



Wostmann

ASSOCIATES

GSA IT Schedule 70

General Services Administration
Federal Supply Service

Contract Period: 08 March 2014 – 07 March 2019

Contract Number: GS-35F-0334P

GSA Schedule Contract Administration
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COVER PAGE

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

Special Item No. 132-51 Information Technology (IT) Professional Services

<u>FPDS Code D301</u>	<u>IT Facility Operation and Maintenance</u>
<u>FPDS Code D302</u>	<u>IT Systems Development Services</u>
<u>FPDS Code D307</u>	<u>IT Systems Analysis Services</u>
<u>FPDS Code D307</u>	<u>Automated Information Systems Design and Integration</u>
<u>FPDS Code D308</u>	<u>Programming Services</u>
<u>FPDS Code D311</u>	<u>IT Data Conversion Services</u>
<u>FPDS Code D316</u>	<u>IT Network Management Services</u>

Special Item No. 132-100 Ancillary Products and Services

<u>FPDS Code D301</u>	<u>IT Facility Operation and Maintenance</u>
<u>FPDS Code D302</u>	<u>IT Systems Development Services</u>
<u>FPDS Code D307</u>	<u>IT Systems Analysis Services</u>
<u>FPDS Code D307</u>	<u>Automated Information Systems Design and Integration</u>
<u>FPDS Code D308</u>	<u>Programming Services</u>
<u>FPDS Code D311</u>	<u>IT Data Conversion Services</u>
<u>FPDS Code D316</u>	<u>IT Network Management Services</u>

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Contract Number: GS-35F-0344P
Period Covered by Contract: 08 March 2014 to 07 March 2019

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PS0010, dated 14 May 2014.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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Information for Ordering Activities

SPECIAL NOTICE TO AGENCIES: Small Business Participation

Wostmann and Associates, Inc. is a small business as defined by the Small Business Administration.

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

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contains information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract

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

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

Wostmann and Associates, Inc. only provides services for domestic delivery.

2. Contractor's Order Address and Payment Information

Contractor's Ordering Address Wostmann & Associates, Inc.
226 Seward Street, Suite 210
Juneau, AK 99801
Phone: (907) 586-6167
Fax: (907) 586-2996

Wostmann and Associates, Inc. accepts credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. Wostmann and Associates, Inc. and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card).

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

Alexander (Sander) Schijvens, President/CEO - (907) 586-6167, Fax (907) 586-2996

3. Liability for Injury or Damage

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: _848674701

Block 30: Type of Contractor: _B. Other Small Business_____

Block 31: Woman-Owned Small Business - No
Block 37: Contractor's Taxpayer Identification Number (TIN): 92-0123560
Block 40: Veteran Owned Small Business (VOSB): No

- 4a. CAGE Code: _3KAG8_
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. Delivery Schedule

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As agreed between ordering activity and Contractor

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

7. Discounts:

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None
- b. Quantity - None
- c. Dollar Volume – 2.5% on orders over \$250,000.00
- d. Other Special Discounts (i.e. Government Education Discounts, etc.) – None

8. Trade Agreements Act of 1979, AS AMENDED

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

9. Statement Concerning Availability of Export Packing

Not applicable to IT Professional Services (SIN 132-51)

10. Small Requirements

- a. The minimum dollar of orders to be issued is \$100.

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

- a. The Maximum Order for the following Special Item Number 132-51 and 132-100 is \$500,000.

12. Ordering Procedures for Federal Supply Schedule Contracts

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. Federal Information Technology/Telecommunication Standards Requirements

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

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

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

13.2 Federal Telecommunication Standards (FED-STDS)

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

14. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2003)

- (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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. Contract Administration for Ordering Activities

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

16. GSA advantage

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

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

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

17. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. Contractor Commitments, Warranties and Representations

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

- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
 - c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. Overseas Activities

Wostmann and Associates, Inc. does not normally provide services outside of the United States.

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

20. Blanket Purchase Agreements (BPAS)

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

21. Contractor Team Arrangements

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

22. Installation, De-installation, Re-installation

Wostmann and Associates, Inc. does not normally provide services related to Installation, De-installation or Re-installation of equipment. In the event, Wostmann and Associates, Inc. were to provide this type of service, we would comply with the provisions of the Davis-Bacon Act as described below.

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8 or 132-9.

