

General Services Administration Federal Supply Service

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

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

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

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

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

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

Med Trends, Inc.
1700 Rockville Pike, Suite 400, Rockville, MD 20852
Telephone (240) 235-2609, Fax (866) 279-9273
www.medtrends.net

Contract Number: GS-35F-0302S

Period Covered by Contract: March 17, 2006 to March 16, 2011

General Services Administration
Federal Supply Service

Pricelist current through Modification # N/A, dated N/A.

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

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INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ 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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

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

2. Contractor's Ordering Address and Payment Information:

ORDERING ADDRESS:

***MED Trends, Inc.
1700 Rockville Pike, Suite 400
Rockville, MD 20852***

PAYMENT ADDRESS:

***MED Trends, Inc.
1700 Rockville Pike, Suite 400
Rockville, MD 20852***

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will** be acceptable for payment above the micro-

purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(240) 235-2609

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **18-661-7663**

Block 30: Type of Contractor – **A (Small Disadvantaged Business, (HUB ZONE), Service Disabled Veteran Owned HUB Zone Business (SDVOSB))**

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **38-371-6210**

4a. CAGE Code: **360V7**

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>30</u> Days
_____	_____ Days

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

be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. **Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: 0 % - NET 30 days from receipt of invoice or date of acceptance, whichever is later.
 - b. Quantity:
 - c. Dollar Volume:
 - d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- All prices indicated are NET. Basic discounts have been deducted.

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 **\$100**.

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

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

Special Item Number 132-3 - Leasing of Product
Special Item Number 132-4 – Daily / Short Term Rental
Special Item Number 132-8 - Purchase of Equipment
Special Item Number 132-12 – Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts
Special Item Number 132-32 - Term Software Licenses
Special Item Number 132-33 - Perpetual Software Licenses
Special Item Number 132-34 – Maintenance of Software
Special Item Number 132-51 - Information Technology (IT) Professional Services
Special Item Number 132-52 - Electronic Commerce (EC) Services
Special Item Number 132-53 – Wireless Services
Special Item Number 132-60 – Authentication Products and Services

- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 132-50 - Training Courses

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

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

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

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. BLANKET PURCHASE AGREEMENTS (BPAs)

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

20. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales

Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

21. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

22. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.medtrends.net

The EIT standard can be found at: www.Section508.gov/.

23. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

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

(b) The following statement:

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

**24 INSURANCE—WORK ON A GOVERNMENT INSTALLATION
(JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

25 SOFTWARE INTEROPERABILITY.

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

26. ADVANCE PAYMENTS

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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

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

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**

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

7. **RESPONSIBILITIES OF THE CONTRACTOR**

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments



under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Dave Arora, Vice President, telephone: (240) 235-2609, e-mail: darora@medtrends.net, fax: (866) 792-4279**).



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(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

Table with 2 columns: MODEL NUMBER/PART NUMBER, *SPECIAL BPA DISCOUNT/PRICE. Includes three rows of blank lines for data entry.

(2) Delivery:

Table with 2 columns: DESTINATION, DELIVERY SCHEDULES / DATES. Includes three rows of blank lines for data entry.

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

(4) This BPA does not obligate any funds.

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

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

Table with 2 columns: OFFICE, POINT OF CONTACT. Includes three rows of blank lines for data entry.

(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;



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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

Orders under a Team Arrangement are subject to terms and conditions of 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.



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**GSA PRICE LIST (w.e.f. March 16, 2007)
ON-SITE PRICES**

No:	Labor Category	Hourly Rates On Site Year - I	Hourly Rates On Site Year – II	Hourly Rates On Site Year – III	Hourly Rates On Site Year – IV	Hourly Rates On Site Year - V
1.	PROGRAM MANAGER	\$ 134.15	\$139.52	\$145.10	\$150.90	\$156.94
2.	SENIOR PROGRAM MANAGER	\$215.00	\$223.60	\$232.54	\$241.85	\$251.52
3.	PROJECT MANAGER	\$ 97.28	\$101.17	\$105.22	\$109.43	\$113.80
4.	SENIOR PROJECT MANAGER	\$142.00	\$147.68	\$153.59	\$159.73	\$166.12
5.	SOFTWARE ENGINEER	\$105.00	\$109.20	\$113.57	\$118.11	\$122.84
6.	SENIOR SOFTWARE ENGINEER	\$118.00	\$122.72	\$127.63	\$132.73	\$138.04
7.	SECURITY ENGINEER	\$123.00	\$127.92	\$133.04	\$138.36	\$143.89
8.	SENIOR SECURITY ENGINEER	\$165.00	\$171.60	\$178.46	\$185.60	\$193.03
9.	SUBJECT MATTER EXPERT	\$ 133.06	\$138.38	\$143.92	\$149.67	\$155.66
10.	SENIOR SUBJECT MATTER EXPERT	\$252.00	\$262.08	\$272.56	\$283.47	\$294.80
11.	APPLICATION SYSTEMS ANALYST/PROGRAMMER I	\$ 51.84	\$53.91	\$56.07	\$58.31	\$60.65
12.	APPLICATION SYSTEMS ANALYST/PROGRAMMER II	\$ 59.16	\$61.53	\$63.99	\$66.55	\$69.21
13.	APPLICATION SYSTEMS ANALYST/PROGRAMMER III	\$ 97.04	\$100.92	\$104.96	\$109.16	\$113.52
14.	DATABASE ANALYST PROGRAMMER I	\$ 51.84	\$53.91	\$56.07	\$58.31	\$60.65
15.	HUMAN FACTOR ENGINEER	\$106.00	\$110.24	\$114.65	\$119.24	\$124.01
16.	SENIOR HUMAN FACTOR ENGINEER	\$112.00	\$116.48	\$121.14	\$125.98	\$131.02
17.	PRINCIPAL HUMAN FACTOR ENGINEER	\$138.00	\$143.52	\$149.26	\$155.23	\$161.44
18.	HELP DESK COORDINATOR	\$ 37.15	\$38.64	\$40.18	\$41.79	\$43.46
19.	TEST ENGINEER	\$60.00	\$62.40	\$64.90	\$67.49	\$70.19
20.	QUALITY ASSURANCE ENGINEER	\$74.00	\$76.96	\$80.04	\$83.24	\$86.57
21.	SENIOR QUALITY ASSURANCE ENGINEER	\$93.00	\$96.72	\$100.59	\$104.61	\$108.80
22.	SYSTEMS ARCHITECT	\$145.00	\$150.80	\$156.83	\$163.11	\$169.63
23.	SENIOR SYSTEMS ARCHITECT	\$152.00	\$158.08	\$164.40	\$170.98	\$177.82
24.	BUSINESS ANALYST	\$135.00	\$140.40	\$146.02	\$151.86	\$157.93
25.	SENIOR BUSINESS ANALYST	\$185.00	\$192.40	\$200.10	\$208.10	\$216.42
26.	LAN SUPPORT TECHNICIAN	\$ 54.30	\$56.47	\$58.73	\$61.08	\$63.52
27.	LAN/WAN/MAN ADMINISTRATOR	\$ 58.27	\$60.60	\$63.02	\$65.55	\$68.17



