (4) years in a management or supervisory role to include management of project resources and delivery schedules.</p>
<p>Subject Matter Expert</p>	<p>Provides technical expertise and guidance in the determination of technical and data definition of user requirements. (This is a highly specialized category to fulfill needs of the customer to acquire the services of a recognized expert in a particular discipline.) Provides subject matter expertise and project direction in any of the fields such as Systems Engineering, Human Factors Engineering, Disaster Preparedness/Recovery, or Telecommunications, Real Time Services, Requirements Analysis, Life-Cycle Management, Network Architecture Network Interoperability, Network Interfaces and Network Protocols, Optical Transport Technology, and Business Organizational Alignment. Recommends emergent, relevant technologies. Performs expert-level analytical and technical tasks involving secure operational capability development, business process development, and business case development. If necessary, provides leadership to less-experienced personnel, and may have supervisory responsibilities. Recognized leader in a professional forum.</p> <p><u>Qualifications and Experience:</u> At least a Bachelors degree in Computer Science, Engineering, or related scientific, technical or management discipline. Advanced degree preferred. Fifteen (15) years experience with a minimum of eight (8) years experience studying and analyzing systems needs, systems development, systems process analysis, design, and re-engineering. Extensive experience in information systems design and implementation. Exceptional skills in applying an in-depth knowledge of telecommunications, information management, network engineering, network management, and/or operations, business processes, Government and industry standards, telecommunications, life cycle management. Highly skilled in translating customer needs into meaningful and effective solutions. Ability to effectively interface with Government and industry officials at the senior levels.</p>
<p>Support Specialist P1</p>	<p>The Support Specialist P1 provides phone support to users in the areas</p>

ALCOSYS, Inc.

Labor Category

Description

	<p>of e-mail, directories, and standard Windows desktop applications. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.</p> <p><u>Qualifications and Experience:</u> The Support Specialist P1 has a minimum of an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she has approximately two years experience. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.</p>
Support Specialist P2	<p>The Support Specialist P2 provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and special applications. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.</p> <p><u>Qualifications and Experience:</u> The Support Specialist P2 has a minimum of an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she has approximately five years experience. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk, information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.</p>
Support Specialist P3	<p>The Support Specialist P3 supervises and performs phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and special applications. Trains staff to serve as the initial point of contact for troubleshooting hardware/software PC and printer problems.</p> <p><u>Qualifications and Experience:</u> The Support Specialist P3 has a minimum of an Associate's Degree or higher in Computer Science, Information Systems, Engineering, Business, or other related discipline. He/she has approximately eight years experience. Experience includes: detailed knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards, work on a help desk, information systems development and other work in the client/server field, or related fields. Demonstrated ability to supervise staff, communicate orally and in writing at all levels of management and performance.</p>
Systems Administrator P1	<p>The Systems Administrator P1 performs daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Performs system operation and system capacity analysis and planning. Provides assistance to users in accessing and using business systems.</p> <p><u>Qualifications and Experience:</u> A minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is typical for this position as is two years experience including operations experience on a large-scale computer system or a multi-server local area network.</p>
Systems Administrator P2	<p>The Systems Administrator P2 supervises and manages the daily</p>

Labor Category

Description

activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Qualifications and Experience: A minimum of Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is typical for this position as is four years experience including specialized experience in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

The Systems Administrator P3 manages and directs overall activities of system configuration and operation of business systems. Directs the optimization of system operation and resource utilization, and system capacity analysis and planning. Directs the provision of assistance to users in accessing and using business systems.

Systems Administrator P3

Qualifications and Experience: A minimum of a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is typical for this position as is six years experience including specialized experience in supervision and in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

Performs technical and non-technical analyses on project issues, maintains a fundamental understanding of business practices, performs technical implementations following quality assurance metrics, has programming experience in one or more languages, and is versed in system testing. Other experience includes data warehousing, information systems design and financial modeling. Serves as Information Technology resource on project team. Analyzes data and systems architecture, creates designs, and implements information systems solutions. Identifies client issues and offers end-to-end solutions and approaches. Assists project team in meeting program objectives timely and effectively. Assumes responsibility for process documentation and technical soundness.

Systems Analyst

Qualifications and Experience: A Bachelor s degree in Computer Science, Engineering, Information Systems, or related discipline. Minimum eight (8) years experience that includes support of program management, exposure to information systems design and implementation, and development of deliverables.