23. Section 508 Compliance

Wostmann and Associates, Inc. normally does not provide IT hardware/software/services that fall under Section 508. However, in the event such hardware/software/services were provided, we certify that it will be provided in

accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant.

24. Insurance – Work on a Government Installation (Jan 1997)(FAR 52.228-5)

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

25. Software Interoperability

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

26. Advanced Payments

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

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51) and Ancillary Products and Services (Special Item Number 132-100)

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-100 Ancillary Products and Services apply exclusively to IT Professional Services and Ancillary Products and Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.
- c. All non-professional labor categories under Special Item Number 132-100 Ancillary Products and Services must be incidental to and used solely to support professional services purchased under Special Item Number 132-51 Information Technology Professional Services and cannot be purchased separately.

2. Performance Incentives I-FSS-60 Performance Incentives (April 2000)

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

3. Order

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

4. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. Inspection of Services

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. Responsibilities of the Ordering Activity

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

9. Independent Contractor

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

10. Organizational Conflicts of Interest

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving

the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. Invoices

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

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. Resumes

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

14. Incidental Support Costs

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

15. Approval of Subcontracts

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

16. Descriptions of IT Professional Services and Price

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services and under Special Item Number 132-100 Ancillary Products and Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

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, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

USA Commitment to Promote Small Business Participation Procurement Program

PREAMBLE

Wostmann & Associates, Inc. provides commercial products and services to ordering activities. Wostmann & Associates is a small business as defined by the Small Business Administration. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Alexander (Sander) Schijvens, President/CEO, (907) 586-6167, sander@wostmann.com, fax (907) 586-2996.

Blanket Purchase Agreement

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

Basic Guidelines for Using “Contractor Team Arrangements”

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

Description of IT Professional Services (SIN 132-51) and Ancillary Products and Services (SIN -132-100)

Wostmann & Associates offers a full range of services under the GSA Information Technology Schedule contract, including all areas under Special Item Number (SIN) 132-51 and (SIN) 132-100 as follows:

IT Facility Operation and Maintenance (FPDS Code D301): Wostmann & Associates offers resources and facilities/systems management services across a wide range of architectures, and commercial ADP equipment and software. We provide facility planning; client/server migrations; operational support; technical support; end user support; help desk operations; computer operations; remedial and preventive maintenance management; security management; communications operations; system performance analysis and management; systems tuning; systems programming; product evaluation and recommendations; and security analysis, implementation and management.

IT Systems Development Services (FPDS Code D302): Wostmann & Associates provides full systems development life cycle services including requirements analysis, process analysis and design, cost/benefit analysis, product evaluation and analysis, quality assurance planning, test planning, training, logical and physical database design, programming, configuration management, and implementation and support. Consistent and flexible methodologies are employed organization-wide according to the Software Engineering Institute (SEI) Capability Maturity Model, for consistent results. For each project, Wostmann & Associates furnishes complete documentation and deliverables in accordance with the approved methodology.

IT Systems Analysis Services (FPDS Code D306): Wostmann & Associates offers the analysis and design of a broad variety of information, business, and scientific systems applications. Wostmann & Associates analyzes business processes and, through intensive interaction with the user and technical communities, documents current and improved processes, defines requirements, and submits results to the customer for review and approval. Upon approval, Wostmann & Associates designs the application using state-of-the-art methodologies, techniques and tools. We will use either a customer defined methodology or a Wostmann & Associates methodology to execute these services. These methodologies can include business process reengineering, prototyping, and pilot tests. Also included in this area are systems and applications software maintenance. For each project, Wostmann & Associates furnishes complete documentation and deliverables in accordance with the approved methodology for users and systems personnel.

Information Systems Design and Integration Services (FPDS Code D307): Wostmann & Associates designs and develops systems for a wide range of applications, fully integrating hardware, software, and communications according to customer needs. All hardware platforms from microcomputer client/server systems to supercomputers are supported. Services for local, metropolitan, and wide area networks include, but are not limited to: network requirements analysis, planning, design, engineering, installation, operations, help desk support, performance monitoring, performance tuning, security management, firewall design and construction, and classified support. For each project, Wostmann & Associates furnishes complete documentation and deliverables in accordance with the approved methodology for users and systems personnel.

Programming Services (FPDS Code D308): Wostmann & Associates provides code analyses and provides cost/schedule estimates to perform analyses; updating existing code; creating new code; installing new software and performing training on new systems/software; and performing other programming services as required.