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No:	Labor Category	Hourly Rates On Site Year - I	Hourly Rates On Site Year - II	Hourly Rates On Site Year - III	Hourly Rates On Site Year - IV	Hourly Rates On Site Year - V
28.	TECHNICAL WRITER	\$ 42.18	\$43.87	\$45.62	\$47.45	\$49.34
29.	TRAINER I	\$ 44.62	\$46.40	\$48.26	\$50.19	\$52.20
30.	TELECOMMUNICATIONS ENGINEER I	\$ 56.59	\$58.85	\$61.21	\$63.66	\$66.20
31.	TELECOMMUNICATIONS ENGINEER II	\$ 73.34	\$76.27	\$79.32	\$82.50	\$85.80
32.	TELECOMMUNICATIONS ENGINEER III	\$ 97.72	\$101.63	\$105.69	\$109.92	\$114.32
33.	CLERICAL/ADMINISTRATIVE SUPPORT	\$ 28.63	\$29.78	\$30.97	\$32.20	\$33.49
34.	SENIOR CLERICAL / ADMINISTRATIVE SUPPORT	\$66.00	\$68.64	\$71.39	\$74.24	\$77.21



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GSA PRICE LIST (w.e.f. March 16, 2007)

OFF-SITE PRICES

No:	Labor Category	Hourly Rates Off Site Year - I	Hourly Rates Off Site Year - II	Hourly Rates Off Site Year - III	Hourly Rates Off Site Year - IV	Hourly Rates Off Site Year - V
1.	PROGRAM MANAGER	-	\$157.75	\$164.06	\$170.62	\$177.45
2.	SENIOR PROGRAM MANAGER	\$242.95	\$252.67	\$262.77	\$273.29	\$284.22
3.	PROJECT MANAGER	-	\$114.39	\$118.97	\$123.73	\$128.68
4.	SENIOR PROJECT MANAGER	\$160.46	\$166.88	\$173.55	\$180.50	\$187.72
5.	SOFTWARE ENGINEER	\$118.65	\$123.40	\$128.33	\$133.47	\$138.80
6.	SENIOR SOFTWARE ENGINEER	\$133.34	\$138.67	\$144.22	\$149.99	\$155.99
7.	SECURITY ENGINEER	\$138.99	\$144.55	\$150.33	\$156.34	\$162.60
8.	SENIOR SECURITY ENGINEER	\$186.45	\$193.91	\$201.66	\$209.73	\$218.12
9.	SUBJECT MATTER EXPERT	-	\$156.47	\$162.73	\$169.24	\$176.01
10.	SENIOR SUBJECT MATTER EXPERT	\$284.76	\$296.15	\$308.00	\$320.32	\$333.13
11.	APPLICATION SYSTEMS ANALYST/PROGRAMMER I	-	\$60.96	\$63.40	\$65.93	\$68.57
12.	APPLICATION SYSTEMS ANALYST/PROGRAMMER II	-	\$69.57	\$72.35	\$75.24	\$78.25
13.	APPLICATION SYSTEMS ANALYST/PROGRAMMER III	-	\$114.11	\$118.68	\$123.42	\$128.36
14.	DATABASE ANALYST PROGRAMMER I	-	\$86.87	\$90.34	\$93.95	\$97.71
15.	HUMAN FACTOR ENGINEER	\$119.78	\$124.57	\$129.55	\$134.74	\$140.13
16.	SENIOR HUMAN FACTOR ENGINEER	\$126.56	\$131.62	\$136.89	\$142.36	\$148.06
17.	PRINCIPAL HUMAN FACTOR ENGINEER	\$155.94	\$162.18	\$168.66	\$175.41	\$182.43
18.	HELP DESK COORDINATOR	-	\$43.69	\$45.43	\$47.25	\$49.14
19.	TEST ENGINEER	\$67.80	\$70.51	\$73.33	\$76.27	\$79.32
20.	QUALITY ASSURANCE ENGINEER	\$83.62	\$86.96	\$90.44	\$94.06	\$97.82
21.	SENIOR QUALITY ASSURANCE ENGINEER	\$105.09	\$109.29	\$113.67	\$118.21	\$122.94
22.	SYSTEMS ARCHITECT	\$163.85	\$170.40	\$177.22	\$184.31	\$191.68
23.	SENIOR SYSTEMS ARCHITECT	\$171.76	\$178.63	\$185.78	\$193.21	\$200.93
24.	BUSINESS ANALYST	\$152.55	\$158.65	\$165.00	\$171.60	\$178.46
25.	SENIOR BUSINESS ANALYST	\$209.05	\$217.41	\$226.11	\$235.15	\$244.56
26.	LAN SUPPORT TECHNICIAN	-	\$63.85	\$66.41	\$69.06	\$71.83
27.	LAN/WAN/MAN ADMINISTRATOR	-	\$68.52	\$71.26	\$74.11	\$77.08
28.	TECHNICAL WRITER	-	\$49.60	\$51.58	\$53.65	\$55.79