Responsible for the protection of physical and non-physical Information Technology assets. This includes, but is not limited to, network equipment, servers, desktop and laptop computers, software, and electronic information. Main duties include designing, implementing and maintaining network and computer security policies; promoting a security philosophy of risk mitigation through proactive security awareness training, cost-effective security countermeasures, host-level security, and security planning/integration; ensuring that all systems are safeguarded against all forms of malicious intrusions; assisting other groups within the firm in developing secure systems

Systems Security Analyst

Labor Category

Description

Qualifications and Experience: Requires a Bachelors degree in Computer Science, Information Technology, Information Assurance, or related discipline. A minimum of ten (10) years experience with at least four (4) years of direct systems security experience to include documenting Information Security Requirements, creating and enforcing Information Security Policies, creating Information Security Communications, such as training and awareness sessions. CISSP, CISA, CISM or other security, networking or systems administration certifications preferred.

Leads technical program team and maintains a high degree of responsiveness while assisting the customer with future planning and contingencies. Serves as the chief technical advisor to the customer, reviews new technical solutions and recommends a way-ahead to maintain a high degree of readiness while infusing technical innovations to modernize environment.

Technical Advisor

Qualifications and Experience: Requires at least a Bachelor's degree in Systems Engineering, Computer Science, Math, Information Technology, Telecommunications, or related discipline. Advanced degree preferred. Minimum fifteen (15) years experience in information technology with at least eight (8) years experience in enterprise wide programs, leading/managing major systems operations and prior experience implementing major new technologies or services in a large enterprise. Practical knowledge of and certifications in one or more of the following areas: Lean Six Sigma Black Belt, ITIL, CMMI, PMP, or CIO.

The Technical Specialist P2 conducts sites surveys; assesses and documents current site network configuration and user requirements. Designs and optimizes secure network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures secure computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

Technical Specialist P2

Qualifications and Experience: The typical education of a Technical Specialist P2 is a minimum of a high school diploma. This position requires a minimum of five years experience including: analysis and installation of computer based systems; analysis and installation of local area nets; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to work independently or under only general direction.

Technical Specialist P3

The Technical Specialist P3 Directs and reviews the conduct of sites surveys; assesses current site network configuration and user requirements. Designs and optimizes secure network topologies. Analyzes existing requirements and directs the preparation of specifications for hardware acquisitions. Reviews engineering plans and site installation Technical Design Packages. Develops hardware

Labor Category

Description

installation schedules. Reviews drawings documenting configuration changes at each site. Reviews and approves site installation and test reports. Trains and directs site personnel in proper use of hardware.

Qualifications and Experience: Technical Specialist P3 normally has a minimum of a high school diploma and eight years of experience. Experience typically includes: analysis and installation of computer based systems; analysis and installation of local area nets; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to manage and direct staff is necessary.

The Technical Writer P1 writes professional documents including program reports, technical documentation, and training materials including technical, statistical, demographic, and financial information.

Technical Writer P1

Qualifications and Experience: The Technical Writer P1 has a minimum of two years direct experience in the areas outlined above, including creation of documents from research and analysis through publishing. A Bachelors degree in English, Communications, or related discipline is normal.

The Technical Writer P2 provides research and writes professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Leads documentation production team

Technical Writer P2

Qualifications and Experience: The Technical Writer P2 has a minimum of five years direct experience in the areas outlined above, including creation of documents from research and analysis through publishing. A Bachelors degree in English, Communications, or related discipline is normal.

The Technical Writer P3 directs and performs research and writes professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Supervises/trains junior staff. Leads documentation production team

Technical Writer P3

Qualifications and Experience: The Technical Writer P3 has a minimum of eight years direct experience in the areas outlined above, including creation of documents from research and analysis through publishing. A Bachelors degree in English, Communications, or related discipline is normal.

The Training Specialist P1 conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops instructor materials under supervision of senior staff (course outline, background material, and training aids). Develops student materials (course manuals, workbooks, handouts). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.

Training Specialist P1

Qualifications and Experience: The Training Specialist P1 has a

Labor Category

Description

minimum of two years of experience in providing technical and end-user training on computer hardware and application software. He/she should have demonstrated ability to communicate effectively orally and in writing. A Bachelors degree is required.