IT Data Conversion Services (FPDS Code 311): Wostmann & Associates provides data collection and conversion services. This includes converting historical data (as necessary) into a form which is readable by modern programs.

IT Network Management Services (FPDS Code 316): Wostmann & Associates provides the full range of LAN/WAN telecommunications management. We design, install, and manage all sizes of networks for voice, data, and secure communications. Functional needs include backbone, enterprise-wide, Internet, and videoconferencing communications. Network systems administration and monitoring are performed according to enterprise and industry standards. For each project, Wostmann & Associates furnishes complete documentation and deliverables in accordance with the approved task order.

Description of Labor Categories (SIN 132-51)

1. Journeyman Database Administrator

Minimum/General Experience: 3 years of technical experience providing database administration for a mainframe or distributed computing environment

Functional Responsibility: This position works in a variety of operating environments to review, evaluate, design and build databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Performs a variety of complicated tasks. Cleans and maintains databases by removing and deleting old data. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Works with technical/programming staff to ensure database security. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience

2. Senior Database Administrator

Minimum/General Experience: 5 years of technical experience providing database administration for a distributed computing environment

Functional Responsibility: Recommends database standards performed by application developers. This position works in a variety of operating environments to review, evaluate, design and build databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Performs a variety of complicated tasks. Cleans and maintains databases by removing and deleting old data. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Works with technical/programming staff to ensure database security. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience. DBA certification or the equivalent in relevant experience is required.

3. Expert Database Administrator

Minimum/General Experience: Seven (7) or more years of technical IT experience, including two (2) years of distributed computing database experience.

Functional Responsibility: is able to recommend database standards performed by application developers. This position works in a variety of environments to provide technical services support for the design, development and maintenance of databases including DB2 for AIX, DB2 for NT, Oracle, SQL Server or Sybase. These technical services can include installation of new releases and maintenance to database management system software associated with multi-platform heterogeneous software, supporting the database environments where the database management and related software is installed, analysis of the system requirements for a specific database management system, review of logical and physical database design requirements, performance of database restart and recovery, data storage capacity planning across multiple database network nodes, data source access control and analysis, and performance and tuning analysis. May provide technical support for the DB2 for AIX, DB2 for NT, Oracle SQL Server or Sybase database management software, requiring recent knowledge of the software tools

associated with these databases which include; UNIX Administration experience including SMIT and Install processes in a UNIX environment, general Windows NT User manager System Administration and a general understanding of connectivity issues that may arise when addressing situations involving a distributed heterogeneous network where network database technologies exist. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Directs and leads others.

Minimum Education: BA/BS degree in Computer Science or Information Technology and DBA Certification or equivalent experience

4. Enterprise System Architect

Minimum/General Experience: Eight (8) or more years of technical experience in the area of systems analysis and design, detailed requirements analysis and definition, complex problem analysis, application development, web development and web services, disaster recovery and security, enterprise-wide migration planning and systems design, systems architecture, project/program management and business information systems planning. Provides architectural and big picture oversight for development of new or enhanced applications. Work with various application developers, managers, and customer application experts to create software products containing required features and modifications. Provide technical advice to other departments within the agency, and may be responsible for integrating components built by product developers.

Functional Responsibility: Provides database consulting, application development and methodology consulting, requirements definition consulting, web development consulting and enterprise solutions design consulting. May possess specific experience in the type of complex solutions to be used on a specific services engagement.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience or subject matter expertise.

5. Technology Integrator

Minimum/General Experience: Ten (10) years technical experience working in the information processing industry including two (2) years recent experience working with or being a part of integrating various emerging technologies inside enterprise architectures.

Functional Responsibility: facilitates teamwork with system administrators and developers in a completely distributed, heterogeneous network that includes databases of information. The Technology Integrator understands and has hands-on experience with the engagement of state-of-the-art emerging technologies, focusing on integration. The technologist understands a broad spectrum of n-Tier Client/Server messaging applications and the development tools that enable data modeling, code generation and application partitioning in which the code resides in the middle tier. The technologist will be familiar with database technology (OLTP, OLAP, data mining, warehousing). The technologist has recent knowledge of the software tools associated with Open Systems architecture such as: SSL (Secure Socket Layers), HTML, CGI Programming, .Net, Web Browser technologies, general UNIX Administration experiences including SMIT and Install processes and a general understanding of connectivity issues that may arise when addressing situations involving a distributed heterogeneous network where mainframe database technologies exist. In addition, experience with other technologies such as Oracle and SyBase is desirable.”

