



**AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES  
FSC GROUP 70**

**SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

FPDS Class D301	IT Facility Operation and Maintenance
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design and Integration Services
FPDS Class D308	Programming Services
FPDS Class D310	IT Backup and Security Services
FPDS Class D311	IT Data Conversion Services
FRDS Class D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Class D316	IT Network Management Services

**SIN 132-62 – HSPD-12 PRODUCTS AND SERVICE COMPONENTS (FPDS D399)**

**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 performed by the publisher or manufacturer or one of their authorized agents.

**QSSI**

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**Contract Number:** GS-35F-0308L

**Period Covered by Contract:** March 26, 2001 – June 25, 2011

Two 5-Year Option Periods, which, if exercised, will extend the Contract through June 25, 2021.

**Pricelist Current through PO-0009, effective upon award**

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/>.

## Table of Contents

<b>1</b>	<b>Information for Ordering Offices</b> .....	<b>4</b>
1.1	Special Notice to Agencies: Small Business Participation .....	4
1.2	Geographic Scope of Contract .....	4
1.3	Contractor s Ordering Address and Payment Information .....	4
<b>2</b>	<b>Liability for Injury or Damage</b> .....	<b>4</b>
<b>3</b>	<b>Statistical Data for Government Ordering Office Completion of Standard Form 279</b> .....	<b>4</b>
<b>4</b>	<b>Cage Code and CCR Registration</b> .....	<b>5</b>
<b>5</b>	<b>FOB Destination</b> .....	<b>5</b>
<b>6</b>	<b>Delivery Schedule (Multiple Award Schedules)</b> .....	<b>5</b>
<b>7</b>	<b>Discounts</b> .....	<b>5</b>
<b>8</b>	<b>Trade Agreement Act of 1979, as amended:</b> .....	<b>5</b>
<b>9</b>	<b>Statement Concerning Availability of Export Packing</b> .....	<b>5</b>
<b>10</b>	<b>Small Requirements</b> .....	<b>5</b>
<b>11</b>	<b>Maximum Order:</b> .....	<b>5</b>
<b>12</b>	<b>Ordering Procedures for Federal Supply Schedule Contracts</b> .....	<b>6</b>
<b>13</b>	<b>Federal ADP/Telecommunications Standards Requirements:</b> .....	<b>6</b>
13.1	Federal Information Processing Standards Publications (FIPS PUBS) .....	6
13.2	Federal Telecommunication Standards (FED-STDS) .....	6
<b>14</b>	<b>Contractor Task/Special Order Requirements (C-FSS-370) (NOV 2001)</b> .....	<b>6</b>
<b>15</b>	<b>Contract Administration for Ordering Offices</b> .....	<b>7</b>
<b>16</b>	<b>GSA Advantage!<sup>TM</sup></b> .....	<b>7</b>
<b>17</b>	<b>Purchase of Incidental, Non-Schedule Items</b> .....	<b>7</b>
<b>18</b>	<b>Contractor Commitments, Warranties and Representations</b> .....	<b>8</b>
<b>19</b>	<b>Overseas Activities</b> .....	<b>8</b>
<b>20</b>	<b>Blanket Purchase Agreements (BPAs)</b> .....	<b>8</b>
<b>21</b>	<b>Contractor Team Arrangements</b> .....	<b>8</b>
<b>22</b>	<b>Installation, Deinstallation, Reinstallation</b> .....	<b>8</b>
<b>23</b>	<b>Section 508 Compliance</b> .....	<b>9</b>
<b>24</b>	<b>Prime Contractor Ordering from Federal Supply Schedules</b> .....	<b>9</b>
<b>25</b>	<b>Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)</b> .....	<b>9</b>
<b>26</b>	<b>Software Interoperability</b> .....	<b>10</b>
<b>27</b>	<b>Advance Payments</b> .....	<b>10</b>
<b>28</b>	<b>Terms and Conditions Applicable to Information Technology Professional Services (SIN 132-51)</b> ..	<b>10</b>
28.1	Scope .....	10
28.2	Performance Incentives .....	10
28.3	Ordering Procedures for Services (Requiring a Statement of Work) (G-FCI-920) (Mar 2003)	10
28.4	Order .....	12
28.5	Performance of Services .....	12
28.6	Inspection of Services .....	12
28.7	Responsibilities of the Contractor .....	12
28.8	Responsibilities of the Ordering Activity .....	12
28.9	Independent Contractor .....	12
28.10	Organizational Conflicts of Interest .....	12
28.11	Invoices .....	13
28.12	Payments .....	13
28.13	Resumes .....	13
28.14	Incidental Support Costs .....	13
28.15	Approval of Subcontracts .....	13
28.16	Description of IT Services and Pricing .....	14
28.17	QSSI SIN 132-51 GSA Labor Rates .....	15
28.18	QSSI SIN 132-51 GSA Labor Category Descriptions .....	17

**29 Terms and Conditions – Special Item Number 132-62 ..... 33**

**29.1 Applicable to Authentication Products and Services ..... 33**

**29.2 Order..... 35**

**29.3 Performance of Services..... 35**

**29.4 Stop-Work Order (FAR 52.242-15) (AUG 1989) ..... 35**

**29.5 Inspection of Services ..... 36**

**29.6 Responsibilities of the Ordering Activity..... 36**

**29.7 Independent Contractor..... 36**

**29.8 Organizational Conflicts of Interest..... 36**

**29.9 Invoices ..... 37**

**29.10 Payments ..... 37**

**29.11 Resumes..... 37**

**29.12 Incidental Support Costs ..... 37**

**29.13 Approval of Subcontracts ..... 37**

**29.14 Description of Authentication Products, Services and Pricing ..... 37**

**29.15 QSSI SIN 132-62 GSA Labor Category Descriptions for HSPD-12 Services ..... 38**

**29.16 QSSI SIN 132-62 GSA Labor Rates..... 50**

**30 List of Products and Services Distribution Points ..... 51**

**31 Blanket Purchase Agreement ..... 51**

**31.1 Suggested Format ..... 51**

**31.2 Contractor Team Arrangements ..... 52**

# 1 Information for Ordering Offices

## 1.1 Special Notice to Agencies: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

## 1.2 Geographic Scope of Contract

Information Technology Services will be provided in all 50 states in the Union and the District of Columbia.

## 1.3 Contractor s Ordering Address and Payment Information

**For Mailed Orders:**

Anthony Ardene, Director of Contracts  
 QSSI  
 9801 Washingtonian Blvd., Suite 210  
 Gaithersburg, MD 20879

**For Facsimile Orders:**

Anthony Ardene, Director of Contracts  
 Phone: (301) 977-7884 ext 212  
 Facsimile: (301) 977-8346  
 E-mail: [aardene@qssinc.net](mailto:aardene@qssinc.net)

Government Commercial Credit Cards acceptable for payment: VISA and Master Card. In addition, bank account information for wire transfer payments will be shown on the invoice.

**Technical and Ordering Assistance:**

Anthony Ardene, Director of Contracts  
 Phone: (301) 977-7884 x212

# 2 Liability for Injury or Damage

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

# 3 Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9	G. Order/Modification Under Federal Schedule
Block 16	Contractor Establishment Code (DUNS): 022016765
Block 30	Type of Contractor – A. Small Disadvantage Business (SDB), SBA 8(a) and MBE/DBE Certified for Maryland
Block 31	Woman-Owned Small Business - NO

Block 36	Contractor s Taxpayer Identification Number (TIN): 52-2016292
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## 4 Cage Code and CCR Registration

4a. CAGE Code	1TPV6
4b. CCR Registration	QSSI has registered in the Central Contractor Registration Database.

## 5 FOB Destination

Not Applicable

## 6 Delivery Schedule (Multiple Award Schedules)

**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.

<u>Items or Groups of Items (SIN or Nomenclature)</u>	<u>Delivery Time(Days ARO)</u>
132-51 , 132-62	30 Days

**b. Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet 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 three workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers and 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: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Discount for use of Government Commercial Credit Card: None
- f. Other: None

## 8 Trade Agreement 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 \$1,000.00

## 11 Maximum Order:

All dollar amounts are exclusive of any discount for prompt payment. The maximum dollar value per order is \$500,000 for Special Item 132-51 Information Technology Professional Services.

## 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 ADP/Telecommunications Standards Requirements:

Ordering agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate [reference: National Institutes of Standards and Technology (NIST) Federal Standards Index]. Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

### 13.1 Federal Information Processing Standards Publications (FIPS PUBS)

ADP products under this Schedule that do not conform to 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, NIST, pursuant to National Security Act. Information concerning their availability and applicability should be obtained from 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 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, NIST, pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA Specification Sales Office, Room 6654, 7th & D Streets, SW, Washington, DC 20407, telephone number (202) 708-9205. 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 Task/Special Order 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/services code classification 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 of 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 to the 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 in the agency's order, the Government may provide property, equipment, materials or resources as necessary.
(j) Availability of Funds	May 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 the 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 Offices

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

## 16 GSA Advantage!™

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

- (1) Manufacturer
- (2) Manufacturer's Part Number
- (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 Incidental, Non-Schedule Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items and items not on a Federal Supply contract.

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 that 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 that result in orders under this schedule contract
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor

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

## 19 Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor’s technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## 20 Blanket Purchase Agreements (BPAs)

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

## 21 Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74 Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e. each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## 22 Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-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 on the site of the work shall receive 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 apply.

The ordering activity issuing the task order against this contract will be responsible for the 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 of a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN-132-8.

## 23 Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.qssinc.net/508.htm](http://www.qssinc.net/508.htm). The EIT standard can be found at [www.Section508.gov](http://www.Section508.gov).

## 24 Prime Contractor Ordering from Federal Supply Schedules.

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

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

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

## 25 Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government’s interest shall not be effective –
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including the paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain a copy of all subcontractors’ proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## 26 Software Interoperability

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

## 27 Advance Payments

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

## 28 Terms and Conditions Applicable to Information Technology Professional Services (SIN 132-51)

### 28.1 Scope

(A) The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

(B) The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering activity.

### 28.2 Performance Incentives

- a. Performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering office 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 offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### 28.3 Ordering Procedures for Services (Requiring a Statement of Work) (G-FCI-920) (Mar 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404(b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.494-70, the DFARS procedure takes precedence.

The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering IT professional services, ordering offices shall--

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (e.g., security clearances, travel, special knowledge) should be prepared.
- (ii) The request for quotation should include the statement of work and request the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.
- (iii) The request for quotation may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request for quotations shall notify the contractors that will be the case.

(2) Transmit the Request for quotation to Contractors:

Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT Professional Services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule holders that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the proposed order.

## **28.4 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 (BPAs) 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 that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

## **28.5 Performance of Services**

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

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

c. The 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 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.

## **28.6 Inspection of Services**

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

## **28.7 Responsibilities of the Contractor**

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

## **28.8 Responsibilities of the Ordering Activity**

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

## **28.9 Independent Contractor**

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

## **28.10 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 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 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 offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

### **28.11 Invoices**

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

### **28.12 Payments**

For firm-fixed price orders, the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate I (APR 1984) 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 (DEC 2002)) applies to labor-hour orders placed under this contract.

### **28.13 Resumes**

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

### **28.14 Incidental Support Costs**

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

### **28.15 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 the Task Order.

## 28.16 Description of IT Services and Pricing

To enable you to take advantage of the professional services that best meet your organizations needs, QSSI provides comprehensive services in each of the following areas:

### 28.16.1 Program/Project Management Services

IT Program and Project Management Services involve all tasks related to planning, developing, implementing, and monitoring IT initiatives to ensure delivery. QSSI has experience managing large complex information systems projects and major change programs for both commercial and government organizations, QSSI is uniquely qualified to provide government agencies IT Program/Project Management Services.

Our specific Program/Project Management services include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Development of the overall program plan</li> <li>• Implementing process improvements</li> <li>• Developing project management and quality management plans</li> <li>• Monitoring progress against the project plan</li> <li>• Documenting and reporting progress</li> </ul> | <ul style="list-style-type: none"> <li>• Management of the program execution, including adherence to the quality management plan</li> <li>• Documenting standards and procedures</li> <li>• Addressing schedule variances</li> <li>• Identifying risks and managing changes</li> </ul> |
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### 28.16.2 Strategic Planning Services

IT strategic planning enables an organization to define the use of IT to implement business strategy, achieve competitive advantage, and improve process efficiency.

The QSSI approach to developing an IT strategy involves the following four steps:

- Assess Current Environment
- Develop Vision
- Formulate Strategy
- Develop Migration Plan

### 28.16.3 Systems Analysis and Design Services

IT Systems Analysis and Design Services consists of formulating the business requirements, formalizing the systems requirements, and designing business systems to support the organizations business needs.

QSSI IT Systems Analysis and Design Services are as follows:

- Business Case Development
- Requirements Definition and Analysis
- System Design

### 28.16.4 Systems Development and Deployment Services

IT Systems Development and Deployment Services involve the development, testing, and implementation of information systems.