The Training Specialist P2 conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.

Training Specialist P2

Qualifications and Experience: The Training Specialist P2 has a minimum of five years of experience in developing and providing technical and end-user training on computer hardware and application software. He/she should have demonstrated ability to communicate effectively orally and in writing. A Bachelors degree is required.

The Training Specialist P3 supervises and/or conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops or directs the development of all instructor materials (course outline, background material, and training aids). Develops or directs the development of all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains other training personnel as well as client personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

Training Specialist P3

Qualifications and Experience: The Training Specialist P3 has a minimum of eight years of experience in developing and providing technical and end-user training on computer hardware and application software. He/she should have demonstrated ability to supervise other training staff as well as to communicate effectively orally and in writing. A Bachelors degree is required, an advanced degree is helpful.

ALCOSYS, Inc.**GSA Schedule Rates for Government-Site
(On-Site) IT Professional Services
Special Item Number 132-51**

<u>Labor Category</u>	<u>Fiscal Year 2008</u>	<u>Fiscal Year 2009</u>	<u>Fiscal Year 2010</u>
Applications Engineer P1	\$ 68.09	\$ 70.88	\$ 73.78
Applications Engineer P2	\$ 78.30	\$ 81.51	\$ 84.85
Applications Engineer P3	\$ 96.11	\$ 100.05	\$ 104.16
Applications Programmer P1	\$ 62.32	\$ 64.88	\$ 67.54
Applications Programmer P2	\$ 71.67	\$ 74.61	\$ 77.66
Applications Programmer P3	\$ 86.71	\$ 90.26	\$ 93.96
Business Analyst P2	\$ 74.13	\$ 77.17	\$ 80.33
Business Analyst P3	\$ 89.68	\$ 93.36	\$ 97.18
Business Process Consultant	\$ 161.00	\$ 167.60	\$ 174.47
Computer Analyst P1	\$ 64.85	\$ 67.51	\$ 70.27
Computer Information Systems Auditor	\$ 176.00	\$ 183.22	\$ 190.73
Computer Security Systems Specialist	\$ 125.67	\$ 130.82	\$ 136.19
Computer Technical Analyst P1	\$ 62.10	\$ 64.65	\$ 67.30
Computer Technical Analyst P2	\$ 69.18	\$ 72.02	\$ 74.97
Computer Technical Analyst P3	\$ 72.80	\$ 75.78	\$ 78.89
Configuration Management Specialist	\$ 133.00	\$ 138.45	\$ 144.13
Consultant	\$ 105.00	\$ 109.31	\$ 113.79
Cost Analyst	\$ 72.00	\$ 74.95	\$ 78.03
Data Architect	\$ 72.27	\$ 75.23	\$ 78.32
Data Base Administrator (DBA) P1	\$ 65.72	\$ 68.42	\$ 71.22
Data Base Administrator (DBA) P2	\$ 75.58	\$ 78.68	\$ 81.91
Data Base Administrator (DBA) P3	\$ 94.45	\$ 98.33	\$ 102.36
Data Base Management Specialist P2	\$ 74.57	\$ 77.63	\$ 80.82
Data Base Management Specialist P3	\$ 88.79	\$ 92.43	\$ 96.22
Data Entry/Administrative Support Specialist	\$ 42.00	\$ 43.72	\$ 45.51
Data Security Analyst	\$ 76.00	\$ 79.12	\$ 82.36
Desktop Publishing Specialist P2	\$ 65.97	\$ 68.68	\$ 71.49
Desktop Publishing Specialist P3	\$ 79.74	\$ 83.00	\$ 86.41
Disaster recovery Administrator	\$ 268.00	\$ 278.99	\$ 290.43
Disaster Recovery Analyst	\$ 163.00	\$ 169.68	\$ 176.64
Documentation Specialist	\$ 51.00	\$ 53.09	\$ 55.27
Enterprise Resource Planning (ERP) Analyst	\$ 144.00	\$ 149.90	\$ 156.05
Financial Analyst	\$ 81.00	\$ 84.32	\$ 87.78
Forensic Security Analyst	\$ 153.00	\$ 159.27	\$ 165.80
Functional Analyst P1	\$ 68.45	\$ 71.25	\$ 74.18
Functional Analyst P2	\$ 74.36	\$ 77.41	\$ 80.59
Functional Analyst P3	\$ 95.24	\$ 99.14	\$ 103.21
Graphics Specialist	\$ 82.00	\$ 85.36	\$ 88.86
Imaging Systems Engineer	\$ 135.30	\$ 140.84	\$ 146.62
Information Engineer P1	\$ 68.45	\$ 71.25	\$ 74.18
Information Engineer P2	\$ 78.72	\$ 81.95	\$ 85.31
Information Engineer P3	\$ 95.44	\$ 99.35	\$ 103.43
Information Security Engineer	\$ 106.00	\$ 110.35	\$ 114.87