Minimum Education: BA/BS degree in Computer Science or equivalent experience

6. Journeyman Help Desk Technician

Minimum/General Experience: 2 to 4 years of relevant experience

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Familiar with a variety of the field's concepts,

practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected. AA degree in a related area (or equivalent), and 4 to 6 years of experience in the field or in a related area.

Minimum Education: Associates degree in Computer Science or Information Technology or equivalent experience

7. Senior Help Desk Technician

Minimum/General Experience: 2 to 4 years of relevant experience

Functional Responsibility: Helps supervise the day-to-day operations of the help desk. Identifies, researches, and resolves complex technical problems. Creates and manages escalation procedures and ensures service levels are maintained. Documents, tracks, and monitors problems to ensure resolution in a timely manner. A level I supervisor is considered a working supervisor with little authority for personnel actions. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience

8. Journeyman Information Security Specialist

Minimum/General Experience: Four (4) or more years of technical IT experience, including two (2) years of IT security experience.

Functional Responsibility: provides consulting services related to a wide variety of issues for network security, including encryption, firewalls, email fraud, mobile computing, physical security of plant and facilities, disaster recovery and business resumption planning, assessment of security vulnerability, strengths, weaknesses, and recommendations for improving and/or revising the network environment to conduct business in such a way to communicate effectively with the public while protecting individual privacy where required. May also provide analysis for the security of applications and databases and recommend security methods to protect information against unauthorized use.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience

9. Senior Information Security Specialist

Minimum/General Experience: Five (5) or more years of technical IT experience, including two (2) years of data security experience.

Functional Responsibility: Provides consulting services related to information systems security, including disaster recovery and business resumption planning, physical data center security, and application/account security as it relates to rules applied with the enterprises security software. Performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. May be involved with databases, networks, stand-alone microcomputers, mainframes, or minicomputers. Interfaces with the user community to understand their security needs and implements procedures to provide support. Ensures that the user community understands and adheres to necessary procedures to maintain security. Conducts evaluation of the level of security provided. May conduct required security audits and certifications. A wide degree of creativity and latitude is expected. Typically reports to a project leader or manager.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience + Information Security Auditor Certification, such as CISSP, is desired.

10. Expert Information Security Specialist

Minimum/General Experience: 8 or more years of technical IT experience, including 4 years of data and network security experience

Functional Responsibility: Ensures that all system platforms are functional and secure. Works with upper management to determine acceptable level of risk for enterprise computing platforms. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience + Information Security Auditor Certification, such as CISSP

11. Journeyman Network Engineer

Minimum/General Experience: Two (2) years technical experience installing, maintaining and managing Local Area Networks (LANs) and Wide Area Networks (WANs). Experience with Microsoft Windows and completion of Microsoft Certified System Engineer (MCSE) is required. It is preferred to have a "Microsoft Certified Professional (MCP)" or a MCSE plus a "Certified NetWare Administrator (CNA)". Experience with other LAN operating systems is desirable and experience with multiple protocols, topologies and architectures is preferred.

Functional Responsibility: provides data network services that include planning, analysis, design, programming, documentation, installation, implementation, "trouble-shooting" and training related to local area networks and/or wide area networks. Recent experience performing network activities of increasing complexity is required.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience. Completion of advanced certifications such as "Microsoft Certified System Engineer + I or + Site Builder (MCSE+I or MCSE+Site Builder)" is also desirable

12. Senior Network Engineer

Minimum/General Experience: Four (4) years technical experience installing, maintaining and managing Local Area Networks (LANs) and Wide Area Networks (WANs). Experience with: multiple protocols, topologies, and architectures; routers; directory services; firewalls; and Novell NetWare or Microsoft Windows NT is required. Experience with other LAN operating systems is required.

Functional Responsibility: Provides data network services that include planning, analysis, design, documentation, installation, implementation, "trouble-shooting" and training related to local area networks and/or wide area networks. This level is distinguished by the recent experience with responsibility for complicated projects including analysis and recommendations based on advanced and multiple-manufacturer certifications or very extensive enterprise network experience. Services shall be performed by personnel with recent enterprise experience performing network activities of high complexity that include planning, consulting, and implementation functions. Installs and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Tests and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure minimal disruption of mission-critical applications. Maintains fault-tolerant systems and manages systems backups. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision.