Innovation working for you

No:	Labor Category	Hourly Rates Off Site Year - I	Hourly Rates Off Site Year - II	Hourly Rates Off Site Year - III	Hourly Rates Off Site Year - IV	Hourly Rates Off Site Year - V
29.	TRAINER I	-	\$52.47	\$54.57	\$56.75	\$59.02
30.	TELECOMMUNICATIONS ENGINEER I	-	\$66.55	\$69.21	\$71.98	\$74.85
31.	TELECOMMUNICATIONS ENGINEER II	-	\$86.24	\$89.69	\$93.28	\$97.01
32.	TELECOMMUNICATIONS ENGINEER III	-	\$114.91	\$119.51	\$124.29	\$129.26
33.	CLERICAL/ADMINISTRATIVE SUPPORT	-	\$33.67	\$35.01	\$36.41	\$37.87
34.	SENIOR CLERICAL / ADMINISTRATIVE SUPPORT	\$74.58	\$77.56	\$80.67	\$83.89	\$87.25

LABOR CATEGORY DESCRIPTIONS

1. Program Manager - CLIN 001

Job Title:	Program Manager									
Minimum/General Experience:										
Minimum of ten (10) years experience is required, of which five (5) years must be specialized. Specialized experience required includes: complete program development from inception to deployment, demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts.										
Functional Responsibility:										
Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client on program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development and delivery. Confers with project manager to provide technical advice and to assist with problem resolution. Participates in contract negotiations.										
Minimum Education:										
Bachelor's degree in Computer Science or a related field, or in the project's functional area.										
Alternate Experience:										
No Degree		Associate's		Bachelor's		Master's		Ph.D.		
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	
N/A	N/A	13	6	10	5	7	3	4	1	

2. Senior Program Manager - CLIN 002

Minimum General Experience:	10 years of professional experience in an information technology / information management or related field	OR	14 years of professional experience in an information technology / information management or related field	OR	18 years of professional experience in an information technology / information management or related field
Minimum Education:	A Bachelor's Degree or higher in a related major with one additional degree		A Bachelor's Degree or higher in an unrelated major with one additional degree		No degree requirement
Additional Experience:	Nature of work involves complex information technology project management, strategic and tactical planning, coordination, control and critical decision-making. Requires experience related to work being performed. May also involve complex technical engineering design and technology architectural tasks. Incumbent routinely interfaces with multiple internal and client staffs and management, has significant responsibility for the quality of all deliverables, prepares and performs final reviews on critical written communications documents and regularly makes presentations on program progress. Incumbents are considered to be managerial and/or executive level staff. Incumbent possesses advanced experience and understanding of information technology and its application.				
Functional Responsibility: The Senior Program Manager is responsible for large MED Trends' projects, primarily within the core focus of the customer organization. These projects will typically involve teams of significant size. The Senior Program Manager ensures the satisfaction of the customer, defines strategy, provides resources and leadership to meet stakeholder requirements, helps establish branding, and assesses competitive landscapes to guide the customer's strategic direction. Supports seamless application of strategy into user experience, project engineering, technical development, and design execution. Identifies ongoing opportunities to transform business, partnership, creative, and technology assets into customer solutions.					

Primary responsibilities include:

- Represents the company in meetings with key stakeholders.
- Defines and helps meet project staffing requirements.
- Oversees the development of proposals, project management plans, and other documents related to scope.
- Collaborates with project sponsors and other stakeholders to define organizational goals, complete business cases, get funding, and execute strategies to achieve goals.
- Helps align project deliverables with stakeholder organizational goals.
- Oversees business analysts, subject matter experts, and project management personnel responsible for day-to-day delivery of services.
- Makes available all resources required to fulfill the needs of the project.
- Oversees the development of task assignments for other project team members.
- Provides customer with the primary senior corporate point of contact and takes full responsibility to ensure that financial, time, scope, and quality expectations are met.
- Makes project visible to senior MED Trends' management to ensure timely resolution of issues.

3. Project Manager - CLIN 003

Job Title:		Project Manager							
Minimum/General Experience:									
Combination of eight (8) years information technology experience, including three (3) years of experience in a management or supervisory capacity, plus three (3) years of experience in the functional area of the project to be managed.									
Functional Responsibility:									
Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.									
Minimum Education:									
Bachelor's degree in Computer Science or a related field, or in the project's functional area.									
Alternate Experience:									
No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	6	7	3	8	0	0	0	0	0