ALCOSYS, Inc.**GSA Schedule Rates for Government-Site
(On-Site) IT Professional Services
Special Item Number 132-51**

Labor Category	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010
Information Systems Security Analyst	\$ 98.00	\$ 102.02	\$ 106.20
Information Systems Security Officer	\$ 148.00	\$ 154.07	\$ 160.38
INFOSEC Analyst	\$ 97.00	\$ 100.98	\$ 105.12
IV & V Engineer	\$ 112.00	\$ 116.59	\$ 121.37
Manager	\$ 89.00	\$ 92.65	\$ 96.45
Network Administrator P1	\$ 54.43	\$ 56.67	\$ 58.99
Network Administrator P2	\$ 67.66	\$ 70.44	\$ 73.33
Network Administrator P3	\$ 81.17	\$ 84.50	\$ 87.97
Network Planning Manager	\$ 171.00	\$ 178.01	\$ 185.31
Network Security Analyst	\$ 165.00	\$ 171.77	\$ 178.81
Network Specialist P1	\$ 69.03	\$ 71.86	\$ 74.81
Network Specialist P2	\$ 78.92	\$ 82.16	\$ 85.52
Network Specialist P3	\$ 90.75	\$ 94.47	\$ 98.34
Principal Systems Architect	\$ 169.00	\$ 175.93	\$ 183.14
Program Manager	\$ 138.12	\$ 143.79	\$ 149.68
Project Control Specialist	\$ 112.01	\$ 116.60	\$ 121.38
Project Manager/Task manager	\$ 119.77	\$ 124.69	\$ 129.80
Quality Assurance Analyst P1	\$ 58.20	\$ 60.58	\$ 63.07
Quality Assurance/IV&V Analyst P2	\$ 83.12	\$ 86.53	\$ 90.08
Quality Assurance/IV&V Analyst P3	\$ 103.25	\$ 107.48	\$ 111.89
Security Analyst	\$ 103.00	\$ 107.22	\$ 111.62
Senior Business Analyst	\$ 128.00	\$ 133.25	\$ 138.71
Senior Consultant	\$ 155.00	\$ 161.36	\$ 167.97
Senior Information Systems Auditor	\$ 212.00	\$ 220.69	\$ 229.74
Senior Manager	\$ 101.00	\$ 105.14	\$ 109.45
Subject Matter Expert	\$ 282.00	\$ 293.56	\$ 305.60
Support Specialist P1	\$ 55.48	\$ 57.76	\$ 60.12
Support Specialist P2	\$ 63.41	\$ 66.01	\$ 68.72
Support Specialist P3	\$ 76.72	\$ 79.87	\$ 83.14
Systems Administrator P1	\$ 64.92	\$ 67.58	\$ 70.35
Systems Administrator P2	\$ 77.37	\$ 80.54	\$ 83.85
Systems Administrator P3	\$ 89.43	\$ 93.10	\$ 96.92
Systems Analyst	\$ 92.55	\$ 96.35	\$ 100.30
Systems Security Analyst	\$ 152.00	\$ 158.23	\$ 164.72
Technical Advisor	\$ 251.00	\$ 261.29	\$ 272.00
Technical Specialist P2	\$ 60.23	\$ 62.70	\$ 65.27
Technical Specialist P3	\$ 72.27	\$ 75.23	\$ 78.32
Technical Writer P1	\$ 56.39	\$ 58.70	\$ 61.10
Technical Writer P2	\$ 72.57	\$ 75.55	\$ 78.65
Technical Writer P3	\$ 80.96	\$ 84.28	\$ 87.74
Training Specialist P1	\$ 52.65	\$ 54.81	\$ 57.06
Training Specialist P2	\$ 60.56	\$ 63.04	\$ 65.63
Training Specialist P3	\$ 73.26	\$ 76.26	\$ 79.39