Minimum Education: BA/BS degree in Computer Science or equivalent experience. Completion of advanced certifications such "Microsoft Certified System Engineer + I or Site Builder (MCSE+I or MCSE+Site Builder)" is desirable.

13. Expert Network Engineer

Minimum/General Experience: Six (6) years technical experience installing, maintaining and managing Local Area Networks (LANs) and Wide Area Networks (WANs). Experience with: multiple protocols, topologies, and architectures; routers; directory services; firewalls is required. Experience with multiple LAN operating systems is desirable.

Functional Responsibility: provides data network services that include planning, analysis, design, documentation, installation, implementation, "trouble-shooting" and training related to local area networks and/or wide area networks. This level is distinguished by the recent experience with responsibility for complicated projects including analysis and recommendations based on advanced and multiple-manufacturer certifications or very extensive enterprise network experience. Services shall be performed by personnel with recent enterprise experience performing network activities of high complexity that include planning, consulting, and implementation functions. Installs and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Tests and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure minimal disruption of mission-critical applications. Maintains fault-tolerant systems and manages systems backups. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically serves as a leader or manager of a unit/department.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience. Completion of advanced certifications such "Microsoft Certified System Engineer + I or Site Builder (MCSE+I or MCSE+Site Builder)" is desirable.

14. Junior Software Engineer

Minimum/General Experience: One (1) year of technical IT experience. Recent experience with relational database design and application development is required.

Experience with development and/or application implementation on a variety of servers and experience with alternate of operating systems, such as LINUX or UNIX or Advanced Server.

Functional Responsibility: provides services of requirements definition, analysis, design, development, installation, documentation, implementation, training and maintenance of computer applications operating on local and wide area networks, client/server and personal computer systems. Analyst/Programmer services shall be performed by personnel with recent experience performing analytical and programming activities of increasing complexity for n-tier application systems.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience

15. Journeyman Software Engineer

Minimum/General Experience: Three (3) years of experience performing analytical and programming activities of increasing complexity for web-based application systems.

Functional Responsibility: Under direction, performs requirements definition, analysis, design, development, installation, documentation, testing, implementation, training, and maintenance of web-based computer applications operating over the Internet/Intranet and n-tier application systems which may include:

- Languages such as Java, XML, Perl, php, ASP+/ASP.NET
- Page & Scripting such as HTML, JAVASCRIPT, VBSCRIPT
- Accessing Databases such as Oracle, Sybase, DB2 for NT
- Graphics generation and management tools : Adobe PhotoShop, or similar

- Web Application Servers – Microsoft IIS, iplanet, Websphere, Weblogic, Jboss, and Apache
- Environments – php, ColdFusion, ASP+/ASP .NET, JSP, Java servlet

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience

16. Senior Software Engineer

Minimum/General Experience: Five (5) years' experience in performing analytical and programming activities, at least 3 years of which must be in the development of web-based enterprise application systems of significant complexity.

Functional Responsibility: Provides services and/or leads technical teams in requirements definition, analysis, design, development, implementation, and documentation of complex web-based Information Systems hosted within an Internet, Intranet, Extranet environment or n-tier environment. Emphasis of services shall be analytical and include program coding and testing. Experience should include:

- Languages such as Java, XML, Perl, php, ASP+/ASP.NET
- Page & Scripting such as HTML, JAVASCRIPT, VBSCRIPT
- Accessing Databases such as Oracle, Sybase, DB2 for NT
- Graphics generation and management tools : Adobe PhotoShop, or similar
- Web Application Servers – Microsoft IIS, iplanet, Websphere, Weblogic, Jboss, and Apache
- Environments – php, ColdFusion, ASP+/ASP .NET, JSP, Java servlet

Experience with rigorous software development process methodologies (such as UML, object oriented, data modeling, extreme programming and process modeling methodologies) and standards (such as IEEE 830-1998 for Software Requirements Specification) are highly desirable.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience.

17. Expert Software Engineer

Minimum/General Experience: Seven (7) years of technical IT experience performing analytical and programming activities in the development of enterprise application systems of significant complexity, including significant team leader experience.