4. Senior Project Manager - CLIN 004

Minimum General Experience:	9 years of professional experience in a related field	OR	12 years of professional experience in a related field	OR	14 years of experience in a related field
Minimum Education:	A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major		No Degree requirement
Additional Experience:	A minimum of 2 years as a Project Manager on a project of 5 or more individuals OR A minimum of 5 years as a Lead Software Engineer on a project, leading 4 or more individuals				
Functional Responsibility: The Senior Project Manager is responsible for a large MED Trends' project. These projects may range in size from 10 person-years of effort to 50 person-years of effort, where the staffing does not exceed fifteen full time personnel. The project manager typically has project leadership responsibilities only, although they have significant input into the technical decision-making process.					
Primary responsibilities include: <ul style="list-style-type: none"> • Support Business Area Leader in meeting with customer to determine project requirements. • Generate project staffing requirements. • Generate the technical proposal. • Support the Business Leader. • Aid the Business Area Leader in acquiring the necessary resources required to fulfill the needs of the project. • Develop task assignments for other project team members. • Keep the customer and MED Trends' management informed of project status on a regular basis. • Anticipate cost and schedule problems and, working with the Business Area Leader, resolve them. • Lead the conceptual design of the software system. • Schedule and conduct all customer meetings. • Provide MED Trends' administrative staff with all necessary project cost information. • Reconcile all charges against the contract. 					

5. Software Engineer - CLIN 005

Minimum General Experience:	3 years of professional experience in a related field	OR	5 years of professional experience in a related field	OR	8 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No degree requirement
Additional Experience:					
Functional Responsibility:					
Primary responsibilities include: <ul style="list-style-type: none"> • Participate in the requirements definition process. • Perform conceptual design, detailed design, code, and unit test of critical software programs within a subsystem. • Lead integration testing of programs within a subsystem. • Generate formal design documentation. • Generate Interface Control Documents, documenting the interfaces between programs. • Support the development of Acceptance Test Plan and Procedures documents. • Support the development of customer design review materials. 					

6. Senior Software Engineer - CLIN 006

Minimum General Experience:	5 years of professional experience in a related field	OR	7 years of professional experience in a related field	OR	10 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No degree requirement
Additional Experience:					
Functional Responsibility: The Senior Software Engineer may have technical responsibility for a subsystem of a MED Trends' development effort.					
Primary responsibilities include:					
<ul style="list-style-type: none"> • Lead the requirements analysis, conceptual design, detailed design, and implementation of a subsystem. • Lead integration testing of programs within a subsystem. • Generate subsystem-level Interface Control Documents. • Support the development of Acceptance Test Plan and Procedures documents. • Generate customer design review materials and present at customer design reviews. 					

7. Security Engineer - CLIN 007

Minimum General Experience:	7 years of professional experience in a related field	OR	8 years of professional experience in a related field	OR	12 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No degree requirement
Additional Experience:					
Functional Responsibility:					
Primary responsibilities include:					
<ul style="list-style-type: none"> • Lead the requirements analysis, conceptual design, and staged implementation of subsystems. • Provide technical leadership of up to 4 individuals. • Lead network and/or security design architectures and procedure developments. • Implement network infrastructures. • Conduct security audits. • Implement security policy and procedures. • Approve design documentation. • Generate system-level documents. • Support the development of System Operation Procedures documents. • Generate customer design review materials and present at customer design reviews. 					

8. Senior Security Engineer - CLIN 008

Minimum General Experience:	8 years of professional experience in a related field	OR	10 years of professional experience in a related field	OR	15 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No degree requirement
Additional Experience:					
Functional Responsibility:					
Primary responsibilities include: <ul style="list-style-type: none"> • Lead the requirements analysis, conceptual design, and staged implementation of systems. • Provide technical leadership of up to 6 individuals. • Approve design documentation. • Lead integration efforts of a system. • Generate system-level documents. • Lead the development of System Operational Procedures documents. • Generate customer design review materials and present at customer design reviews. 					

9. Subject Matter Expert - CLIN 009

Job Title:	Subject Matter Expert/Management Consultant									
Minimum/General Experience:										
Minimum of twelve years (12) of experience in an area of specialization associated with the requirement. Experience with Government or industry standards, processes, procedures, methodologies, or tools that support analysis as relative to the requirement.										
Functional Responsibility:										
Provides minimally supervised support for difficult analysis and evaluation assignments. Has the ability to provide analysis and consulting to management level personnel. Performs analysis and evaluation of existing or proposed processes, applications, systems, or software. Performs, and/or may direct, project planning, scope, control, management, tracking, or review. May perform functional requirements gathering for projects. Performs analysis and evaluation throughout the process, application, system, or software development life-cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation/deployment, performance tuning, testing, or training. Performs, or may direct, document development/preparation at various stages of a project life-cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Facilitates meetings such as joint application development (JAD) sessions to support the analysis process. Serves as a liaison between functional and technical specialists. Assists with testing to support the project life-cycle, as applicable. Uses methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Has the ability to perform strategic consulting initiatives as well as cost-benefit analysis and business/technology alignment. Ability to use experience in a certain subject area to provide strategic business consulting. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. Provides staff supervision or management.										
Minimum Education:										
Bachelor's degree in Computer Science, Engineering, or a related field.										
Alternate Experience:										
No Degree		Associate's		Bachelor's		Master's		Ph.D.		
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	
N/A	N/A	18	14	15	12	8	3	6	0	

10. Senior Subject Matter Expert - CLIN 010

Minimum General Experience:	12 years of professional experience in an information technology/information management or related field	OR	14 years of professional experience in an information technology/information management or related field	OR	16 years of professional experience in an information technology/information management or related field
Minimum Education:	A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major		No degree requirement
Additional Experience:	Must have experience in Information Technology and the domain directly related to the area of interest or similar subject area.				
Functional Responsibility: Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation of complex solutions by making information technology/information management related recommendations. Advise on organizational improvements, optimization, or maintenance efforts in the following specialties: information systems architecture, networking, telecommunications, automation, risk management, software life-cycle management and development methodologies, visual design, information architecture, copywriting, and content management.					