QSSI IT Systems Development and Deployment Services are as follows:

- Custom Systems Development
- COTS Software Integration
- Electronic Commerce/Electronic Data Interchange (EDI) Development
- Data Warehouse Development
- Internet/Intranet Development
- System Assurance
- Configuration Management
- Training Development and Delivery
- Implementation Planning
- Systems Deployment

## 28.16.5 Operations and Management Services

IT Operations and Maintenance involves designing the IT organizations structure, processes, and maintaining application programs.

The goal of these services is to implement the most effective method for supporting the IT organizations operations and maintenance needs.

QSSI IT Operation and Maintenance Services are as follows:

- IT Organization Design and Training
- IT Operations
- Application Management

## 28.17 QSSI SIN 132-51 GSA Labor Rates

QSSI SIN 132-51 GSA Labor Categories	1-Jan-08
Administrative Support I	\$38.56
Applications Engineer II	\$138.47
Business Analyst I	\$70.60
Business Analyst II	\$75.37
Business Analyst III	\$81.52
Cable Installer 1/Cable Technician 1	\$56.39
Cable Installer 2/Cable Technician 2	\$49.35
Computer Scientist	\$66.89
Configuration Management Analyst III	\$61.84
Data Control Manager	\$62.15
Data Mgt Engineer	\$104.73
Database Administrator I	\$87.98
Database Administrator II	\$92.50
Database Administrator III	\$125.77
Developer I	\$78.01
Developer II	\$83.06
Developer III	\$98.79
Enterprise Security Architect	\$160.21
ERP Application Developer I	\$81.28
ERP Application Developer II	\$90.83
ERP Application Developer III	\$100.40
ERP Application Developer IV	\$114.74
ERP Application Specialist	\$119.53
ERP Functional Specialist	\$164.74
ERP Program Manager	\$309.38
ERP Specialist	\$115.24
ERP SR Functional Specialist	\$210.18
Internet/Intranet Specialist I	\$87.60
Managing Principal/Architect III	\$170.51
Network Integration Specialist I	\$64.62
Programmer/Analyst I	\$52.80
Programmer/Analyst II	\$82.11
Programmer/Analyst III	\$103.22
Project Lead/Team Leader I	\$107.91

<b>QSSI SIN 132-51 GSA Labor Rates</b>	<b>1-Jan-08</b>
Project Manager I	\$111.98
Project Manager II	\$134.46
Project Manager IV	\$161.89
Quality Assurance Analyst I	\$62.75
Quality Assurance Analyst II	\$65.14
Quality Assurance Analyst III	\$93.65
Quality Assurance Analyst IV	\$95.62
Quality Assurance Specialist I	\$109.48
Security Administrator	\$63.73
Senior Electronic Mail Administrator	\$64.82
Senior Network Integration Specialist / Senior Network Engineer	\$76.37
Senior Project Manager for Network Engineering/Cabling	\$119.30
Senior Software Designer III	\$120.68
Senior Systems Engineer I	\$108.85
Senior Systems Engineer II	\$117.66
Senior Systems Engineer III	\$143.22
Software Design Engineer III	\$113.46
Software Engineer I	\$73.20
Software QA Specialist/Tester II	\$100.55
Software Test Engineer I	\$67.92
Software Test Engineer II	\$79.71
Software Test Engineer III	\$98.18
Software Test Engineer IV	\$103.71
Subject Matter Expert I	\$147.35
Systems Administrator I	\$59.97
Systems Analyst II	\$102.29
Team Leader II	\$105.57
Technical Writer I	\$44.80
Tester I	\$60.42
Tester II	\$64.69
Tester III	\$70.69
Tester IV	\$76.18
Web Designer I	\$78.61

## 28.18 QSSI SIN 132-51 GSA Labor Category Descriptions

### 28.18.1 Administrative Support I

Responsibilities	<ul style="list-style-type: none"> <li>Plans, manages, and coordinates documentation of all aspects of the system life cycle for projects</li> <li>Writes, edits, and rewrites material of a technical nature</li> <li>Prepares related technical documentation for presentations</li> <li>Possesses excellent writing, word processing and spreadsheet skills</li> <li>Must be knowledgeable of software operations and be able to verbally communicate effectively</li> </ul>
Education	Associate's degree; or two (2) years of administrative experience
Experience	Must be a high school graduate, with at least five (5) years of related experience including three (3) years of specialized experience with information systems organizations.

### 28.18.2 Applications Engineer II

Responsibilities	<ul style="list-style-type: none"> <li>Designs, modifies, develops, writes and implements software programming applications.</li> <li>Supports and/or installs software applications/operating systems.</li> <li>Participates in the testing process through test review and analysis, test witnessing and certification of software.</li> <li>Relies on limited experience and judgment to plan and accomplish goals.</li> <li>Performs a variety of tasks.</li> <li>Works under general supervision; typically reports to a manager.</li> <li>A certain degree of creativity and latitude is required.</li> </ul>
Education	Bachelor's Degree in related area,
Experience	Two (2) to four (4) years of experience in the field or related area. Familiar with standard concepts, practices, and procedures within a particular field.

### 28.18.3 Business Analyst I

Responsibilities	<ul style="list-style-type: none"> <li>Performs planning, analysis, and design of business systems</li> <li>Analyze and document business processes</li> <li>Creates functional specifications and detailed test plans</li> <li>Day to day management of change requests</li> </ul>
Education	Bachelor Degree in Computer Science
Experience	Two (2) years experience in application development activities. At least one (1) year experience in development of functional and business requirements

### 28.18.4 Business Analyst II

Responsibilities	<ul style="list-style-type: none"> <li>Performs planning, analysis, and design of business systems</li> <li>Analyze and document business processes</li> <li>Creates functional specifications and detailed test plans</li> <li>Day to day management of change requests</li> </ul>
Education	Bachelor Degree in Computer Science
Experience	Five (5) years experience in application development activities. At least three (3) years experience in development of functional and business requirements. Two (2) years experience in support of business, functional and data modeling activities.

### 28.18.5 Business Analyst III

Responsibilities	<ul style="list-style-type: none"> <li>Performs planning, analysis, and design of business systems</li> <li>Analyze and document business processes</li> <li>Creates functional specifications and detailed test plans</li> <li>Day to day management of change requests</li> <li>May supervise other Business Analysts</li> </ul>
Education	Bachelor Degree in Computer Science; MS Degree counts as one (1) year of IT experience.
Experience	Seven (7) years experience in application development activities. At least one (5) years experience in development of functional and business requirements. Three (3) years experience in support of business, functional and data modeling activities.

### 28.18.6 Cable Installer 1 / Cable Technician 1

Responsibilities	<ul style="list-style-type: none"> <li>Proven technician experienced in Category 5e, Cat 6 and fiber optic installation and termination, closet construction and certification testing.</li> </ul>
Education	No degree required
Experience	Minimum of 6 years experience as senior level cable installer in the cable plant industry. BICSI Installer level or higher certification and at least two manufacturer certifications is desired.

### 28.18.7 Cable Installer 2 / Cable Technician 2

Responsibilities	<ul style="list-style-type: none"> <li>Proven technician experienced in Category 5e, Cat 6 and fiber optic installation termination. Will work on a team with a Cable Installer 1 during certification testing.</li> </ul>
Education	No degree required
Experience	Minimum of 4 years mid-level cable installer in the cable plant industry. BICSI Apprentice level or higher certification and at least one manufacturer certification is required.

### 28.18.8 Computer Scientist

Responsibilities	<ul style="list-style-type: none"> <li>Serve as a technical advisor to project teams using program analysis skills</li> <li>Define user interface requirements</li> <li>Advising project teams on the use of new technologies</li> <li>Performs a variety of tasks.</li> <li>Work under general supervision; typically reports to a manager.</li> <li>A certain degree of creativity and latitude is required.</li> </ul>
Education	Bachelors Degree in a related area or a certificate from an IT technical school.
Experience	two to four years experience in the field or in a related area. Familiar with standard concepts, practices and procedures within a particular field.

### 28.18.9 Configuration Management Analyst III

Responsibilities	<ul style="list-style-type: none"> <li>Analyzes changes of product design to determine the effect on the end product design and function and determines and prepares documentation necessary for change.</li> <li>Coordinates with customers to determine a process for change reporting.</li> <li>Reviews released software engineering change data and changes documenting activities to ensure adherence to configuration management procedures and policies.</li> <li>Relies on experience and judgment to plan and accomplish goals.</li> <li>Performs a variety of complex tasks.</li> <li>Works under general supervision.</li> <li>A certain degree of creativity and latitude is required.</li> <li>Typically reports to a supervisor or manager.</li> </ul>
Education	Typically requires at least a bachelor's degree in area of specialty.
Experience	Typically requires four to seven (4-7) years of experience in the field or in a related area. Familiar with standard concepts, practices and procedures within a particular field.

### 28.18.10 Data Control Manager

Responsibilities	<ul style="list-style-type: none"> <li>Work with the data/project manager to maintain the quality of data within an application...</li> <li>Use defined data management tools to ensure data preservation and quality.</li> <li>Adhere to all policies and procedures to maintain the full data lifecycle within an application</li> <li>Document all data anomalies and define data correction activities.</li> </ul>
Education	Bachelor's degree in Computer Science or a technical certificate from an approved IT training facility.
Experience	<ul style="list-style-type: none"> <li>At least four (4) years in computer industry</li> <li>At least two (2) years experience in application development or quality assurance.</li> <li>At least one (1) year experience with data management</li> </ul>

### 28.18.11 Data Management Engineer

Responsibilities	<ul style="list-style-type: none"> <li>Maintain the quality of data within an application and across multiple applications.</li> <li>Use of data management tools to ensure data preservation and quality.</li> </ul>
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	<ul style="list-style-type: none"> <li>Define policies and procedures to maintain the full data lifecycle within an application</li> <li>Interface with/manage assigned data control managers.</li> </ul>
<b>Education</b>	Bachelor's degree in Computer Science, engineering, or related field. As a substitute, practical equivalency is defined as a combination of extensive hands on experience (a minimum of 2 years) in computer programming, design, or analysis.
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least seven (7) years in computer industry</li> <li>At least four (4) years experience in application development or quality assurance.</li> <li>At least three (3) years experience with data management</li> </ul>

### 28.18.12 Database Administrator I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Technical support in the areas of database design, data conversion, data migration, data correction, and performance tuning.</li> <li>Work under the supervision of a Senior Database Administrator.</li> <li>Support the maintenance and operating efficiency of database systems.</li> <li>Support the continual assessment for performance of appropriate software systems to identify and correct problems that affect operation efficiency and work quality.</li> <li>Analyze performance indicators such as system's response time and number of programs being processed to ensure operational efficiency.</li> <li>Design, code, install, and maintain appropriate database tables.</li> <li>Ensures the maintenance of adequate software systems documentation.</li> </ul>
<b>Education</b>	Bachelors Degree; MS Degree accounts for one (1) year IT experience.
<b>Experience</b>	Three (3) years total IT experience with one (1) year experience in database administration.

### 28.18.13 Database Administrator II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Administer, maintain, develop and implement policies and procedures for ensuring the security and integrity of the company database.</li> <li>Implement data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues.</li> <li>Rely on limited experience and judgment to plan and accomplish goals.</li> <li>Performs a variety of tasks.</li> <li>Work under general supervision; typically reports to a manager.</li> <li>A certain degree of creativity and latitude is required.</li> </ul>
<b>Education</b>	Bachelors Degree in a related area.
<b>Experience</b>	Two to four years experience in the field or in a related area. Familiar with standard concepts, practices and procedures within a particular field.

### 28.18.14 Database Administrator III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Designs and develop database schemas, data models, database scripts, database triggers, stored procedures and other programmatic elements associated to database design.</li> <li>Calculates and maintains database capacity planning guidelines for predictive maintenance and optimum performance.</li> <li>Designs configuration management, disaster recovery, and backup plan for database infrastructure.</li> <li>Installs, upgrades, and maintains table spaces, rollback segments, space allocation, tables, view, roles, profiles, and synonyms.</li> <li>Establishes snapshot, monitoring sessions, and performs backup/recovery functions</li> <li>Performs database analysis and tuning.</li> </ul>
<b>Education</b>	Bachelor's degree in Computer Science, engineering, or related field. As a substitute, practical equivalency is defined as a combination of extensive hands on experience (a minimum of 2 years) in computer programming, design, or analysis.
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least ten (10) years in computer industry</li> <li>At least two (2) years experience with client/server, GUI environment</li> <li>At least five (5) years experience as DBA (Oracle, Sybase, Informix, etc.) including: <ul style="list-style-type: none"> <li>Installing, upgrading, and maintaining table spaces, rollback segments, space allocation, tables, view, roles, profiles, and synonyms</li> <li>Establishing snapshot, monitoring sessions, and performing backup/recovery functions together with archiving</li> </ul> </li> </ul>

	<p>redo log files</p> <ul style="list-style-type: none"> <li>• Performing all table analysis and tuning</li> <li>• At least two (2) years progressively more responsible experience analyzing and defining system requirements, developing detailed system and program specifications, and developing automated information system programs using fourth or fifth generation languages such as SQL*Forms, SQL*Plus, Stored Procedures and Packages, Visual Basic or PowerBuilder with relational database management systems such as Oracle, Sybase, Informix and Ingres</li> <li>• At least one (1) year experience demonstrating effective oral and written communications skills to end-users at all levels.</li> </ul>
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### 28.18.15 Developer I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Works under supervision to support the activities of a more senior Developer.</li> <li>• Assists in the support of maintenance and operating efficiency of a major system.</li> <li>• Assists programmer analysts and other developers in the assessment of the performance of appropriate software systems to identify and correct problems which impact operations and work quality.</li> <li>• Assists in the identification, evaluation, customizing, and implementation of vendor-supplied software packages.</li> <li>• Codes, in accordance with specific design parameters, system software modules as directed by the programmer analyst.</li> <li>• Assists the programmer analyst in end user training in applications programming and other user personnel in the use of systems software and related hardware.</li> <li>• Works with Business Analysts to generate coding specifications from requirements documents.</li> <li>• Assists in Configuration Management activities.</li> <li>• Participates in code reviews.</li> <li>• Assists in application testing activities.</li> <li>• May perform other duties assigned.</li> </ul>
<b>Education</b>	Bachelors Degree; MS Degree is accounted for one (1) year IT experience.
<b>Experience</b>	Two (2) years total IT experience with 1 (one) year experience coding computer programs.