Functional Responsibility: provides services and/or leads technical teams in requirements definition, analysis, design, development, implementation, and documentation of complex Information Systems operating on local and wide area networks, client/server and personal computer systems. Emphasis of services shall be analytical, but may include program coding and testing of n-tier systems. Experience should include:

- Languages such as Java, XML, Perl, php, ASP+/ASP.NET
- Page & Scripting such as HTML, JAVASCRIPT, VBSCRIPT
- Accessing Databases such as Oracle, Sybase, DB2 for NT
- Graphics generation and management tools : Adobe PhotoShop, or similar
- Web Application Servers – Microsoft IIS, iplanet, Websphere, Weblogic, Jboss, and Apache
- Environments – php, ColdFusion, ASP+/ASP .NET, JSP, Java servlet

Experience with rigorous software development process methodologies (such as UML, object oriented, data modeling, extreme programming and process modeling methodologies) and standards (such as IEEE 830-1998 for Software Requirements Specification) are highly desirable.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience

18. Journeyman System Administrator

Minimum/General Experience: Three (3) years technical experience installing, maintaining and managing Local Area Networks (LANs) and Wide Area Networks (WANs) and their associated systems.

Functional Responsibility: Responsible for acquisition, installation, maintenance, and usage of a LAN/WAN and their associated systems. Manages LAN/WAN performance and maintains best products to meet needs and present results. Manages LAN/WAN performance and maintains system security. Installs network hardware and software. Troubleshoots system problems. Establishes and implements policies, procedures and standards and ensures their conformance to information systems objectives. Trains users on system operations. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience. Completion of advanced certifications such as "Microsoft Certified System Engineer + I or + Site Builder (MCSE+I or MSCE+Site Builder)" is also desirable.

19. Senior System Administrator

Minimum/General Experience: Five (5) years of technical experience with UNIX and/or Microsoft Windows.

Functional Responsibility: performs services with recent experience in and a thorough understanding of UNIX-based and/or Windows-based operating systems; paging and swapping, inter-process communication, devices and what device drivers do; and file system concepts (for example, "inode" and "super-block"). Personnel must be able to use performance analysis to tune systems; have a solid understanding of networking/distributed computing environment concepts; understand principles of routing, client-server programming, the design of consistent network-wide file system layouts; have the ability to program in an administrative language (for example, Tk, Perl, or a shell), to port C programs from one platform to another, and to write small C programs. Primary responsibilities are to provide the skills to perform pre-installation planning activities, actual install, to monitor the installed systems, and perform system management and software maintenance.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience in a related technical field

20. Expert System Administrator

Minimum/General Experience: 7 years of technical experience with UNIX and/or Microsoft Windows

Functional Responsibility: Performs services with recent experience in and a thorough understanding of Unix-based operating systems; paging and swapping, inter-process communication, devices and what device drivers do; and file system concepts (for example, "inode" and "super-block"). Personnel must be able to use performance analysis to tune systems; have a solid understanding of networking/distributed computing environment concepts; understand principles of routing, client-server programming, the design, of consistent network-wide file system layouts; have the ability to program in an administrative language (for example, Tk, Perl, or a shell), to port programs from one platform to another, and to write small C programs. Primary responsibilities are to provide the skills to perform pre-installation planning activities, actual install, to monitor the installed systems, and perform system management and software maintenance.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience in a related technical field

21. Junior Web Designer

Minimum/General Experience: N/A

Functional Responsibility: Under direct general supervision, provides services of requirements definition, analysis, design, development, installation, documentation, implementation, training and maintenance of computer

applications operating on local and wide area networks, client/server and personal computer systems. Assists with website design and creation. Helps plan, design, develop, test, edit, maintain, and document look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Minimum Education: High school diploma or GED and/or demonstrated experience in computer application installation and maintenance or web site design and development.

22. Journeyman Web Designer

Minimum/General Experience: One (1) years of technical experience with web development, graphic arts and presentation technologies. Should have experience working with HTML (frames, tables, forms, image maps), Java Script, Adobe Photoshop, Illustrator, Image Ready, and MacroMedia Dreamweaver MX

Functional Responsibility: Performs website design and creation. Plans, designs, develops, tests, edits, maintains, and documents look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. Requires knowledge of programming techniques and computer internet systems. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. May lead or direct others.