11. Applications Systems Analyst/Programmer I - CLIN 011

Job Title:	Application Systems Analyst/Programmer I																																							
Minimum/General Experience:	Two (2) years of technical experience in applications software development, one (1) of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.																																							
Functional Responsibility:	Works under general direction. Formulates/defines system scope and objectives. Devises or modifies procedures to solve moderately complex problems considering computer equipment capacity and limitations. Codes, tests, debugs, and documents computer programs. May be familiar with Internet technologies. Working knowledge of at least one development language. May be involved in related areas such as database design/management and evaluation of commercial off-the-shelf (COTS) products.																																							
Minimum Education:	Bachelor's degree in Computer Science or a related field.																																							
Alternate Experience:	<table border="1"> <thead> <tr> <th colspan="2">No Degree</th> <th colspan="2">Associate's</th> <th colspan="2">Bachelor's</th> <th colspan="2">Master's</th> <th colspan="2">Ph.D.</th> </tr> <tr> <th>Gen</th> <th>Spec</th> <th>Gen</th> <th>Spec</th> <th>Gen</th> <th>Spec</th> <th>Gen</th> <th>Spec</th> <th>Gen</th> <th>Spec</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>5</td> <td>5</td> <td>3</td> <td>2</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>										No Degree		Associate's		Bachelor's		Master's		Ph.D.		Gen	Spec	8	5	5	3	2	1	1	0	0	0								
No Degree		Associate's		Bachelor's		Master's		Ph.D.																																
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec																															
8	5	5	3	2	1	1	0	0	0																															

12. Applications Systems Analyst/Programmer II - CLIN 012

Job Title:		Application Systems Analyst/Programmer II							
Minimum/General Experience:									
Six (6) years of technical experience in applications software development, one (1) of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.									
Functional Responsibility:									
Works under general direction. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. May be familiar with Internet technologies. Working knowledge of at least two development languages. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May provide guidance to other systems analysts and programmers.									
Minimum Education:									
Bachelor's degree in Computer Science or a related field.									
Alternate Experience:									
No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
11	9	8	4	6	1	2	0	0	0

13. Applications Systems Analyst/Programmer III - CLIN 013

Job Title:		Application Systems Analyst/Programmer III							
Minimum/General Experience:									
Eight (8) years of technical experience in applications software development, three (3) of which are in systems analysis and one (1) year which is acting as technical lead to a team of programmers/analysts. Has a good understanding of the business or function for which the application is designed.									
Functional Responsibility:									
Plans, directs and monitors the work of team members. Sets priorities to meet the needs of users. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other systems analysts and programmers. This skill is qualified to operate in advanced technical environments that include C++, Client/Server, Oracle, Power Builder, Visual Basic, JAVA, and other source code requirements.									
Minimum Education:									
Bachelor's degree in Computer Science or a related field.									
Alternate Experience:									
No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
13	10	10	7	8	3	4	1	0	0

14. Database Analyst Programmer I - CLIN 014

Job Title:	Database Analyst/Programmer I									
Minimum/General Experience:	Four (4) years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.									
Functional Responsibility:	Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrates system through database design.									
Minimum Education:	Bachelor's degree in Computer Science or a related field.									
Alternate Experience:										
	No Degree		Associate's		Bachelor's		Master's		Ph.D.	
	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
	9	7	6	4	4	1	0	0	0	0

15. Human Factor Engineer - CLIN 015

Minimum General Experience:	2 years of directly related professional experience	OR	5 years of directly related professional experience	OR	7 years of directly related professional experience
Minimum Education:	A Ph.D. degree in a related discipline		A M.S. or M.A. degree in a related discipline		A B.S. or B.A. degree in a related discipline
Additional Experience:					
Functional Responsibility:					
Primary responsibilities include:	<ul style="list-style-type: none"> • Lead for one project or client at a time, such human factors engineering activities as: <ul style="list-style-type: none"> ○ Graphical user requirements analysis ○ Human-computer function/job/task analysis ○ Scenario-based engineering process ○ Developing human-computer work flow scenarios ○ Graphical user interface design ○ Rapid prototyping of graphical user interfaces ○ Product usability evaluations ○ User documentation and training ○ Human-computer performance analysis. • Manage budgets, schedules, and other task personnel for a single project or client. • Solicit, facilitate, and provide regular briefings and progress reports to customers on the status of projects, problems encountered, and recommended courses of action. 				

16. Senior Human Factor Engineer - CLIN 016

Minimum General Experience:	4 years of directly related professional experience	OR	5 years of directly related professional experience	OR	6 years of directly related professional experience
Minimum Education:	A Ph.D. degree in a related discipline		A M.S. or M.A. degree in a related discipline		A B.S. or B.A. degree in a related discipline
Additional Experience:					
Functional Responsibility:					
Primary responsibilities include: <ul style="list-style-type: none"> • Lead for one project or client at a time, such human factors engineering activities as: <ul style="list-style-type: none"> ○ Graphical user requirements analysis ○ Human-computer function/job/task analysis ○ Scenario-based engineering process ○ Developing human-computer work flow scenarios ○ Graphical user interface design ○ Rapid prototyping of graphical user interfaces ○ Product usability evaluations ○ User documentation and training ○ Human-computer performance analysis. • Manage budgets, schedules, and other task personnel for a single project or client. • Solicit, facilitate, and provide regular briefings and progress reports to customers on the status of projects, problems encountered, and recommended courses of action. 					