### 28.18.16 Developer II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Works under supervision to support the activities of a more senior Developer.</li> <li>• Assists in the support of maintenance and operating efficiency of a major system.</li> <li>• Assists programmer analysts and other developers in the assessment of the performance of appropriate software systems to identify and correct problems which impact operations and work quality.</li> <li>• Assists in the identification, evaluation, customizing, and implementation of vendor-supplied software packages.</li> <li>• Codes, in accordance with specific design parameters, system software modules as directed by the programmer analyst.</li> <li>• Assists the programmer analyst in end user training in applications programming and other user personnel in the use of systems software and related hardware.</li> <li>• Works with Business Analysts to generate coding specifications from requirements documents.</li> <li>• Assists in Configuration Management activities.</li> <li>• Participates in code reviews.</li> <li>• Assists in application testing activities.</li> <li>• May perform other duties assigned.</li> </ul>
<b>Education</b>	Bachelor Degree; MS Degree is accounted for one (1) year IT experience.
<b>Experience</b>	Three (3) years total IT experience with two (2) years computer systems coding experience.

### 28.18.17 Developer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.</li> <li>• Continually assess the performance of appropriate software systems to identify and correct problems that affect operation efficiency and work to ensure operational efficiency.</li> <li>• Designs, code, installs, and maintains appropriate systems software program.</li> <li>• Identifies, evaluates, tailors and directs the implementation of vendor-supplied software packages.</li> <li>• Ensures the maintenance of adequate software systems documentation.</li> <li>• Provides technical quality.</li> <li>• Maintains active liaison with user personnel and developers to ensure continuing responsiveness of applicable</li> </ul>
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	<p>system software user requirements.</p> <ul style="list-style-type: none"> <li>Analyzes performance indicators such as system's response time and number of programs being processed</li> <li>Provides assistance to less experienced systems software personnel in the resolution of complex system related problems.</li> <li>Provides guidance and direction to junior developers assigned to the project.</li> <li>Works closely with Project Managers to ensure customer satisfaction.</li> <li>Will perform management duties as assigned by the Project Manager.</li> </ul>
<b>Education</b>	Bachelor Degree; MS Degree is accounted for one (1) year of IT experience.
<b>Experience</b>	Five (5) years total IT experience with three (3) years computer systems analysis and coding experience.

### 28.18.18 Enterprise Security Architect

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Design, develop, test, document, port and support software products in accordance with specifications.</li> <li>Ability to perform the following: <ul style="list-style-type: none"> <li>Overall System Design of a Security COTS Product</li> <li>IT security system knowledge, Security standards expertise and general support for improving security posture of overall system</li> <li>Secure integration with other COTS and legacy products using programming and UI interfaces</li> <li>Impact analysis on system components as well as deployment environment</li> <li>Managing development team through full lifecycle software development in C/C++/J2EE</li> <li>Data architecture, database design and optimization</li> <li>Data Analytics and Reporting.</li> </ul> </li> </ul>
<b>Education</b>	See Experience
<b>Experience</b>	Master's degree with 3 years experience in the areas above, BS degree with 5 years experience in the above, or no degree with 8 years experience in the above.

### 28.18.19 ERP Application Developer I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Analyze business related requirements of different functional areas.</li> <li>Design, document and develop new functionalities.</li> <li>Test and roll-out new functionalities ensuring quality.</li> <li>Work closely with other members of the ERP development team.</li> <li>Provide technical support when needed.</li> <li>Results oriented team player.</li> <li>Must have good communication skills.</li> <li>High level of professionalism required.</li> <li>May perform other duties assigned.</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent.
<b>Experience</b>	Two (2) years total IT experience with 1 (one) year of ERP experience.

### 28.18.20 ERP Application Developer II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Analyze business related requirements of different functional areas.</li> <li>Design, document and develop new functionalities.</li> <li>Test and roll-out new functionalities ensuring quality.</li> <li>Work closely with other members of the ERP development team.</li> <li>Provide technical support when needed.</li> <li>Results oriented team player.</li> <li>Must have good communication skills.</li> <li>High level of professionalism required.</li> <li>May perform other duties assigned.</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent.
<b>Experience</b>	Three (3) years total IT experience with 2 (two) years of ERP experience.

### 28.18.21 ERP Application Developer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Analyze business related requirements of different functional areas.</li> <li>Design, document and develop new functionalities.</li> <li>Test and roll-out new functionalities ensuring quality.</li> <li>Work closely with other members of the ERP development team.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Provide technical support when needed.</li> <li>• Results oriented team player.</li> <li>• May take a team leadership role</li> <li>• Must have good communication skills.</li> <li>• High level of professionalism required.</li> <li>• May perform other duties assigned.</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent.
<b>Experience</b>	Four (4) years total IT experience with 3 (three) years of ERP experience.

### 28.18.22 ERP Application Developer IV

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Analyze business related requirements of different functional areas.</li> <li>• Design, document and develop new functionalities.</li> <li>• Test and roll-out new functionalities ensuring quality.</li> <li>• Work closely with other members of the ERP development team.</li> <li>• Provide technical support when needed.</li> <li>• Results oriented team player.</li> <li>• Supervise other teams of ERP Developers</li> <li>• Must have good communication skills.</li> <li>• High level of professionalism required.</li> <li>• May perform other duties assigned.</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent. MS Degree is accounted for one (1) year of IT experience.
<b>Experience</b>	Six (6) years total IT experience with 4 (four) years of ERP experience.

### 28.18.23 ERP Application Specialist

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Application specific planning, estimating, tracking and reporting.</li> <li>• Application Requirements Definition, GAP Analysis, Process Modeling, Data Modeling and Report Mapping.</li> <li>• Application Process Design and Module Configuration</li> <li>• Lead application testing efforts</li> <li>• Responsible for User Training</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent. MS Degree is accounted for two (2) years of IT experience.
<b>Experience</b>	Seven+ (7+) years total IT experience with at least four (4) years of ERP experience.

### 28.18.24 ERP Functional Specialist

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the design, development and implementation of business systems.</li> <li>• Ability to resolve configuration and functional business issues across various ERP modules.</li> <li>• Project Management experience.</li> <li>• Ability to translate business requirements to technical system design specifications.</li> <li>• Ability to write functional test scripts and conduct unit, integration and user acceptance testing.</li> <li>• Serve as escalation point for system and troubleshooting issues.</li> <li>• Provide functional advice and assistance to ERP development staffs.</li> <li>• Work seamlessly with all IT Teams to ensure high standards of IT Support at all levels.</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent. MS Degree is accounted for two (2) years of IT experience.
<b>Experience</b>	Seven+ (7+) years total IT experience with at least four (4) years of ERP experience.

### 28.18.25 ERP Program Manager

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Proven ERP development and management experience.</li> <li>• Experience managing very large and complex ERP systems.</li> <li>• Provide ERP application and functional knowledge and support to all development teams.</li> <li>• Provide project and deliverable status to client organizations.</li> <li>• Work seamlessly with all IT Teams to ensure high standards of IT Support at all levels.</li> <li>• Identify creative ways to reduce cost by streamlining processes and systems.</li> <li>• Offer new ideas and suggestions for improvement.</li> <li>• Identify and implement new practices and processes that are "best in field".</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent. MS Degree is accounted for two (2) years of IT experience.

<b>Experience</b>	Ten+ (10+) years total IT experience with at least five (5) years of ERP experience. PMP certification required.
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### 28.18.26 ERP Specialist

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Project planning, estimating, tracking and reporting.</li> <li>• Requirements definition, GAP Analysis, Process Modeling, Data Modeling and Report Mapping.</li> <li>• Process Design and Application Configuration</li> <li>• Lead testing efforts</li> <li>• Responsible for User Training</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent. MS Degree is accounted for two (2) years of IT experience.
<b>Experience</b>	Seven+ (7+) years total IT experience with at least four (4) years of ERP experience.

### 28.18.27 ERP Senior Functional Specialist

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the design, development and implementation of business systems.</li> <li>• Ability to resolve configuration and functional business issues across various ERP modules.</li> <li>• Project Management experience.</li> <li>• Ability to translate business requirements to technical system design specifications.</li> <li>• Ability to write functional test scripts and conduct unit, integration and user acceptance testing.</li> <li>• Serve as escalation point for system and troubleshooting issues.</li> <li>• Provide functional advice and assistance to ERP development staffs.</li> <li>• Work seamlessly with all IT Teams to ensure high standards of IT Support at all levels.</li> <li>• Identify creative ways to reduce cost by streamlining processes and systems.</li> <li>• Offer new ideas and suggestions for improvement.</li> <li>• Identify and implement new practices and processes that are "best in field".</li> </ul>
<b>Education</b>	Bachelors Degree or equivalent. MS Degree is accounted for two (2) years of IT experience.
<b>Experience</b>	Ten (10) years total IT experience with at least five (5) years of ERP experience.

### 28.18.28 Internet/Intranet Specialist I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Performs system analysis and design techniques for internet/intranet.</li> <li>• Develops applications using web tools like HTML, XML, and Common Gateway Interface (CGI).</li> <li>• Analyzes and develops internet/intranet applications.</li> <li>• Has the ability to work independently or under general direction.</li> </ul>
<b>Education</b>	Bachelors Degree; MS Degree accounts for one (1) year of IT experience.
<b>Experience</b>	One (1) year of IT experience with six months experience developing web based application systems and/or web sites.

### 28.18.29 Managing Principal/Architect III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develops enterprise application architectures</li> <li>• Develops or leads the development of detailed data and processing requirements in components of the enterprise application architecture</li> <li>• Plans new applications development including identification of builds, selection of methodology and tools</li> <li>• Defines sequencing and prioritization of modules</li> <li>• Develops software unit, integration and operational testing strategies</li> <li>• Evaluates software reuse, reengineering and renewal options for components of the enterprise application architecture</li> <li>• Designs complex applications for maximum flexibility and adaptability to changing business needs</li> </ul>
<b>Education</b>	Bachelor's degree in Computer Science, Engineering, or related field.
<b>Experience</b>	At least seven (7) years combined experience in enterprise architecture planning; functional and non-functional requirements analysis and specifications; application systems development planning, software engineering, design and development. · Two (2) years experience in information systems strategic planning, enterprise architecture planning and information engineering practice.

### 28.18.30 Network Integration Specialist

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for running an installation team on the project.</li> <li>• Background experience in the cable plant industry.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Will possess a BICSI Technician or higher certification and at least three manufacturer certifications.</li> <li>• Will be a proven leader and have experience running projects or teams on projects in excess of \$1.0M.</li> </ul>
<b>Education</b>	See experience
<b>Experience</b>	Minimum of 10 years experience in the cable plant industry with no degree, or AA degree with 6 years experience, or BS degree with 4 years experience.

### 28.18.31 Programmer/Analyst I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Works under supervision to support the activities of a Programmer Analyst.</li> <li>• Assists in the support of maintenance and operating efficiency of a major system.</li> <li>• Assists programmer analyst in the assessment of the performance of appropriate software systems to identify and correct problems which impact operations and work quality.</li> <li>• Assists in the identification, evaluation, customizing, and implementation of vendor-supplied software packages.</li> <li>• Codes, in accordance with specific design parameters, system software modules as directed by the programmer analyst.</li> <li>• Assists the programmer analyst in end user training in applications programming and other user personnel in the use of systems software and related hardware.</li> <li>• May perform other duties assigned.</li> </ul>
<b>Education</b>	Bachelors Degree; MS Degree is accounted for one (1) year IT experience.
<b>Experience</b>	One (1) year total IT experience with 6 months experience coding computer programs.