Minimum Education: BA/BS degree in Computer Science, Information Technology or Graphic Arts or equivalent experience in a related technical field

23. Senior Web Designer

Minimum/General Experience: Three (3) years of technical experience with web development, graphic arts and presentation technologies. Should have experience working with HTML (frames, tables, forms, image maps), Java Script, Adobe Photoshop, Illustrator, Image Ready, and MacroMedia Dreamweaver MX.

Functional Responsibility: Under direction, performs services to develop the look, feel and navigation of user-friendly web sites and web pages. Constructs HTML pages and assists with usability requirements and standards for internet/intranet applications. Has a background in graphic arts and understands design software; development software; and internet software.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience in a related technical field

24. Expert Web Designer

Minimum/General Experience: Seven (7) years of technical experience with web development, graphic arts and presentation technologies. Should have experience working with HTML (frames, tables, forms, image maps), Java Script, ASP, PERL Adobe Photoshop, Illustrator, Image Ready, and MacroMedia Dreamweaver MX.

Functional Responsibility: performs services to develop the look, feel and navigation of user-friendly web sites and web pages. Develops usability requirements and standards for internet/intranet applications. Has a background in graphic arts and understands design software; development software; and internet software. Directs activities of lesser skilled web designers. Has experience with product management, site navigation, technology choices and web integration.

Minimum Education: BA/BS degree in Computer Science or Information Technology or equivalent experience in a related technical field

25. Data Technician II

Minimum/General Experience: 1 year of technical IT experience; including recent experience with desktop computers and applications and related peripherals. Proficient in Microsoft products.

Functional Responsibility: Under direct supervision, provides a variety of operations support such as loading printers and plotters with correct paper; labeling tape reels; examining tapes, cards or other material; bursting decollating, and distributing output documents; retrieving and returning tapes and other electronic media; stocking computer supplies and other routine operation functions. Performs administrative, clerical, records management and operations support. May provide testing for computer applications and/or web sites. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. A certain degree of creativity and latitude is required. May be required to complete an apprenticeship and/or formal training in area of specialty.

Minimum Education: AA in Computer Science or Information Technology or equivalent experience and high school diploma

26. Data Technician III

Minimum/General Experience: 3 years of technical IT experience; including recent experience with desktop computers and applications and related peripherals. Experience with development and/or application implementation and experience with alternate operating systems, such as LINUX or UNIX or Advanced Server. Proficient in Microsoft products.

Functional Responsibility: Under general supervision, provides a variety of operations support such as loading printers and plotters with correct paper; labeling tape reels; examining tapes, cards or other material; bursting decollating, and distributing output documents; retrieving and returning tapes and other electronic media; stocking computer supplies and other routine operation functions. Performs administrative, clerical, records management and operations support. May provide testing for computer applications and/or web sites. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. A wide degree of creativity and latitude is required. May be required to complete an apprenticeship and/or formal training in area of specialty.

Minimum Education: AA in Computer Science or Information Technology or equivalent experience and high school diploma

27. Data Technician IV

Minimum/General Experience: 5 years of technical IT experience; including recent experience with desktop computers and applications and related peripherals. Experience with development and/or application implementation and experience with alternate operating systems, such as LINUX or UNIX or Advanced Server. Proficient in Microsoft products.

Functional Responsibility: Under general supervision, provides a variety of operations support such as loading printers and plotters with correct paper; labeling tape reels; examining tapes, cards or other material; bursting decollating, and distributing output documents; retrieving and returning tapes and other electronic media; stocking computer supplies and other routine operation functions. Performs administrative, clerical, records management and operations support. May provide testing for computer applications and/or web sites. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. A wide degree of creativity and latitude is required.

May be required to complete an apprenticeship and/or formal training in area of specialty.

Minimum Education: AA in Computer Science or Information Technology or equivalent experience and high school diploma

28. Data Technician V

Minimum/General Experience: 7 years of technical IT experience; including recent experience with desktop computers and applications and related peripherals. Experience with development and/or application implementation and experience with alternate operating systems, such as LINUX or UNIX or Advanced Server. Proficient in Microsoft products including XP Pro/Vista.

Functional Responsibility: Under general supervision, provides a variety of operations support such as loading printers and plotters with correct paper; labeling tape reels; examining tapes, cards or other material; bursting decollating, and distributing output documents; retrieving and returning tapes and other electronic media; stocking computer supplies and other routine operation functions. Performs administrative, clerical, records management and operations support. May provide testing for computer applications and/or web sites. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. A wide degree of creativity and latitude is required. May be required to complete an apprenticeship and/or formal training in area of specialty. Will likely lead and direct others.