17. Principal Human Factor Engineer - CLIN 017

Minimum General Experience:	5 years of directly related professional experience	OR	8 years of directly related professional experience	OR	12 years of directly related professional experience
Minimum Education:	a Ph.D. degree in a related discipline		a M.S. or M.A. degree in a related discipline		a B.S. or B.A. degree in a related discipline
Additional Experience:					
Functional Responsibility:					
Primary responsibilities include: <ul style="list-style-type: none"> • Manage and lead more than one project task or more than one project at a time, such human factors engineering activities as: <ul style="list-style-type: none"> ○ Graphical user interface requirements analysis ○ Human-computer function/job/task analysis ○ Lead the scenario-based engineering process ○ Graphical user interface design ○ Rapid prototyping of user interfaces ○ User interface usability evaluations ○ Project documentation ○ User training ○ Human-computer performance analysis • Manage budgets, schedules, and other project personnel, typically for multiple project tasks. • Solicit, facilitate, and provide regular briefings and progress reports to customers on the status of projects, problems encountered, and recommended courses of action. 					

18. Help Desk Coordinator - CLIN 018

Job Title:	Help Desk Coordinator									
Minimum/General Experience:										
One (1) year experience performing Help Desk functions.										
Functional Responsibility:										
Under immediate supervision, responds to and diagnoses problems through discussions with users. Conducts problem recognition, research, isolation, resolution, and follow-up steps. Resolves less complex problems immediately and assigns more complex problems to second-level support, senior operator, or supervisor. Assures timely close-out of trouble tickets and escalates additional support as needed. Has the ability to perform tasks related to data entry.										
Minimum Education:										
High School diploma, plus Help Desk-related training classes.										
Alternate Experience:										
No Degree		Associate's		Bachelor's		Master's		Ph.D.		
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	
2	1	1	0	0	0	0	0	0	0	

19. Test Engineer - CLIN 019

Minimum General Experience:	1 year of professional experience in a related field	OR	2 year of professional experience in a related field	OR	3 years of professional experience in a related field
Minimum Education:	A Bachelor's Degree in a related major		A Bachelor's Degree in an unrelated major		No degree requirement
Additional Experience:					
Functional Responsibility: The Test Engineer may have technical responsibility for a subsystem of a MED Trends' development effort.					
Primary responsibilities include:					
<ul style="list-style-type: none"> • Write sections of test plan under supervision. • Write scripts for automated testing of small programs. • Execute test procedures and support analysis of the results. • Write test reports or problem reports indicating whether or not a test passed. • Support the software configuration management and problem reporting processes. 					

20. Quality Assurance Engineer - CLIN 020

Minimum General Experience:	2 years of professional experience	OR	3 years of professional experience	OR	4 years of professional experience
Minimum Education:	A Bachelor's Degree or higher in Computer Science or a related discipline		A Bachelor's Degree or higher in an unrelated major		No degree requirement
Additional Experience:					
Functional Responsibility: The QA Engineer may have technical responsibility for a subsystem of a MED Trends' development effort.					
Primary responsibilities include:					
<ul style="list-style-type: none"> • Meet with system users to understand usage profiles and user needs. • Write test plans for small systems, including plans for integration testing, system testing, stress testing, acceptance testing, and regression testing. • Design strategies and write scripts for automated testing of small programs. • Write, execute, and analyze the results of test procedures. • Write test reports or problem reports indicating whether or not a test passed and, if necessary, provide an analysis. • Participate in reviews at any point in the software life cycle. • For projects involving small systems, design and implement the software configuration management process and problem reporting system. • Help implement a metrics system, i.e., a system that gathers various metrics on software and performance; help write a report on the metrics for the project. 					

21. Senior Quality Assurance Engineer - CLIN 021

Minimum General Experience:	5 years of professional experience in a related field	OR	7 years of professional experience in a related field	OR	10 years of professional experience in a related field, formal training in basic supervision and conflict resolution, 1 or more years experience in leading teams of four or more individual contributors on a project
Minimum Education:	A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major		No degree requirement
Additional Experience:					
Functional Responsibility: The Senior QA Engineer may have technical responsibility for a subsystem of a MED Trends' development effort.					

Primary responsibilities include:

- Meet with system users to understand usage profiles and user needs.
- Write test plans for large systems, including integration testing, system testing, stress testing, acceptance testing, and regression testing.
- Design strategies and write scripts for automated testing of large programs.
- Lead others in writing, executing, and analyzing the results of test procedures.
- Lead others in writing test reports or problem reports indicating whether or not a test passed and, if necessary, lead analysis of the results.
- Participate in reviews at any point in the software life cycle, leading the testing and configuration management elements of the review.
- Design and implement the software configuration management process and problem reporting system for large system developments.
- Design and implement a metrics system, i.e., a system that gathers various metrics on software and performance; lead the authoring of a report on the metrics for the project.
- Provide technical leadership of up to six individuals.
- Design and document Acceptance Test Plan and Procedures

22. Systems Architect - CLIN 022

Minimum General Experience:	7 years of experience in a related field	OR	10 years of experience in a related field	OR	
Minimum Education:	A Master's Degree in a related major		A Bachelor's Degree in an unrelated major		
Additional Experience:	3 years' experience in Technical Leadership and experience and/or education in structured analysis and design methodologies				
Functional Responsibility: A System Architect may have overall responsibility for the design and development of small to medium scale systems. Technical experience includes work in many aspects of system design and development, and encompasses both detailed and overall integration aspects of system development. In addition, a System Architect may have project management responsibility for a small to medium scale MED Trends' involvement.					
Primary responsibilities include:					
<ul style="list-style-type: none"> • Provide technical direction to project team members, on teams of up to 10 individuals. • Schedule, plan, and conduct project review meetings. • Perform or lead system engineering studies, including: <ul style="list-style-type: none"> ○ System loading analyses ○ Complete computer configuration studies ○ Throughput analyses ○ Conduct formal acceptance tests of MED Trends' software systems ○ Recommend "make/buy" decisions. • Specify hardware configurations to satisfy customer needs. 					