### 28.18.32 Programmer/Analyst II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Works under the supervision to support the activities of a Sr. Programmer Analyst.</li> <li>• Supports the maintenance and operating efficiency of a major subsystem, such as teleprocessing network, database management systems, etc.</li> <li>• Support the continual assessment of the performance of appropriate software systems to identify and correct problems that affect operation efficiency and work quality.</li> <li>• Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency.</li> <li>• Designs, code, installs, and maintains appropriate systems software program.</li> <li>• Ensures the maintenance of adequate software systems documentation.</li> <li>• Trains users in applications programming and other user personnel in the use of systems software and related hardware.</li> <li>• May perform other duties as assigned.</li> </ul>
<b>Education</b>	Bachelor Degree; MS Degree is accounted for one (1) year IT experience.
<b>Experience</b>	Two (2) years total IT experience with one-year computer systems coding experience.

### 28.18.33 Programmer/Analyst III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.</li> <li>• Continually assess the performance of appropriate software systems to identify and correct problems that affect operation efficiency and work to ensure operational efficiency.</li> <li>• Designs, code, installs, and maintains appropriate systems software program.</li> <li>• Identifies, evaluates, tailors and directs the implementation of vendor-supplied software packages.</li> <li>• Ensures the maintenance of adequate software systems documentation.</li> <li>• Provides technical quality.</li> <li>• Maintains active liaison with user personnel to ensure continuing responsiveness of applicable system software user requirements.</li> <li>• Analyzes performance indicators such as system's response time and number of programs being processed assistance to less experienced systems software personnel in the resolution of complex system related problems.</li> <li>• Train users in applications programming and other user personnel in the use of systems software and related hardware.</li> </ul>
<b>Education</b>	Bachelor Degree; MS Degree is accounted for one (1) year of IT experience.
<b>Experience</b>	Three (3) years total IT experience with two years computer systems analysis and coding experience.

### 28.18.34 Project Lead/Team Leader I

Responsibilities	<ul style="list-style-type: none"> <li>• Designs, plans and coordinates work teams.</li> <li>• Provides technical support to project team members.</li> <li>• Handles complex application features and technical designs.</li> <li>• Designs and implements the components required for complex application features. Generally manages a group of applications systems analysts/programmers.</li> <li>• Relies on experience and judgment to plan and accomplish goals.</li> </ul>
Education	Bachelor Degree in a related area.
Experience	Seven (7) years experience in the field.

### 28.18.35 Project Manager I

Responsibilities	<ul style="list-style-type: none"> <li>• Provide to the government the contractor staff utilization and contractor status reports</li> <li>• Oversee and provide technical and managerial direction to contract support staff for contract monitoring and system development activities</li> <li>• Help recruit and allocate contract resources on contract to be consistent with workload, funding; ensure that all work performed is in compliance with all standards</li> <li>• Act as liaison between all contract support staff and the government.</li> </ul>
Education	Bachelor Degree; MS Degree accounts for one (1) year IT experience.
Experience	Two (2) of the last four (4) years of progressive technical or managerial experience in information resources management. At least two (2) year of experience within the last three (3) years occupying a project manager position in the software development business demonstrating the duties defined above.

### 28.18.36 Project Manager II

Responsibilities	<ul style="list-style-type: none"> <li>• Provide to the government the contractor staff utilization and contractor status reports</li> <li>• Oversee and provide technical and managerial direction to contract support staff for contract monitoring and system development activities</li> <li>• Help recruit and allocate contract resources on contract to be consistent with workload, funding; ensure that all work performed is in compliance with all standards</li> <li>• Act as liaison between all contract support staff and the government.</li> </ul>
Education	Bachelor Degree; MS Degree accounts for one (1) year IT experience.
Experience	Three (3) of the last five (5) years of progressive technical or managerial experience in information resources management. At least two (2) year of experience within the last three (3) years occupying a project manager position in the software development business demonstrating the duties defined above.

### 28.18.37 Project Manager IV

Responsibilities	<ul style="list-style-type: none"> <li>• Direct the performance of a variety of IT projects, which may be organized by technology, program, or client.</li> <li>• Oversee the technology development and/or application and resource allocation within the program.</li> <li>• Provides effective management of funds, personnel, and is accountable for the quality and timely delivery of all contractual items.</li> <li>• Operates within client guidelines.</li> </ul>
Education	Bachelor Degree; MS Degree accounts for one (1) year IT experience.
Experience	Six (6) years of total IT experience, with three (3) years experience managing major IT projects.

### 28.18.38 Quality Assurance Analyst I

Responsibilities	<ul style="list-style-type: none"> <li>• Establishes and maintains a process for evaluating systems and associated documentation.</li> <li>• Maintains the level of quality throughout the project life cycle.</li> <li>• Conducts formal and informal reviews at pre-determined points throughout the development life cycle.</li> <li>• Provides technical and administrative direction for personnel performing systems development task, including the review of work products for correctness, adherence to the design concept and to user standards.</li> <li>• Makes recommendations, if needed, for approval of major systems installations.</li> </ul>
Education	Bachelors Degree; MS Degree accounts for one (1) year IT experience.
Experience	Two (2) years of total IT experience with one (1) year performing quality assurance/quality control for IT systems.

### 28.18.39 Quality Assurance Analyst II

Responsibilities	<ul style="list-style-type: none"> <li>Establishes and maintains a process for evaluating systems and associated documentation.</li> <li>Maintains the level of quality throughout the project life cycle.</li> <li>Conducts formal and informal reviews at pre-determined points throughout the development life cycle.</li> <li>Provides technical and administrative direction for personnel performing systems development task, including the review of work products for correctness, adherence to the design concept and to user standards.</li> <li>Makes recommendations, if needed, for approval of major systems installations.</li> </ul>
Education	Bachelors Degree; MS Degree accounts for one (1) year IT experience.
Experience	Three (3) years of total IT experience with two (2) years performing quality assurance/quality control for IT systems.

### 28.18.40 Quality Assurance Analyst III

Responsibilities	<ul style="list-style-type: none"> <li>Establishes and maintains a process for evaluating systems and associated documentation.</li> <li>Maintains the level of quality throughout the project life cycle.</li> <li>Conducts formal and informal reviews at pre-determined points throughout the development life cycle.</li> <li>Provides technical and administrative direction for personnel performing systems development task, including the review of work products for correctness, adherence to the design concept and to user standards.</li> <li>Makes recommendations, if needed, for approval of major systems installations.</li> <li>Supervises a team of less senior QA Analysts.</li> </ul>
Education	Bachelors Degree; MS Degree accounts for one (1) year IT experience.
Experience	Five (5) years of total IT experience with three (3) years performing quality assurance/quality control for IT systems.

### 28.18.41 Quality Assurance Analyst IV

Responsibilities	<ul style="list-style-type: none"> <li>Establishes and maintains a process for evaluating systems and associated documentation.</li> <li>Maintains the level of quality throughout the project life cycle.</li> <li>Conducts formal and informal reviews at pre-determined points throughout the development life cycle.</li> <li>Provides technical and administrative direction for personnel performing systems development task, including the review of work products for correctness, adherence to the design concept and to user standards.</li> <li>Makes recommendations, if needed, for approval of major systems installations.</li> <li>Provides leadership across multiple projects.</li> <li>Supervises several QA team leads.</li> <li>Provides project specific feedback to the QA Manager.</li> </ul>
Education	Bachelors Degree; MS Degree accounts for one (1) year IT experience.
Experience	Five+ (5+) years of total IT experience with three+ (3+) years performing quality assurance/quality control for IT systems.

### 28.18.42 Quality Assurance Specialist I

Responsibilities	<ul style="list-style-type: none"> <li>Establishes and maintains a process for evaluating systems and associated documentation.</li> <li>Maintains the level of quality throughout the project lifecycle.</li> <li>Conducts formal and informal reviews at predetermined points throughout the development lifecycle.</li> <li>Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to recognized standards and practices.</li> <li>Makes recommendations, if needed, for approval of major systems installations.</li> <li>Organizes and maintains all testing quality assurance documentation required.</li> <li>Supports the test and integration personnel as a witness to testing requirements.</li> <li>Certifies that all deliverables have met all quality requirements</li> </ul>
Education	Bachelor's degree in related field; MS Degree accounts for one (1) year IT experience.
Experience	Five+ (5+) years of engineering and/or system analysis and programming experience, including three+ (3+) years of quality assurance testing experience.

### 28.18.43 Security Administrator

Responsibilities	<ul style="list-style-type: none"> <li>Technical support in the areas of database design, data conversion, data migration, data correction, and performance tuning.</li> <li>Work under the supervision of a Senior Database Administrator.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Supports the maintenance and operating efficiency of database systems.</li> <li>• Supports the continual assessment for performance of appropriate software systems to identify and correct problems that affect operation efficiency and work quality.</li> <li>• Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency.</li> <li>• Designs, codes, installs, and maintains appropriate database tables.</li> <li>• Ensures the maintenance of adequate software systems documentation.</li> </ul>
<b>Education</b>	Bachelors Degree; MS Degree accounts for one (1) year IT experience.
<b>Experience</b>	Three (3) years total IT experience with one (1) year experience in database administration.

### 28.18.44 Senior Electronic Mail Administrator

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor daily server availability and performance, user traffic, Notes logs, STMP e-mail processing, and automates agent processes.</li> <li>• Provides Tier II help desk support for resolving user problems and issues associated with Lotus Notes access, usage, mail archive and retrieval, and configuration problems.</li> <li>• Works with users to develop or extend User Notes application functionality.</li> <li>• Ensures that enhancement and technology refresh projects meet deadlines and have sufficient support through the rollout phase.</li> </ul>
<b>Education</b>	No Degree Required
<b>Experience</b>	Five years of experience in managing Lotus Notes user administration; programming Lotus formula and script languages; Domino R5; and use of Notes agents.

### 28.18.45 Senior Network Integration Specialist / Senior Network Engineer

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Possess and demonstrate the following: <ul style="list-style-type: none"> <li>○ Experience in engineering and design of network environments similar in size and complexity to this requirement and relevant communications technologies</li> <li>○ Substantial experience in network design and cable plant installation, to include knowledge of configuration and topology of networks</li> <li>○ Experience in conducting site surveys, reviewing design documentation, and making required changes</li> <li>○ Ability to assist technical personnel in troubleshooting problems and running required testing operations to ensure proper network operation</li> <li>○ Competence in all phases of network integration principles and techniques and demonstrated knowledge of testing, certification, and management practices related to cabling installations</li> <li>○ Experience pulling cable to systems furniture, security devices, and desktops.</li> </ul> </li> </ul>
<b>Education</b>	See Experience
<b>Experience</b>	BICSI certification as a Registered Communications Distribution Designer (RCDD) is preferred; No degree with minimum of 12 years experience in the above field, AA degree with 8 years experience in the above field, BS degree with 6 years experience or Master's degree with 4 years experience.

### 28.18.46 Senior Project Manager for Network Engineering/ Cabling

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Possess and demonstrate the following: <ul style="list-style-type: none"> <li>○ Extensive experience in managing large scale information technology projects</li> <li>○ Background in network engineering;</li> <li>○ Substantial knowledge of cable plant and installation</li> <li>○ Demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies</li> <li>○ Proven expertise in the management and control of funds and resources</li> <li>○ Demonstrated capability in managing complex multi-task contracts.</li> </ul> </li> </ul>
<b>Education</b>	See Experience
<b>Experience</b>	No degree with minimum of 12 years experience in the above field, AA degree with 8 years experience in the above field, BS degree with 6 years experience or Master's degree with 4 years experience.

### 28.18.47 Senior Software Designer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develops specifications for systems design, database structures, data capture forms, data conversion procedures, data validation and correction, database query, and reporting procedures</li> </ul>
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	<ul style="list-style-type: none"> <li>• Implements information systems through the use of database management systems, statistical packages, GUI, object-oriented, high level programming languages and standard utilities</li> <li>• Provides technical guidance to software designers and others assigned to work on application development tasks</li> </ul>
<b>Education</b>	Bachelor degree in Computer Science, Engineering or related field. As a substitute, practical equivalency is defined as a combination of extensive hands-on experience (a minimum of 4 years) in computer programming, design, or analysis.

### 28.18.48 Senior Systems Engineer I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Performs systems engineering planning, performance management, capacity planning, testing, validation, benchmarking, and information engineering.</li> <li>• Develops staffing for systems engineering management plan.</li> <li>• Supports Senior Systems Engineer, as required.</li> <li>• Analyzes and develops technical documentation detailing the integration and system performance.</li> <li>• Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.</li> <li>• May perform other duties as assigned.</li> </ul>
<b>Education</b>	Bachelors Degree; MS Degree accounts for one (1) year of IT experience.
<b>Experience</b>	Three (3) years of IT experience with two (2) years of computer systems analysis and coding.