ALCOSYS, Inc.**GSA Schedule Rates for ALCOSYS-Site
(Off-Site) IT Professional Services
Special Item Number 132-51**

Labor Category	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010
Applications Engineer P1	\$ 76.24	\$ 79.37	\$ 82.62
Applications Engineer P2	\$ 88.57	\$ 92.20	\$ 95.98
Applications Engineer P3	\$ 107.65	\$ 112.07	\$ 116.66
Applications Programmer P1	\$ 71.22	\$ 74.15	\$ 77.18
Applications Programmer P2	\$ 87.30	\$ 90.88	\$ 94.61
Applications Programmer P3	\$ 108.21	\$ 112.64	\$ 117.26
Business Analyst P2	\$ 83.03	\$ 86.43	\$ 89.97
Business Analyst P3	\$ 100.44	\$ 104.56	\$ 108.85
Business Process Consultant	\$ 180.32	\$ 187.71	\$ 195.41
Computer Analyst P1	\$ 72.62	\$ 75.60	\$ 78.70
Computer Information Systems Auditor	\$ 197.12	\$ 205.20	\$ 213.62
Computer Security Systems Specialist	\$ 141.81	\$ 147.62	\$ 153.67
Computer Technical Analyst P1	\$ 69.55	\$ 72.41	\$ 75.38
Computer Technical Analyst P2	\$ 77.48	\$ 80.66	\$ 83.96
Computer Technical Analyst P3	\$ 81.53	\$ 84.87	\$ 88.35
Configuration Management Specialist	\$ 148.96	\$ 155.07	\$ 161.43
Consultant	\$ 117.60	\$ 122.42	\$ 127.44
Cost Analyst	\$ 80.64	\$ 83.95	\$ 87.39
Data Architect	\$ 80.94	\$ 84.26	\$ 87.72
Data Base Administrator (DBA) P1	\$ 73.61	\$ 76.63	\$ 79.77
Data Base Administrator (DBA) P2	\$ 84.64	\$ 88.12	\$ 91.73
Data Base Administrator (DBA) P3	\$ 105.79	\$ 110.13	\$ 114.64
Data Base Management Specialist P2	\$ 83.52	\$ 86.94	\$ 90.51
Data Base Management Specialist P3	\$ 99.44	\$ 103.52	\$ 107.76
Data Entry/Administrative Support Specialist	\$ 47.04	\$ 48.97	\$ 50.98
Data Security Analyst	\$ 85.12	\$ 88.61	\$ 92.24
Desktop Publishing Specialist P2	\$ 73.89	\$ 76.92	\$ 80.07
Desktop Publishing Specialist P3	\$ 86.63	\$ 90.18	\$ 93.88
Disaster recovery Administrator	\$ 300.16	\$ 312.47	\$ 325.28
Disaster Recovery Analyst	\$ 182.56	\$ 190.04	\$ 197.84
Documentation Specialist	\$ 57.12	\$ 59.46	\$ 61.90
Enterprise Resource Planning (ERP) Analyst	\$ 161.28	\$ 167.89	\$ 174.78
Financial Analyst	\$ 90.72	\$ 94.44	\$ 98.31
Forensic Security Analyst	\$ 171.36	\$ 178.39	\$ 185.70
Functional Analyst P1	\$ 76.67	\$ 79.81	\$ 83.08
Functional Analyst P2	\$ 83.31	\$ 86.72	\$ 90.28
Functional Analyst P3	\$ 106.67	\$ 111.04	\$ 115.59
Graphics Specialist	\$ 91.84	\$ 95.61	\$ 99.53
Imaging Systems Engineer	\$ 151.54	\$ 157.76	\$ 164.23
Information Engineer P1	\$ 76.67	\$ 79.81	\$ 83.08
Information Engineer P2	\$ 88.17	\$ 91.78	\$ 95.54
Information Engineer P3	\$ 106.89	\$ 111.27	\$ 115.83
Information Security Engineer	\$ 118.72	\$ 123.59	\$ 128.65
Information Systems Security Analyst	\$ 109.76	\$ 114.26	\$ 118.94
Information Systems Security Officer	\$ 165.76	\$ 172.56	\$ 179.63