23. Senior Systems Architect - CLIN 023

Minimum General Experience:	10 years of experience in a related field	OR	12 years of experience in a related field	OR	15 years of experience in a related field
Minimum Education:	A Master's Degree in a related major		A Bachelor's Degree in a related major		A Bachelor's Degree in an unrelated major
Additional Experience:	3 year's experience in Technical Leadership and experience and/or education in structured analysis and design methodologies				
Functional Responsibility: A Senior System Architect may have overall responsibility for the design and development of major systems. Technical experience includes work in many aspects of system design and development, and must encompass both detailed and overall integration aspects of system development. In addition, a Senior System Architect may have project management responsibility for one of MED Trends' larger involvements.					
Primary responsibilities include: <ul style="list-style-type: none"> • Provide technical direction to project team members, on teams of up to 20 individuals. • Schedule, plan, and conduct project review meetings. • Perform or lead system engineering studies, including: <ul style="list-style-type: none"> • System loading analyses • Complete computer configuration studies • Throughput analyses • Conduct formal acceptance tests of MED Trends' software systems • Recommend "make/buy" decisions. • Specify hardware configurations to satisfy customer needs. • Discuss and recommend to customers on technical and administrative issues associated with a project. 					

24. Business Analyst - CLIN 024

Minimum General Experience:	4 years of professional experience in an information technology/information management or related field	OR	6 years of professional experience in an information technology/information management or related field	OR	8 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Requires 8 or more years of professional experience without a degree. Incumbents are considered to be senior professionals. The labor group additionally encompasses full journey person level staff involved in performing information technology program type administrative functions for the project.				
Functional Responsibility: Work involves technical, engineering, design, architectural, maintenance or other tasking related to the information technology project being performed. May provide inputs to program management staff or framework.					
Primary responsibilities include: <ul style="list-style-type: none"> • Understands information flows and process architecture necessary for implementation of information technology business solutions. • Defines business processes and business requirements related to enable information technology solutions. • Identifies and documents functional requirements for business architecture design with use cases and other techniques. • Documents an organization's current business process flows and recommends improvements for implementation through an information technology solution. • Develops project documentation and user training materials according to program specifications. • Conducts implemented solution training sessions for users and other information technology representatives. • Prepares communications plans. • Helps software development teams interpret requirements. 					

25. Senior Business Analyst - CLIN 025

Minimum General Experience:	6 years of professional experience in an information technology/information management or related field	OR	9 years of professional experience in an information technology/information management or related field	OR	12 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Experience with supervisory or coordinative program management support activity. Typically includes high-level responsibility for providing quality deliverables. Incumbents are considered to be senior-level professionals.				
Functional Responsibility: Work involves complex technical, engineering, design, architectural, maintenance, business modeling, or similar areas related to the information technology project being performed. Typically includes high-level responsibility for providing quality deliverables.					
Primary responsibilities include:					
<ul style="list-style-type: none"> • Has strong understanding of information flows and process architecture necessary for implementation of information technology business solutions. • Collaborates with information technology project sponsors and other stakeholders to define organizational goals and strategies for achieving them. Coordinates an organization's strategic planning process. Develops strategic plans. • Uses information technology (hardware and software) and related tools to plan, prepare, and execute tasks. • Helps align project deliverables with stakeholder organizational goals. • Develops, reviews, and executes change management plans. • Coordinates financial and strategic analyses. Assesses current and planned initiatives. Completes business cases. Collects data to support build-buy decisions. • Conducts competitive analyses and industry benchmarking. Conducts market and customer research. Develops product-marketing strategies. • Reviews business process models, business requirements, functional requirements, training materials, and communication plans related to information technology solutions. • Helps software development teams interpret requirements. 					

26. LAN Support Technician - CLIN 026

Job Title:	LAN Support Technician									
Minimum/General Experience:										
Two (2) years of experience in data communications troubleshooting. Extensive knowledge of network management software and Personal Computer/Local Area Network (PC/LAN) communications hardware and software in a multi-protocol environment.										
Functional Responsibility:										
Monitors and responds to complex technical hardware and software problems utilizing a variety of testing tools and techniques. Acts as the primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.										
Minimum Education:										
High School diploma, plus technical training in electronics, telecommunications, or computer network hardware or software systems.										
Alternate Experience:										
No Degree		Associate's		Bachelor's		Master's		Ph.D.		
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	
5	2	3	1	2	0	0	0	0	0	

27. LAN/WAN/MAN Administrator - CLIN 027

Job Title:	LAN/WAN/MAN Administrator									
Minimum/General Experience:										
Minimum of Two (2) years of technical experience installing, maintaining, and managing Local Area Networks (LANs), Wide Area Networks (WANs), and Metropolitan Area Networks (MANs).										
Functional Responsibility:										
Responsible for acquisition, installation, maintenance, and usage of the LAN/WAN/MAN. Determines best products to meet needs and present results. Manages LAN/WAN/MAN performance and maintains system security. Installs network hardware and software. Evaluates, develops, and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements policies, procedures, and standards, and ensures their conformance to information systems objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks.										
Minimum Education:										
Bachelor's degree in Computer Science or a related field.										
Alternate Experience:										
No Degree		Associate's		Bachelor's		Master's		Ph.D.		
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	
9	7	7	4	5	2	0	0	0	0	