### 28.18.49 Senior Systems Engineer II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Performs systems engineering planning, performance management, capacity planning, testing and validation, benchmarking, information engineering.</li> <li>• Development and staffing of a systems engineering management plan.</li> <li>• Supports a Sr. Systems Engineer, as required.</li> <li>• Analyzes and develops technical documentation detailing the integration and system performance.</li> <li>• Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.</li> <li>• May perform other duties as assigned.</li> </ul>
<b>Education</b>	Bachelors Degree, MS accounts for one (1) year of IT experience
<b>Experience</b>	Five (5) years of IT experience, three (3) years of computer systems analysis and coding

### 28.18.50 Senior Systems Engineer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Performs systems engineering planning, performance management, capacity planning, testing and validation, benchmarking, information engineering.</li> <li>• Development and staffing of a systems engineering management plan.</li> <li>• Supports a Sr. Systems Engineer, as required.</li> <li>• Analyzes and develops technical documentation detailing the integration and system performance.</li> <li>• Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.</li> <li>• May perform other duties as assigned.</li> </ul>
<b>Education</b>	Bachelors Degree, MS accounts for one (1) years of IT experience
<b>Experience</b>	Seven (7) years of IT experience, five (5) years of computer systems analysis and coding

### 28.18.51 Software Design Engineer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Designs, modifies, develops, writes and implements software programming applications.</li> <li>• Supports and/or installs software applications/operating systems.</li> <li>• Participates in the testing process through test review and analysis, test witnessing and certification of software.</li> </ul>
<b>Education</b>	Bachelors Degree
<b>Experience</b>	Four (4) to six (6) years of experience in the software design or related field.

### 28.18.52 Software Engineer I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Designs, modifies, develops, writes and implements software programming applications.</li> <li>• Supports and/or installs software applications/operating systems.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Participates in the testing process through a test review and analysis, test witnessing and certification of software.</li> <li>• Relies on instructions and pre-established guidelines to perform functions of job.</li> <li>• Works under immediate supervision.</li> <li>• Primary job functions do not typically require exercising independent judgment.</li> <li>• Typically reports to a manager.</li> </ul>
<b>Education</b>	Requires a bachelor's degree in a related area.
<b>Experience</b>	Requires 0-2 years experience in the field or a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field.

### 28.18.53 Software QA Specialist/Tester II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Writes test plans, test cases, test procedures, and test data</li> <li>• Sets up the testing environment, including hardware, software, and automates scripts</li> <li>• Performs unit test, system test, user acceptance test, and load &amp; performance test</li> <li>• Creates and maintains a record of defects found as a result of testing</li> <li>• Communicates with the development team and ensures all defects found are corrected and re-tested until system reaches the expected quality level</li> </ul>
<b>Education</b>	Bachelor's degree in MIS or a related field
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree with at least three (3) years of related experience including two (2) years of specialized experience testing all aspects of software applications including writing test plan, test case, test procedure, and test data</li> <li>• Must be able to perform unit test, system test, user acceptance test, and software quality assurance</li> <li>• Must be able to work independently or under general direction</li> </ul>

### 28.18.54 Software Test Engineer I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluates, recommends, and implements automated test tools and strategies.</li> <li>• Develops, maintains and upgrades automated test scripts and architectures for application products.</li> <li>• Writes, implements, and reports status for system test cases for testing.</li> <li>• Analyzes test cases and provides regular progress reports.</li> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision.</li> <li>• Typically reports to a supervisor or manager.</li> </ul>
<b>Education</b>	Bachelors Degree in area of specialty
<b>Experience</b>	0-2 years of experience in the field or related area. Has knowledge of commonly used concepts, practices and procedures within a particular field.

### 28.18.55 Software Test Engineer II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluates, recommends, and implements automated test tools and strategies.</li> <li>• Develops, maintains and upgrades automated test scripts and architectures for application products.</li> <li>• Also writes, implements, and reports status for system test cases for testing.</li> <li>• Analyzes test cases and provides regular progress reports.</li> <li>• Relies on limited experience and judgment to plan and accomplish goals.</li> <li>• Performs a variety of tasks.</li> <li>• Works under general supervision.</li> <li>• A certain degree of creativity and latitude is required.</li> <li>• Typically reports to a supervisor or manager.</li> </ul>
<b>Education</b>	Bachelors Degree in area of specialty;
<b>Experience</b>	2-4 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures within a particular field.

### 28.18.56 Software Test Engineer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluates, recommends, and implements automated test tools and strategies.</li> <li>• Develops, maintains and upgrades automated test scripts and architectures for application products.</li> <li>• Also writes, implements, and reports status for system test cases for testing.</li> </ul>
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	<ul style="list-style-type: none"> <li>Analyzes test cases and provides regular progress reports.</li> <li>Relies on years of experience and judgment to plan and accomplish goals.</li> <li>Has functioned as a test lead on individual projects.</li> <li>Performs a variety of tasks.</li> <li>Works under general supervision.</li> <li>A certain degree of creativity and latitude is required.</li> <li>Typically reports to a supervisor or manager.</li> </ul>
<b>Education</b>	Bachelors Degree in area of specialty;
<b>Experience</b>	4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures within a particular field.

### 28.18.57 Software Test Engineer IV

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Evaluates, recommends, and implements automated test tools and strategies.</li> <li>Develops, maintains and upgrades automated test scripts and architectures for application products.</li> <li>Also writes, implements, and reports status for system test cases for testing.</li> <li>Analyzes test cases and provides regular progress reports.</li> <li>Relies on years of experience and judgment to plan and accomplish goals.</li> <li>Has functioned as a test lead on many projects.</li> <li>Performs a variety of tasks as the test lead spanning multiple projects.</li> <li>Works under general supervision.</li> <li>A certain degree of creativity and latitude is required.</li> <li>Typically reports to a supervisor or manager.</li> </ul>
<b>Education</b>	Bachelors Degree in area of specialty;
<b>Experience</b>	6+ years of experience in the field or related area. Familiar with standard concepts, practices, and procedures within a particular field.

### 28.18.58 Subject Matter Expert 1

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Works with Business Analysts to define system functions and objectives.</li> <li>Provide expert business knowledge to the development team.</li> <li>Explains how the end-user will utilize the system output(s).</li> <li>Defines and describes what needs to be built.</li> <li>Participates in the testing process through a test review and analysis, test witnessing and certification of software.</li> <li>Typically reports to the project or client manager.</li> </ul>
<b>Education</b>	Requires a bachelor's degree in a related area.
<b>Experience</b>	Requires three+ (3+) years experience in the field or a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Typically has industry certification in their field of expertise.

### 28.18.59 Systems Administrator I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Installing operating system software, patches and upgrades.</li> <li>Analyzing, troubleshooting, and resolving system hardware, software and networking issues.</li> <li>Configuring, optimizing, fine-tuning, and monitoring operating system software and servers.</li> <li>Performing system backups and recovery.</li> <li>Conduction server builds.</li> <li>Typically reports to an operations manager.</li> </ul>
<b>Education</b>	Bachelors Degree or an Associates Degree or a Technical Training Certificate.
<b>Experience</b>	Three (3) years total IT experience with one (1) year experience in system administration. Possesses strong problem-solving, analytical and communication skills.

### 28.18.60 System Analyst II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Translates user's requirements into programmer tasks</li> <li>Designs and develops programs and databases</li> <li>Integrates existing software systems</li> <li>Tests the system</li> </ul>
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	<ul style="list-style-type: none"> <li>• Develops and presents training materials</li> <li>• Provides software configuration control and documentation.</li> </ul>
<b>Education</b>	Bachelor of Science or Bachelor of Arts degree in information systems management, engineering or computer science from an accredited college or university is required. As a substitute, practical equivalency is defined as a combination of extensive hands-on experience (a minimum of 4 years) in computer programming, design, or analysis.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Must have at least four (4) years of experience in computer field</li> <li>• Must have demonstrated ability to design, develop, install, and maintain information systems for significant business data processing applications.</li> <li>• Must have the ability to translate requirements into programmer tasks, design and develop programs and databases, integrate existing software systems, test system, develop and present training material and provide software configuration control and documentation.</li> <li>• At least three (3) years of experience implementing information systems through the use of database management systems, statistical packages, GUI, object-oriented, high-level programming languages, standard utilities and job control language.</li> </ul>

### 28.18.61 Team Leader II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Planning, designing, building, and implementing information systems using structured systems development methodologies.</li> <li>• Supervise the application programming or system testing of information systems.</li> <li>• Responsible for developing detailed program and performance code reviews and ensuring of those plans, and performing code review and ensuring that all software products are fully tested.</li> <li>• Provide guidance to programmers and systems analysts and review all software products to ensure they meet the required specifications.</li> </ul>
<b>Education</b>	Bachelor's Degree; MS Degree is accounted for one (1) year IT experience.
<b>Experience</b>	Four (4) years total IT experience with two years experience leading systems development activities and supervising programming staff.

### 28.18.62 Technical Writer I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Translates and composes technical information into clear, readable documents for non-technical, as well as technical audiences.</li> <li>• Conducts research and ensures the proper use of technical terms within the document.</li> <li>• Creates user manuals, white papers, presentations, and other technical and non-technical documents related to the project or system</li> </ul>
<b>Education</b>	Bachelor's degree in English or a related field
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least three (3) years of related experience including two (2) years of specialized experience with technical writing and documentation pertaining to all aspects of information systems organizations</li> <li>• Must be able to gather, analyze, and translate technical information into clear, readable documents to be used by technical and non-technical personnel, and compose technical information.</li> <li>• Must be able to conduct research and ensure the use of proper technical terminology</li> <li>• Must be able to work independently or under general direction</li> <li>• Has specialized experience preparing technical documentation, which includes researching for applicable government and industry documentation standards.</li> </ul>

### 28.18.63 Technical Writer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Translates and composes technical information into clear, readable documents for non-technical, as well as technical audiences.</li> <li>• Interviews application developers and other technical resource personnel to ensure the accuracy of all information presented.</li> <li>• Documents the specifications, design, features and operation of applications.</li> <li>• Conducts research and ensures the proper use of technical terms within the document.</li> <li>• Creates user manuals, white papers, presentations, and other technical and non-technical documents related to the project or system</li> </ul>
<b>Education</b>	Bachelor's degree in English or a related field
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least five (5) years of related experience including three (3) years of specialized experience with technical</li> </ul>

	<p>writing and documentation pertaining to all aspects of information systems organizations.</p> <ul style="list-style-type: none"> <li>• Must possess excellent interpersonal skills.</li> <li>• Must be able to gather, analyze, and translate technical information into clear, readable documents to be used by technical and non-technical personnel, and compose technical information.</li> <li>• Must be able to conduct research and ensure the use of proper technical terminology.</li> <li>• May supervise a team of less-senior technical writers.</li> <li>• Has specialized experience preparing technical documentation, which includes researching for applicable government and industry documentation standards.</li> </ul>
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### 28.18.64 Tester I

Responsibilities	<ul style="list-style-type: none"> <li>• Executes previously developed test scripts.</li> <li>• Documents test results.</li> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision.</li> <li>• Typically reports to a supervisor or manager.</li> </ul>
Education	Bachelors Degree in area of specialty
Experience	0-2 years of experience in the field or related area

### 28.18.65 Tester II

Responsibilities	<ul style="list-style-type: none"> <li>• Executes previously developed test scripts.</li> <li>• Documents test results.</li> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job</li> <li>• Also writes, implements, and reports status for system test cases for testing.</li> <li>• Works under general supervision.</li> <li>• A certain degree of creativity and latitude is required.</li> <li>• Typically reports to a supervisor or manager.</li> </ul>
Education	Bachelors Degree in area of specialty;
Experience	2-4 years of experience in the field or related area

### 28.18.66 Tester III

Responsibilities	<ul style="list-style-type: none"> <li>• Executes previously developed test scripts.</li> <li>• Documents test results.</li> <li>• Also writes, implements, and reports status for system test cases for testing.</li> <li>• Analyzes test cases and provides regular progress reports.</li> <li>• Relies on years of experience and judgment to plan and accomplish goals.</li> <li>• Has functioned as a lead tester on individual projects.</li> <li>• Performs a variety of tasks.</li> <li>• Works under general supervision.</li> <li>• A certain degree of creativity and latitude is required.</li> <li>• Typically reports to a supervisor or manager.</li> </ul>
Education	Bachelors Degree in area of specialty;
Experience	4-6 years of experience in the field or related area. Familiar with standard concepts, practices, and procedures within a particular field.

### 28.18.67 Web Designer I

Responsibilities	<ul style="list-style-type: none"> <li>• Upgrades, maintains, and creates content, graphic design and navigational elements for government web sites under Section 508 guidelines</li> <li>• Optimizes graphic elements for improving performance on web sites, including navigational changes, graphics optimizations, etc.</li> <li>• Editing and creation of visual elements, including pictures, animation, video, navigational elements, and web page templates</li> <li>• Provides support in developing the web site's concept, interface design, and overall themes/branding</li> <li>• Provides support for the implementation of interfaces to applications</li> </ul>
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<b>Education</b>	Bachelor's degree; MS degree accounts for one (1) year of IT experience
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Three (3) years of total IT experience</li> <li>• Two (2) years of web design experience</li> <li>• Two (2) years of experience using graphic design tools such as Adobe Photoshop, Macromedia Fireworks, Adobe Illustrator, etc.</li> <li>• Three (3) years of experience developing web pages with HTML and JavaScript</li> </ul>

## 29 Terms and Conditions – Special Item Number 132-62

### 29.1 Applicable to Authentication Products and Services

#### 29.1.1 General Background

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), “Policy for a Common Identification Standard for Federal Employees and Contractors” establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

#### 29.1.2 Special Item Numbers

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA has established a Special Item Number for HSPD-12 Product and Service Components. SIN 132-62 to establish products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:

- PIV enrollment and registration services
- PIV systems infrastructure
- PIV card management and production services
- PIV card finalization services
- Physical access control products and services
- Logical access control products and services
- PIV system integration services
- Approved FIPS 201-Compliant products and services

### 29.1.3 Qualification Information

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category “Approved FIPS 201-Compliant Products and services.