ALCOSYS, Inc.**GSA Schedule Rates for ALCOSYS-Site
(Off-Site) IT Professional Services
Special Item Number 132-51**

Labor Category	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010
INFOSEC Analyst	\$ 108.64	\$ 113.09	\$ 117.73
IV & V Engineer	\$ 125.44	\$ 130.58	\$ 135.94
Manager	\$ 99.68	\$ 103.77	\$ 108.02
Network Administrator P1	\$ 60.96	\$ 63.46	\$ 66.07
Network Administrator P2	\$ 75.77	\$ 78.88	\$ 82.11
Network Administrator P3	\$ 90.92	\$ 94.65	\$ 98.53
Network Planning Manager	\$ 191.52	\$ 199.37	\$ 207.55
Network Security Analyst	\$ 184.80	\$ 192.38	\$ 200.26
Network Specialist P1	\$ 77.31	\$ 80.48	\$ 83.78
Network Specialist P2	\$ 88.39	\$ 92.01	\$ 95.79
Network Specialist P3	\$ 101.64	\$ 105.81	\$ 110.15
Principal Systems Architect	\$ 189.28	\$ 197.04	\$ 205.12
Program Manager	\$ 152.11	\$ 158.34	\$ 164.84
Project Control Specialist	\$ 125.45	\$ 130.59	\$ 135.95
Project Manager/Task manager	\$ 134.14	\$ 139.64	\$ 145.37
Quality Assurance Analyst P1	\$ 65.18	\$ 67.85	\$ 70.63
Quality Assurance/IV&V Analyst P2	\$ 93.09	\$ 96.91	\$ 100.88
Quality Assurance/IV&V Analyst P3	\$ 115.64	\$ 120.38	\$ 125.32
Security Analyst	\$ 115.36	\$ 120.09	\$ 125.01
Senior Business Analyst	\$ 143.36	\$ 149.24	\$ 155.36
Senior Consultant	\$ 173.60	\$ 180.72	\$ 188.13
Senior Information Systems Auditor	\$ 237.44	\$ 247.18	\$ 257.31
Senior Manager	\$ 113.12	\$ 117.76	\$ 122.59
Subject Matter Expert	\$ 315.84	\$ 328.79	\$ 342.27
Support Specialist P1	\$ 62.14	\$ 64.69	\$ 67.34
Support Specialist P2	\$ 71.02	\$ 73.93	\$ 76.96
Support Specialist P3	\$ 85.93	\$ 89.45	\$ 93.12
Systems Administrator P1	\$ 72.57	\$ 75.55	\$ 78.65
Systems Administrator P2	\$ 86.65	\$ 90.20	\$ 93.90
Systems Administrator P3	\$ 95.36	\$ 99.27	\$ 103.34
Systems Analyst	\$ 103.66	\$ 107.91	\$ 112.33
Systems Security Analyst	\$ 170.24	\$ 177.22	\$ 184.49
Technical Advisor	\$ 281.12	\$ 292.65	\$ 304.64
Technical Specialist P2	\$ 67.46	\$ 70.22	\$ 73.10
Technical Specialist P3	\$ 80.94	\$ 84.26	\$ 87.72
Technical Writer P1	\$ 63.16	\$ 65.75	\$ 68.44
Technical Writer P2	\$ 80.70	\$ 84.01	\$ 87.45
Technical Writer P3	\$ 90.67	\$ 94.39	\$ 98.26
Training Specialist P1	\$ 58.97	\$ 61.39	\$ 63.91
Training Specialist P2	\$ 67.82	\$ 70.61	\$ 73.50
Training Specialist P3	\$ 82.06	\$ 85.42	\$ 88.93

**U.S.A. COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

ALCOSYS, Inc provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact:

Beverly Allen, President/CEO

Or ALCOSYS' Contracts Administrator on

(703) 883-1883 ext 29

(703) 883-1887 fax

<mailto:gsa@alcosys.net>

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act, _____
_____(Agency)_____ and _____ALCOSYS, Inc._____ 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 **Government that works better and costs less.**

Signatures:

AGENCY

ALCOSYS, Inc.

DATE

DATE

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 Agency):

(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 SCHEDULE/DATES

(3) The Government 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 customer agency 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.