28. Technical Writer - CLIN 028

Job Title:	Technical Writer									
Minimum/General Experience:										
Two (2) years of experience in writing, editing, and preparing business or technical documentation. Experience with and knowledge of Department of Defense (DoD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment.										
Functional Responsibility:										
Responsible for documentation development and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Checks documents for spelling, grammar, organization, consistency, and content. Ensures that documents follow the appropriate style guide.										
Minimum Education:										
Bachelor's Degree in Communications, Journalism, English, or a related field.										
Alternate Experience:										
No Degree		Associate's		Bachelor's		Master's		Ph.D.		
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	
6	6	3	3	3	2	2	1	0	0	

29. Trainer – I - CLIN 029

Job Title:		Trainer I							
Minimum/General Experience:									
Four (4) years of technical training experience, including two (2) years of information systems training experience. Competent to work at a high level for all phases of information systems training.									
Functional Responsibility:									
Working under general direction, prepares and conducts complex training and education programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness.									
Minimum Education:									
Bachelor's degree in any field.									
Alternate Experience:									
No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
8	7	5	4	2	2	1	0	0	0

30. Telecommunications Engineer – I - CLIN 030

Job Title:		Telecommunications Engineer I							
Minimum/General Experience:									
Two (2) years of experience in support of communication systems or networks.									
Functional Responsibility:									
Supports the assembly, installation, rigging and repair of network components. Performs a variety of telecommunications or network support functions, including trouble ticket management, service order entry, and/or configuration management. Performs scheduled system maintenance activities. Participates in the resolution of systems problems. Working knowledge of network operating systems. Performs all work in accordance with established standards.									
Minimum Education:									
Bachelor's degree or graduate of technical school. Professional certification in a network related discipline.									
Alternate Experience:									
No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
10	8	7	5	4	2	1	0	0	0

31. Telecommunications Engineer – II- CLIN 031

Job Title:	Telecommunications Engineer II								
Minimum/General Experience:									
Five (5) years of experience in support of communication systems or networks. Experience may include one or more the following: (1) electronic assembly, repair, and installation including (a) module assembly, (b) repair, (c) testing or (2) practical experience in the installation of antennas and supporting structures including: (a) knowledge of the principles of antenna and large structural systems, (b) rigger shop practices and techniques, (c) the ability to interpret and use blueprints, drawings, manuals, handbooks, and technical specifications.									
Functional Responsibility:									
Supports the installation, testing, maintenance, and troubleshooting of operational systems or networks. Manages a variety of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Directs the testing of telecommunications and RF systems in support of systems planning, assembly, installation, implementation, and maintenance using both manual and automated tools. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action. Knowledgeable of applicable telecommunications or RF systems engineering techniques and the use of automated support tools. Performs all work in accordance with established standards.									
Minimum Education:									
Bachelor's degree or graduate of technical school. Professional certification in a network related discipline.									
Alternate Experience:									
No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
13	10	10	7	7	5	2	1	0	0

32. Telecommunications Engineer – III - CLIN 032

Job Title:	Telecommunications Engineer III								
Minimum/General Experience:									
Ten (10) years of experience in support of telecommunication systems or networks.									
Functional Responsibility:									
Supports the planning, analysis, design, testing, and troubleshooting of networks or operational systems. Participates in systems planning, information planning, and analysis in support of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Tests processes and data models in support of the planning and analysis efforts using both manual and automated tools. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action. Knowledgeable of applicable telecommunications engineering techniques and the use of automated support tools. May possess knowledge or either network protocols or routers as well as security standards. Performs all work in accordance with established standards.									
Minimum Education:									
Bachelor's degree or graduate of technical school. At least 2 professional certifications in network related disciplines.									
Alternate Experience:									
No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
15	15	15	12	12	10	5	3	0	0

33. Clerical/ Administrative Support - CLIN 033

Job Title:	Clerical/ Administrative Support									
Minimum/General Experience:	One (1) years of experience in a support role or specialized secretarial training.									
Functional Responsibility:	Data entry, scheduling of meeting, appointments, coordinating with vendors, project staff, and managers. Capable of working independently with some supervision. Maintains schedules and tracks deliverables. Addresses customer queries, routes questions and provides customer support.									
Minimum Education:	High School diploma with some secretarial, clerical or administrative experience.									
Alternate Experience:										
	No Degree		Associate's		Bachelor's		Master's		Ph.D.	
	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec	Gen	Spec
	1	1	1	0	0	0	0	0	0	0

34. Senior Clerical/ Administrative Support - CLIN 028

Minimum General Experience:	6 years of professional experience in an information technology/information management or related field	OR	9 years of professional experience in an information technology/information management or related field	OR	12 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree in English additional certs.		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Experience with supervisory or coordinative skills in any support role. Typically includes high-level responsibility for providing quality deliverables. Incumbents are considered to be senior-level professionals.				
Functional Responsibility:	Work involves complex technical support, preparing business case models, business modeling, or similar areas related to the information technology project being performed. Typically includes high-level responsibility for providing quality deliverables. Requires staff coordination and providing direction in support of Program Manager.				
Primary responsibilities include:	<ul style="list-style-type: none"> • Has strong understanding of information flows and processes necessary for implementation and support of information technology projects • Collaborates with information technology project sponsors and other stakeholders to define organizational goals and strategies for achieving them. Coordinates an organization's strategic planning process. Help maintain project charts and in a supporting role helps Program Manager with all deliverables. • Uses information technology (hardware and software) and related tools to plan, prepare, and execute tasks. • High level of proficiency with all MS Software, including MS Project, word, excel and timesheet packages • Coordinates financial and strategic analyses. Assesses current and planned initiatives. Completes business cases. • Conducts competitive analyses and industry benchmarking. Conducts market and customer research. Develops product-marketing strategies. 				