### 29.1.4 Qualification Requirements

Offerors proposing products and services under Special Item Numbers (SINs) 132-62 are required to provide the following:

1. Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror’s products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-62, will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).
2. After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.
3.
  - a. If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.
  - b. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

### 29.1.5 Demonstrating Conformance

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

1. for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
2. for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
3. for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>.

## 29.1.6 Acquisition Program Management Office (APMO)

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

1. The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

**Mike Brooks**

Director, Center for Smartcard Solutions  
 Office of Center for Smartcard Solutions  
 1800 F Street, N.W., Room 5010  
 Washington, D.C. 20405  
 202.501.2765 (telephone)  
 202.208.3133 (fax)

## 29.2 Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

## 29.3 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 the Services under SINs 132-62 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.

## 29.4 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.

## **29.5 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.

## **29.6 Responsibilities of the Ordering Activity**

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

## **29.7 Independent Contractor**

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

## **29.8 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.

## **29.9 Invoices**

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

## **29.10 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.

## **29.11 Resumes**

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

## **29.12 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.

## **29.13 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.

## **29.14 Description of Authentication Products, Services and Pricing**

a. The Contractor shall provide a description of each type of Authentication Product and Service offered under Special Item Numbers 132-60, 132-61 and/or 132-62. Authentication Products and Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. For services, 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 Authentication Products and Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, and conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science

c. For Special Item Number 132-62, HSPD-12 Product and Service Components:

i. Bundled equipment pricing is requested for the following product components:

- enrollment and registration products,
- PIV card management and production products,
- PIV card activation and
- finalization products.

ii. Seat pricing is requested for the following service components offered as managed services:

- enrollment and registration services,
- PIV card management and production services,
- PIV card activation and
- finalization services.

iii. Bundled equipment categories, managed service categories and the requirements for bundled equipment and managed service Qualification Requirements are presented at the website:  
<http://www.idmanagement.gov>.

## **29.15 QSSI SIN 132-62 GSA Labor Category Descriptions for HSPD-12 Services**

Quality Software Services, Inc. offers professional consulting services in support of physical security requirements in the labor categories described below. Minimum staffing qualifications and Engagement functions and responsibilities are specified.

### 29.15.1 Business Process Re-engineering Specialist I

Responsibilities	<ul style="list-style-type: none"> <li>• Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects for HSPD-12.</li> <li>• May be under the supervision and direction of a Principal Business Process Re-Engineering Specialist.</li> <li>• Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.</li> <li>• Applies intensive and diversified knowledge of engineering and practices in broad area of assignments for HSPD-12.</li> <li>• Functions include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements for HSPD-12</li> </ul>
Education	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.
Experience	Minimum of ten years experience is required, of which eight years must be specialized. Specialized experience required includes: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information systems development methods and practices. Alternate Experience Requirements: A Master's degree (in the fields described below) requires seven years specialized experience and eight years of general experience. A Ph.D. (in the fields described below) requires six years specialized experience and seven years of general experience. An Associate's degree (in the fields described below) requires nine years specialized experience and twelve years of general experience. A degree is not required with eleven years of specialized experience and thirteen years of general experience.

### 29.15.2 Business Process Re-engineering Specialist II

Responsibilities	<ul style="list-style-type: none"> <li>• Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects for HSPD-12.</li> <li>• Provides daily supervision and direction to Business Process Re-engineering Specialists.</li> <li>• Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.</li> <li>• Key coordinator between multiple project teams to ensure enterprise-wide integration of re-engineering efforts for HSPD-12.</li> <li>• Responsible for effective organization or transitioning of any existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives for HSPD-12.</li> </ul>
Education	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.
Experience	Minimum of twelve years experience, of which at least nine years must be specialized. Specialized experience required includes: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information systems development methods and practices. Alternate Experience Requirements: A Master's degree (in the fields described below) requires seven years specialized experience and ten years of general experience. A Ph.D. (in the fields described below) requires eight years specialized experience and twelve years of general experience. A minimum of a Bachelor's degree (in the fields described below) is required for this category.

### 29.15.3 Business Process Re-engineering Specialist III

Responsibilities	<ul style="list-style-type: none"> <li>• Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects for HSPD-12.</li> <li>• Provides daily supervision and direction to Business Process Re-engineering Specialists.</li> <li>• Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.</li> <li>• Key coordinator between multiple project teams to ensure enterprise-wide integration of re-engineering efforts for HSPD-12.</li> <li>• Responsible for effective organization or transitioning of any existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives for HSPD-12.</li> </ul>
Education	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.
Experience	Minimum of fifteen years experience, of which at least ten years must be specialized. Specialized experience required includes: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information systems development methods and practices. Alternate

	Experience Requirements: A Master's degree (in the fields described below) requires nine years specialized experience and thirteen years of general experience. A Ph.D. (in the fields described below) requires eight years specialized experience and twelve years of general experience. A minimum of a Bachelor's degree (in the fields described below) is required for this category.
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### 29.15.4 Contracts Specialist II

Responsibilities	<ul style="list-style-type: none"> <li>• Familiar with terms of contract for HSPD-12</li> <li>• Monitors performance of contractor for HSPD-12.</li> <li>• Provides reports to client addressing achievement of deadlines and milestones.</li> <li>• Participates in contract dispute resolution and offers recommendations for corrective action.</li> </ul>
Education	Bachelors Degree
Experience	Five (5) years contracting experience.

### 29.15.5 Configuration Management Analyst III

Responsibilities	<ul style="list-style-type: none"> <li>• Analyzes changes of product design for HSPD-12 to determine the effect on the end product design and function and determines and prepares documentation necessary for change.</li> <li>• Reviews released software engineering change data and changes documenting activities to ensure adherence to configuration management procedures and policies for HSPD-12.</li> <li>• Coordinates with customers to determine a process for change reporting.</li> <li>• Performs a variety of complex tasks for HSPD-12 and works under general supervision.</li> <li>• Relies on experience and judgment to plan and accomplish goals.</li> <li>• A certain degree of creativity and latitude is required.</li> <li>• Typically reports to a supervisor or manager.</li> </ul>
Education	Typically requires at least a bachelor's degree in area of specialty.
Experience	Typically requires four to seven (4-7) years of experience in the field or in a related area. Familiar with standard concepts, practices and procedures within a particular field.

### 29.15.6 Enterprise Security Architect

Responsibilities	<ul style="list-style-type: none"> <li>• Develops enterprise application architectures for HSPD-12 PACS and LACS</li> <li>• Plans new applications development including identification of builds, selection of methodology and tools</li> <li>• Develops or leads the development of detailed data and processing requirements in components of the enterprise application architecture</li> <li>• Develops software unit, integration and operational testing strategies for HSPD-12 systems</li> <li>• Evaluates software reuse, reengineering and renewal options for components of the enterprise application architecture for HSPD-12</li> <li>• Designs complex applications for maximum flexibility and adaptability to changing business needs</li> </ul>	Defines sequencing and prioritization of modules
Education	Bachelor's degree in Computer Science, Engineering, or related field.	
Experience	At least seven (7) years combined experience in enterprise architecture planning; functional and non-functional requirements analysis and specifications; application systems development planning, software engineering, design and development. Two (2) years experience in information systems strategic planning, enterprise architecture planning and information engineering practice.	

### 29.15.7 Financial Analyst I

Responsibilities	<ul style="list-style-type: none"> <li>• Familiar with policies and instructions related to areas of specialization as it relates to HSPD-12</li> <li>• Applies advanced techniques and procedures in accomplishing tasks including investigation of problems and formalization of conclusion and recommendations</li> </ul>
Education	Bachelors Degree
Experience	Three (3) years or Master s degree and 1 year (1) year related experience.

### 29.15.8 Help Desk Analyst III

Responsibilities	<ul style="list-style-type: none"> <li>• Supports ongoing operation of the HSPD-12 computer system by acting as the primary point-of-contact for end user support.</li> <li>• Includes problem recognition, research, isolation and resolution steps.</li> <li>• May involve use of problem management database and help desk systems to support HSPD-12 initiatives</li> </ul>
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Education	Associates degree in computer science or a related field of study or four (4) years of relevant experience
Experience	Two (2) years user and system support experience.

### 29.15.9 Help Desk Specialist I

Responsibilities	<ul style="list-style-type: none"> <li>• Supports ongoing operation of the computer system for HSPD-12 by acting as the primary point-of-contact for end user support.</li> <li>• Includes problem recognition, research, isolation and resolution steps.</li> <li>• May involve use of problem management database and help desk systems.</li> </ul>
Education	Associates degree in computer science or a related field of study or four (6) years of relevant experience
Experience	Four (4) years user and system support experience

### 29.15.10 Network Cable Installer

Responsibilities	<ul style="list-style-type: none"> <li>• Proven technician experienced in Category 5e, Cat 6 and fiber optic installation and termination, closet construction and certification testing for HSPD-12 compliant PACS systems</li> </ul>
Education	No degree required.
Experience	BICSI Installer level or higher certification and at least two manufacturer certifications is desired. Minimum of 6 years experience as senior level cable installer in the cable plant industry.

### 29.15.11 Network/Access Equipment Installer I

Responsibilities	<ul style="list-style-type: none"> <li>• Proven technician experienced in Category 5e, Cat 6 and fiber optic installation and termination, closet construction and certification testing for HSPD-12 compliant PACS systems.</li> </ul>
Education	No degree required.
Experience	Minimum of 6 years experience as senior level cable installer in the cable plant industry. BICSI Installer level or higher certification and at least two manufacturer certifications is desired.

### 29.15.12 Network Integration Specialist I

Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for running an installation team on an HSPD-12 PACS project.</li> </ul>
Education	Minimum of 10 years experience in the cable plant industry with no degree, or AA degree with 6 years experience, or BS degree with 4 years experience.
Experience	Background experience in the cable plant industry. Will possess a BICSI Technician or higher certification and at least three manufacturer certifications. Will be a proven leader and have experience running projects or teams on projects in excess of \$1.0M.

### 29.15.13 Network Integration Specialist II

Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for running an installation team on an HSPD-12 PACS or LACS project.</li> <li>• Background experience in the cable plant industry.</li> <li>• Will possess a BICSI Technician or higher certification and at least three manufacturer certifications.</li> <li>• Will be a proven leader and have experience running projects or teams on projects in excess of \$1.0M.</li> </ul>
Education	Minimum of 13 years experience in the cable plant industry with no degree, or AA degree with 8 years experience, or BS degree with 6 years experience.
Experience	Background experience in the cable plant industry. Will possess a BICSI Technician or higher certification and at least three manufacturer certifications. Will be a proven leader and have a minimum of 3 years experience running projects or teams on projects in excess of \$1.0M.

### 29.15.14 Network Testing Specialist I

Responsibilities	<ul style="list-style-type: none"> <li>• Performs as a lead technical expert within a team of technical area specialists in a specific software discipline or product, software technique or methodology in support of IT applications for HSPD-12 initiatives</li> <li>• Must possess sufficient in-depth experience to qualify as an expert in the specialized area of expertise and to be able to independently perform all tasks and activities for HSPD-12.</li> </ul>
Education	Bachelors Degree
Experience	Five (5) years with a minimum of three (3) years experience testing IT security solutions.

### 29.15.15 Network Testing Specialist III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Performs as a lead technical expert within a team of technical area specialists in a specific software discipline or product, software technique or methodology in support of IT applications for HSPD-12 initiatives.</li> <li>• Must possess sufficient in-depth experience to qualify as an expert in the specialized area of expertise and to be able to independently perform all tasks and activities for HSPD-12.</li> </ul>
<b>Education</b>	Bachelors Degree
<b>Experience</b>	Eight (8) years with a minimum of five (5) years experience testing IT security solutions.

### 29.15.16 Project Manager II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Leads the HSPD-12 project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.</li> <li>• Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager of the HSPD-12 program.</li> <li>• Identifies, acquires, and utilizes company resources to achieve project technical objectives.</li> <li>• Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints</li> <li>• Establishes priorities, task assignment and completion.</li> <li>• Serves as the client liaison on all project matters.</li> <li>• Performs a quality assurance role and ensures timely delivery of all specified deliverables.</li> <li>• Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects in an HSPD-12 initiative.</li> <li>• Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures.</li> <li>• Participates in contract negotiations.</li> </ul>
<b>Education</b>	Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
<b>Experience</b>	Minimum of 8 years experience is required, of which four years must be specialized. Specialized experience required includes: complete engineering project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management. Alternate Experience Requirements: A Master's degree (in the fields described below) requires three years specialized experience and four years of general experience. A Ph.D. (in the fields described below) requires two years specialized experience and three years of general experience. An Associate's degree (in the fields described below) requires five years specialized experience and nine years of general experience. A degree is not required with eight years of specialized experience and ten years of general experience.

### 29.15.17 Project Manager III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Leads the HSPD-12 project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.</li> <li>• Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures.</li> <li>• Identifies, acquires, and utilizes company resources to achieve project technical objectives.</li> <li>• Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.</li> <li>• Establishes priorities, task assignment and completion.</li> <li>• Serves as the client liaison on all project matters.</li> <li>• Performs a quality assurance role and ensures timely delivery of all specified deliverables.</li> <li>• Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects related to HSPD-12.</li> <li>• Participates in contract negotiations.</li> <li>• Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager.</li> </ul>
<b>Education</b>	Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
<b>Experience</b>	Minimum of twelve years experience is required, of which nine years must be specialized. Specialized experience

	required includes: complete engineering project 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 multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management. Alternate Experience Requirements: A Master's degree (in the fields described below) requires eight years specialized experience and ten years of general experience. A Ph.D. (in the fields described below) requires seven years specialized experience and nine years of general experience. An Associate's degree (in the fields described below) requires ten years specialized experience and fourteen years of general experience. A degree is not required with twelve years of specialized experience and fifteen years of general experience.
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### 29.15.18 Project Manager IV

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Leads the HSPD-12 project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.</li> <li>Provides the interface to the customer and other project leaders for an HSPD-12 project or program. May work under a Program Manager for multiple projects.</li> <li>Identifies, acquires, and utilizes company resources to achieve project technical objectives.</li> <li>Establishes priorities, task assignment and completion.</li> <li>Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.</li> <li>Performs a quality assurance role and ensures timely delivery of all specified deliverables.</li> <li>Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager.</li> <li>Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures.</li> <li>Serves as the client liaison on all HSPD-12 project matters.</li> <li>Participates in contract negotiations.</li> </ul>
<b>Education</b>	Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
<b>Experience</b>	Minimum of fifteen years experience is required, of which nine years must be specialized. Specialized experience required includes: complete engineering project 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 multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management. Alternate Experience Requirements: A Master's degree (in the fields described below) requires eight years specialized experience and ten years of general experience. A Ph.D. (in the fields described below) requires seven years specialized experience and nine years of general experience. An Associate's degree (in the fields described below) requires ten years specialized experience and fourteen years of general experience. A degree is not required with twelve years of specialized experience and fifteen years of general experience.

### 29.15.19 Project/Program Analyst I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Consults with the HSPD-12 program Contracting Officer's Technical Representative (COTR) and other Government personnel to minimize costs and maximize efficiency in achieving the stated requirements.</li> <li>Plans, organizes, and controls the overall activities of the HSPD-12 project (i.e., project management, technical work, quality of work, schedule, and costs associated with various orders issues under the contract).</li> <li>Ensures that all activities conform with the terms and conditions of the contract and ordering procedures.</li> <li>Acts as liaison between the COTR, the Contracting Officer (CO), and corporate management.</li> <li>Assigns tasks to deputy program coordinator and audits the performance on various program managers and project work teams.</li> <li>Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and other Government personnel.</li> </ul>
<b>Education</b>	Bachelors Degree
<b>Experience</b>	Six (6) years with a minimum of three (3) years experience as a lead/project manager.

### 29.15.20 Project/Program Analyst II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Consults with the HSPD-12 Contracting Officer's Technical Representative (COTR) and other Government personnel to minimize costs and maximize efficiency in achieving the stated requirements.</li> <li>• Plans, organizes, and controls the overall activities of the HSPD-12 project (i.e., project management, technical work, quality of work, schedule, and costs associated with various orders issues under the contract).</li> <li>• Ensures that all activities conform with the terms and conditions of the contract and ordering procedures.</li> <li>• Acts as liaison between the COTR, the Contracting Officer (CO), and corporate management.</li> <li>• Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and other Government personnel.</li> <li>• Assigns tasks to deputy program coordinator and audits the performance on various program managers and project work teams.</li> </ul>
<b>Education</b>	Bachelors Degree
<b>Experience</b>	Ten (10) years with a minimum of five (5) years experience as a lead/project manager.

### 29.15.21 Quality Assurance Analyst I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains a process for evaluating systems and associated documentation for HSPD-12 compliance.</li> <li>• Maintains the level of quality throughout the project life cycle.</li> <li>• Conducts formal and informal reviews at pre-determined points, throughout the development life cycle.</li> <li>• Makes recommendations, if needed for approval of major systems installations for HSPD-12.</li> <li>• Provides technical and administrative direction for personnel performing systems development task, including the review of work products for correctness, adherence to the design concept and to user standards.</li> </ul>
<b>Education</b>	Bachelors Degree; MS Degree accounts for one (1) year IT experience.
<b>Experience</b>	Two (2) years of total IT experience with one year performing quality assurance/quality control for IT systems.

### 29.15.22 Security Systems Administrator I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Performs HSPD-12 systems installation and integration of computer operating system software, network software, application software, computer hardware, and supporting network or telecommunications systems.</li> <li>• Investigates and resolves operational problems in conjunction with other engineering and technical personnel.</li> </ul>
<b>Education</b>	Bachelor's Degree in Computer Science or equivalent, Information Systems, Engineering, Business, or other related discipline.
<b>Experience</b>	Minimum of three years experience is required, of which one year must be specialized. Specialized experience required includes: administration of Unix or other open systems-compliant multi-user system. General experience required includes: administration of multi-user computer systems. Alternate Experience Requirements: An Associate's degree (in the fields described below) requires three years specialized experience and six years of general experience. A degree is not required with five years of specialized experience and seven years of general experience.

### 29.15.23 Security Systems Analyst I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• The Security Systems Analyst translates user's requirements into programmer tasks, designs and develops programs and databases, integrates existing software systems, tests the system, develops and presents training materials for HSPD-12 programs</li> <li>• Provides software configuration control and documentation.</li> </ul>
<b>Education</b>	Bachelor of Science or Bachelor of Arts degree in information systems management, engineering or computer science from an accredited college or university is required. As a substitute, practical equivalency is defined as a combination of extensive hands-on experience (a minimum of 4 years) in computer programming, design, or analysis.
<b>Experience</b>	Must have at least four (4) years of experience in the computer field and must have demonstrated ability to design, develop, install, and maintain information systems for significant business data processing applications. Should have the ability to translate requirements into programmer tasks, design and develop programs and databases, integrate existing software systems, test system, develop and present training material and provide software configuration control and documentation. At least three (3) years of experience implementing information systems through the use of database management systems, statistical packages, GUI, object-oriented, high-level programming languages, standard utilities and job control language.

### 29.15.24 Security Systems Analyst III

Responsibilities	<ul style="list-style-type: none"> <li>The Security Systems Analyst III translates user's requirements into programmer tasks, designs and develops programs and databases, integrates existing software systems, tests the system, develops and presents training materials for HSPD-12 programs.</li> <li>Provides software configuration control and documentation</li> </ul>
Education	Bachelor of Science or Bachelor of Arts degree in information systems management, engineering or computer science from an accredited college or university is required. As a substitute, practical equivalency is defined as a combination of extensive hands-on experience (a minimum of 7 years) in computer programming, design, or analysis.
Experience	Must have at least seven (7) years of experience in the computer field and must have demonstrated ability to design, develop, install, and maintain information systems for significant business data processing applications. Should have the ability to translate requirements into programmer tasks, design and develop programs and databases, integrate existing software systems, test system, develop and present training material and provide software configuration control and documentation. At least three (3) years of experience implementing information systems through the use of database management systems, statistical packages, GUI, object-oriented, high-level programming languages, standard utilities and job control language.

### 29.15.25 Security Systems Analyst V

Responsibilities	<ul style="list-style-type: none"> <li>The Systems Analyst V translates user's requirements into programmer tasks, designs and develops programs and databases, integrates existing software systems, tests the system, develops and presents training materials for HSPD-12 programs</li> <li>Provides software configuration control and documentation.</li> </ul>
Education	Bachelor of Science or Bachelor of Arts degree in information systems management, engineering or computer science from an accredited college or university is required. As a substitute, practical equivalency is defined as a combination of extensive hands-on experience (a minimum of 10 years) in computer programming, design, or analysis.
Experience	Must have at least ten (10) years of experience in computer field and must have demonstrated ability to design, develop, install, and maintain information systems for significant business data processing applications. Should have the ability to translate requirements into programmer tasks, design and develop programs and databases, integrate existing software systems, test system, develop and present training material and provide software configuration control and documentation. At least three (3) years of experience implementing information systems through the use of database management systems, statistical packages, GUI, object-oriented, high-level programming languages, standard utilities and job control language.

### 29.15.26 Business Analyst I

Responsibilities	<ul style="list-style-type: none"> <li>Plans, develops and administers policies covering several broad functional areas or key contracts for HSPD-12.</li> <li>Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analyses.</li> <li>Conducts interviews to retrieve collect essential information from customers.</li> <li>Collects, compiles, and assembles data for financial and analytical documents and reports.</li> </ul>
Education	Bachelors Degree - Technical degree
Experience	Three (3) years technical experience.

### 29.15.27 Database Administrator I

Responsibilities	<ul style="list-style-type: none"> <li>Responsible for the performance and system tuning parameters of high performance database systems supporting HSPD-12 programs.</li> <li>Provides production support, manages changes, performs data backups and recovery for HSPD-12 systems.</li> <li>Assesses, suggests, and implements database sizing.</li> </ul>
Education	Bachelor's technical degree or equivalent
Experience	Five (5) years technical experience

### 29.15.28 Network Engineer I

Responsibilities	<ul style="list-style-type: none"> <li>Experienced in formulating and analyzing complex Information Systems designs to determine specific HSPD-12 component elements.</li> <li>Able to construct alternative HSPD-12 systems integration methods or system design components.</li> </ul>
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Education	Four (4) years technical experience.
Experience	Bachelors Degree- Technical degree or equivalent

### 29.15.29 Network Engineer III

Responsibilities	<ul style="list-style-type: none"> <li>Experienced in formulating and analyzing complex Information Systems designs to determine specific HSPD-12 component elements.</li> <li>Able to construct alternative HSPD-12 systems integration methods or system design components.</li> </ul>
Education	Bachelors Degree - Technical degree or equivalent
Experience	Eight (8) years technical experience.

### 29.15.30 Network Engineer V

Responsibilities	<ul style="list-style-type: none"> <li>Experienced in formulating and analyzing complex HSPD-12 Information Systems designs to determine specific component elements.</li> <li>Able to construct alternative HSPD-12 systems integration methods or system design components.</li> </ul>
Education	Bachelors Degree - Technical degree or equivalent
Experience	Ten (10) years technical experience.

### 29.15.31 Quality Assurance Specialist I

Responsibilities	<ul style="list-style-type: none"> <li>Establishes and maintains a process for evaluating software and associated documentation for HSPD-12 programs.</li> <li>Reviews and verifies the preparation of quality assurance documentation and procedures for HSPD-12 implementations.</li> <li>Maintains the level of quality throughout the software life cycle.</li> <li>Determines the resources required for quality control.</li> <li>Conducts formal and informal reviews at predetermined points throughout the development life cycle.</li> <li>Interfaces with clients for quality assurance audits, resolution of discrepancies and other QA matters.</li> </ul>
Education	Bachelor's Degree in Computer Science or equivalent, Information Systems, Engineering, Business, or other related discipline.
Experience	Minimum of eight years experience is required, of which five years must be specialized. Specialized experience required includes: Configuration Management, verification and validation, and software testing and integration, plus experience with software metrics and their application to software quality assessment. General experience required includes: increasing responsibilities in quality assurance, quality control, and team leader responsibilities. Alternate Experience Requirements: A Master's degree (in the fields described below) requires three years specialized experience and 5 years of general experience. An Associate's degree (in the fields described below) requires 5 years specialized experience and 9 years of general experience. A degree is not required with 7 years of specialized experience and 10 years of general experience.

### 29.15.32 Quality Assurance Specialist II

Responsibilities	<ul style="list-style-type: none"> <li>Establishes and maintains a process for evaluating software and associated documentation for HSPD-12 programs.</li> <li>Reviews and verifies the preparation of quality assurance documentation and procedures for HSPD-12 implementations.</li> <li>Maintains the level of quality throughout the software life cycle.</li> <li>Determines the resources required for quality control.</li> <li>Conducts formal and informal reviews at predetermined points throughout the development life cycle.</li> <li>Interfaces with clients for quality assurance audits, resolution of discrepancies and other QA matters.</li> </ul>
Education	Bachelor's Degree in Computer Science or equivalent, Information Systems, Engineering, Business, or other related discipline.
Experience	Minimum of ten years experience is required, of which seven years must be specialized. Specialized experience required includes: Configuration Management, verification and validation, and software testing and integration, plus experience with software metrics and their application to software quality assessment. General experience required includes: increasing responsibilities in quality assurance, quality control, and team leader responsibilities. Alternate Experience Requirements: A Master's degree (in the fields described below) requires four years specialized experience and six years of general experience. An Associate's degree (in the fields described below) requires

	seven years specialized experience and eleven years of general experience. A degree is not required with nine years of specialized experience and twelve years of general experience.
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### 29.15.33 Security Systems Specialist I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Analyzes and defines security requirements for Multilevel Security (MLS) issues in HSPD-12 systems.</li> <li>Designs, develops, engineers, and implements solutions to MLS requirements for HSPD-12.</li> <li>Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena for HSPD-12.</li> <li>Performs risk analyses that also includes risk assessment.</li> </ul>
<b>Education</b>	Bachelor's degree in Electrical Engineering or equivalent, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline.
<b>Experience</b>	This position requires a minimum of eight years experience, of which at least six years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to multi-level security (MLS) problems. Alternate Experience Requirements: A Master's degree (in the fields described below) requires 3 years specialized experience and 7 years of general experience. An Associate's degree (in the fields described below) requires 5 years specialized experience and 10 years of general experience. A degree is not required with 8 years of specialized experience and 12 years of general experience.

### 29.15.34 Security Systems Specialist II

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Analyzes and defines security requirements for Multilevel Security (MLS) issues for HSPD-12 programs.</li> <li>Designs, develops, engineers, and implements solutions to MLS requirements for HSPD-12.</li> <li>Responsible for the implementation and development of the MLS.</li> <li>Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena.</li> <li>Performs risk analyses that also includes risk assessment.</li> <li>Provides daily supervision and direction to staff.</li> </ul>
<b>Education</b>	Bachelor's degree in Electrical Engineering or equivalent, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline.
<b>Experience</b>	This position requires a minimum of ten years experience, of which at least eight years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to multi-level security (MLS) problems. Alternate Experience Requirements: A Master's degree (in the fields described below) requires 5 years specialized experience and 7 years of general experience. A Ph.D. (in the fields described below) requires 1 years specialized experience and 3 years of general experience. An Associate's degree (in the fields described below) requires 9 years specialized experience and 12 years of general experience. A degree is not required with eleven years of specialized experience and thirteen years of general experience.

### 29.15.35 Security Systems Specialist III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Analyzes and defines security requirements for Multilevel Security (MLS) issues for HSPD-12 programs.</li> <li>Designs, develops, engineers, and implements solutions to MLS requirements for HSPD-12.</li> <li>Responsible for the implementation and development of the MLS.</li> <li>Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena for HSPD-12.</li> <li>Performs risk analyses that also includes risk assessment.</li> <li>Provides daily supervision and direction to staff.</li> </ul>
<b>Education</b>	Bachelor's degree in Electrical Engineering or equivalent, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline
<b>Experience</b>	This position requires a minimum of twelve years experience, of which at least eight years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to multi-level security (MLS) problems. Alternate Experience Requirements: A Master's degree (in the fields described below) requires seven years specialized experience and eight years of general experience. A Ph.D. (in the fields described below) requires 3 years specialized experience and 5 years of general experience. An Associate's degree (in the fields described below) requires nine years specialized experience and twelve years of general experience. A degree is not required with eleven years of specialized experience and thirteen years of general experience.

### 29.15.36 Systems Engineer II

Responsibilities	<ul style="list-style-type: none"> <li>Performs systems engineering planning, performance management, capacity planning, testing and validation, benchmarking, information engineering for HSPD-12 programs.</li> <li>Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects for HSPD-12. May perform other duties as assigned.</li> <li>Analyzes and develops technical documentation detailing the integration and HSPD-12 system performance.</li> <li>Development and staffing of a systems engineering management plan and supports a Sr. Systems Engineer, as required.</li> </ul>
Education	Bachelors Degree or equivalent, MS accounts for one (1) year of IT experience
Experience	5 years of IT experience, three (3) years of computer systems analysis and coding

### 29.15.37 Systems Engineer IV

Responsibilities	<ul style="list-style-type: none"> <li>Performs systems engineering planning, performance management, capacity planning, testing and validation, benchmarking, information engineering for HSPD-12 programs.</li> <li>Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific HSPD-12 systems engineering projects. May perform other duties as assigned.</li> <li>Analyzes and develops technical documentation detailing the integration and HSPD-12 system performance.</li> <li>Development and staffing of a systems engineering management plan and supports a Sr. Systems Engineer, as required.</li> </ul>
Education	Bachelors Degree or equivalent, MS accounts for one (1) years of IT experience
Experience	Seven years of IT experience, five (5) years of computer systems analysis and coding

### 29.15.38 Subject Matter Expert

Responsibilities	<ul style="list-style-type: none"> <li>Directs and leads work of a variety of HSPD-12 system design engineers, requiring specialized knowledge and training, and a high degree of foresight.</li> <li>Judgment, for issues related to complex technical problems related to HSPD-12 integration efforts.</li> </ul>
Education	Bachelors Degree or equivalent.
Experience	Ten (10) years related to the client's program or technical requirements, state of the art or emerging technologies.

### 29.15.39 Systems Programmer I

Responsibilities	<ul style="list-style-type: none"> <li>Supports HSPD-12 end user and industry specialist in formulation of new systems functionality; performs up-front requirements analysis.</li> <li>Participates in database analysis, modeling, and capacity planning for HSPD-12 systems and components</li> </ul>
Education	Bachelors Degree, Technical Degree or equivalent
Experience	Five (5) years of experience in software programming.

### 29.15.40 Systems Programmer II

Responsibilities	<ul style="list-style-type: none"> <li>Supports HSPD-12 end user and industry specialist in formulation of new systems functionality; performs up-front requirements analysis.</li> <li>Participates in database analysis, modeling, and capacity planning for HSPD-12 systems and components</li> </ul>
Education	Bachelors Degree – Technical Degree
Experience	Seven (7) years of experience in software programming.

### 29.15.41 Systems Programmer IV

Responsibilities	<ul style="list-style-type: none"> <li>Supports HSPD-12 end user and industry specialist in formulation of new systems functionality; performs up-front requirements analysis.</li> <li>Participates in database analysis, modeling, and capacity planning for HSPD-12 systems and components</li> </ul>
Education	Bachelors Degree – Technical Degree or equivalent
Experience	Nine (9) years of experience in software programming.

### 29.15.42 Team Leader II

Responsibilities	<ul style="list-style-type: none"> <li>Planning, designing, building, and implementing HSPD-12 information systems using structured systems development methodologies.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Supervise the application programming or system testing of information systems involved in HSPD-12 programs.</li> <li>• Responsible for developing detailed HSPD-12 program and performance code reviews and ensuring of those plans, and performing code review and ensuring that all software products are fully tested.</li> <li>• Provide guidance to programmers and systems analysts and review all software products to ensure they meet the required specifications for HSPD-12 compliance.</li> </ul>
<b>Education</b>	Bachelor's Degree or equivalent; MS Degree is accounted for one (1) year IT experience.
<b>Experience</b>	Four (4) years total IT experience with two years experience leading systems development activities and supervising programming staff.

### 29.15.43 Team Leader III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Planning, designing, building, and implementing HSPD-12 information systems using structured systems development methodologies.</li> <li>• Supervise the application programming or system testing of information systems for HSPD-12 programs.</li> <li>• Responsible for developing detailed program and performance code reviews and ensuring of those plans, and performing code review and ensuring that all software products are fully tested for HSPD-12 compliance.</li> <li>• Provide guidance to programmers, and systems analysts and review all software products to ensure they meet the required specifications for HSPD-12 compliance.</li> </ul>
<b>Education</b>	Bachelor's Degree or equivalent; MS Degree is accounted for one (1) year IT experience.
<b>Experience</b>	Six (6) years total IT experience with two years experience leading systems development activities and supervising programming staff.

### 29.15.44 Testing Engineer I

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Experienced in testing, formulating, and analyzing complex HSPD-12 Information Systems designs to determine specific component elements.</li> <li>• Able to construct alternative HSPD-12 systems integration methods or system design components.</li> </ul>
<b>Education</b>	Bachelors Degree - Technical Degree or equivalent
<b>Experience</b>	Five (5) years technical experience.

### 29.15.45 Testing Engineer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Experienced in testing, formulating, and analyzing complex HSPD-12 Information Systems designs to determine specific component elements.</li> <li>• Able to construct alternative HSPD-12 systems integration methods or system design components.</li> </ul>
<b>Education</b>	Bachelors Degree - Technical Degree or equivalent
<b>Experience</b>	Eight (8) years technical experience

### 29.15.46 Testing Engineer IV

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Experienced in testing, formulating, and analyzing complex HSPD-12 Information Systems designs to determine specific component elements.</li> <li>• Able to construct alternative HSPD-12 systems integration methods or system design components.</li> </ul>
<b>Education</b>	Bachelors - technical degree or equivalent
<b>Experience</b>	Ten (10) years technical experience.

### 29.15.47 Web Designer III

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Upgrades, maintains, and creates content, graphic design and navigational elements in HSPD-12 programs for government web sites under Section 508 guidelines</li> <li>• Optimizes graphic elements for improving performance on web sites, including navigational changes, graphics optimizations, etc.</li> <li>• Editing and creation of visual elements, including pictures, animation, video, navigational elements, and web page templates</li> <li>• Provides support for the implementation of interfaces to applications</li> <li>• Provides support in developing the web site's concept, interface design, and overall themes/branding for HSPD-12 programs</li> </ul>
<b>Education</b>	Bachelor's degree or equivalent; MS degree accounts for one (1) year of IT experience
<b>Experience</b>	Three (3) years of total IT experience, Two (2) years of web design experience, Two (2) years of experience using graphic design tools such as Adobe Photoshop, Macromedia Fireworks, Adobe Illustrator, etc. and Three (3) years

	of experience developing web pages with HTML and JavaScript
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### 29.16 QSSI SIN 132-62 GSA Labor Rates

QSSI SIN 132-62 GSA Labor Categories	1-Mar-08
Business Process Re-Engineering Specialist I	\$94.83
Business Process Re-Engineering Specialist II	\$111.77
Business Process Re-Engineering Specialist III	\$128.21
Configuration Management Specialist III	\$111.77
Contracts Specialist II	\$58.96
Enterprise Security Architect	\$142.56
Financial Analyst I	\$58.96
Help Desk Analyst III	\$57.59
Help Desk Specialist I	\$73.79
Network Cable Installer	\$56.97
Network/Access Equipment Installer I	\$64.03
Network Integration Specialist I	\$58.42
Network Integration Specialist II	\$69.23
Network Testing Specialist I	\$52.56
Network Testing Specialist III	\$78.57
Project Manager II	\$136.81
Project Manager III	\$142.80
Project Manager IV	\$151.04
Project/Program Analyst I	\$84.11
Project/Program Analyst II	\$94.83
Quality Assurance Analyst I	\$53.82
Security Systems Administrator I	\$56.62
Security Systems Analyst I	\$88.36
Security Systems Analyst III	\$111.77
Security Systems Analyst V	\$125.53
Business Analyst I	\$89.81
Database Administrator I	\$89.81
Network Engineer I	\$91.82
Network Engineer III	\$109.43
Network Engineer V	\$140.83
Quality Assurance Specialist II	\$94.65
Quality Assurance Specialist I	\$86.84
Security Systems Specialist I	\$142.56
Security Systems Specialist II	\$144.15
Security Systems Specialist III	\$151.04
Systems Engineer II	\$96.40
Systems Engineer IV	\$127.16
Subject Matter Expert I	\$146.34
Systems Programmer I	\$69.38
Systems Programmer II	\$70.74
Systems Programmer IV	\$89.82
Team Lead II	\$125.53
Team Lead III	\$151.04
Testing Engineer I	\$73.43
Testing Engineer III	\$94.83
Testing Engineer IV	\$111.77
Web Designer III	\$94.83

### 30 List of Products and Services Distribution Points

Products and services offered are to provide Federal Agencies with the requisite expertise to plan, design, implement, maintain and document enterprise-wide information technology solutions vital to their organizational success. Quality Software Services, Inc. best practices for integrating information technology solutions encompass all competencies cited in the Information Technology Management and Reform Act (Clinger-Cohen) and identified by the CIO Council. All engagements conducted under this contract will be managed centrally from Quality Software Services, Inc. in Gaithersburg, Maryland. Individual engagements will be staffed by the QSSI facility servicing the location of the requesting Federal Agency. QSSI has facilities in Gaithersburg, MD, Baltimore, MD and Herndon, VA.

### 31 Blanket Purchase Agreement

#### 31.1 Suggested Format

***Best Value Blanket Purchase Agreement Federal Supply Schedule***

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_ (Agency) \_\_\_\_ and \_\_\_\_ (Contractor) \_\_\_\_ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s)

\_\_\_\_\_.

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

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

Signatures:

_____	_____	_____	_____
AGENCY	DATE	CONTRACTOR	DATE

***BPA Number \_\_\_\_\_ (Customer Name) - Blanket Purchase Agreement***

Pursuant to GSA Federal Supply contract number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

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

(2) Delivery:

DESTINATION DELIVERY	SCHEDULE / DATES
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor
  - (b) Contract Number
  - (c) BPA Number
  - (d) Model number or National Stock Number (NSN)
  - (e) Purchase Order Number
  - (f) Date of Purchase
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information)
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are as 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.

### **31.2 Contractor Team Arrangements**

#### *Basic Guidelines for Using "Contractor Team Arrangements"*

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirement.

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 the 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 customer's need, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