Minimum Education: AA in Computer Science or Information Technology or equivalent experience and high school diploma

29. Senior GIS Developer

Minimum/General Experience: Three (3) years' experience in performing analytical and programming activities related to GIS software and technologies.

Functional Responsibility: Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with CADD drafters and technicians. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. May lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience

30. Expert GIS Developer

Minimum/General Experience: Five (5) years' experience in performing analytical and programming activities related to GIS software and technologies.

Functional Responsibility: Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with CAD drafters and technicians. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Very likely will lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience

31. Senior Scientific Programmer

Minimum/General Experience: Three (3) years' experience in performing analytical and programming activities related to scientific programming. Typically extensive experience in a specific area, such as fisheries analysis, engineering, etc.

Functional Responsibility: Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. May lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience

32. Expert Scientific Programmer

Minimum/General Experience: Five (5) years' experience in performing analytical and programming activities related to scientific programming. Typically extensive experience in a specific area, such as fisheries analysis, engineering, etc.

Functional Responsibility: Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Very likely will lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: BA/BS in Computer Science or Information Technology or equivalent experience

33. Program / Engagement Manager

Minimum/General Experience: Ten (10) years of progressively responsible technical or managerial experience in the IT field. Eight (8) years in supervision and management of substantive IT projects, plus three (3) years managing large, complex projects involving a large number of people.

Functional Responsibility: Manages substantial contract support operations involving multiple projects and personnel. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates a high level of communication skills with all levels of management. Directs project feasibility studies. Under stringent timeframes, assembles and recruits personnel to perform assigned tasks. Establishes and alters the management structure to effectively direct contract support activities. Assigns, schedules, and reviews the work of subordinates. Interprets policies, purposes, and goals of the organization for subordinates.

Minimum Education: BA/BS degree in Computer Science or equivalent experience in a related technical field

34. Project Manager

Minimum/General Experience: Five (5) years of information systems experience with three (3) or more years serving as the team lead for large or complex information technology task orders or projects.

Functional Responsibility: The project manager ensures the timely and successful performance of the tasks. The

project manager provides management services for the planning, design, and implementation of application systems in database and telecommunication environments on enterprise computer facilities. These services include formulating plans, overseeing and participating in analysis, design, development and implementation of enterprise computer applications. Other project management services include creating, maintaining and monitoring project schedules for multiple staff members and agency personnel. Project Manager services shall be performed by personnel with substantial information systems, project management, and technical experience in enterprise environments.

Minimum Education: BA/BS degree in Computer Science or equivalent experience

35. Audio/Visual Design Engineer

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

Functional Responsibility: Provides technical direction and advanced knowledge for implementation of audio/visual networks. Develops, operates, and maintains voice, wireless, video, and data A/V systems. Provides complex analytical tasks and activities associated with one or more technical areas within communications system.

Minimum Education: BA/BS degree in Computer Sciences or Electrical Engineering or related field

36. Audio/Visual Field Engineer

Minimum/General Experience: Three (3) years of experience in audio/visual equipment maintenance and installation

Functional Responsibility: Assists in the planning, design and technical implementation of audio/visual networks. Responsible for providing support and technical installation support for network activities. Assists in the evaluation and selection of equipment.

Minimum Education: High school diploma or equivalent

37. Mainframe Analyst / Programmer

Minimum/General Experience: Two (2) years technical experience programming applications for a mainframe environment.

Functional Responsibility: provides systems analysis, program design coding, testing, installation, documentation and maintenance of business computer programs on enterprise computers. Services shall be performed by personnel with recent experience performing analytical and programming activities of increasing complexity for enterprise application systems.

Minimum Education: BA/BS degree in Computer Science or equivalent experience

38. Senior Mainframe Analyst / Programmer

Minimum/General Experience: Five (5) years technical experience programming applications for a mainframe environment.

Functional Responsibility: provides requirements definition, systems analysis, design, development, implementation, and maintenance of computer application systems. Emphasis is on analysis, but may include program coding and testing. Senior Analyst/Programmer services shall be performed by personnel with recent experience performing analytical and programming activities of increasing complexity for enterprise application systems.

Minimum Education: BA/BS degree in Computer Science or equivalent experience.

39. Mainframe Database Specialist

Minimum/General Experience: Three (3) years technical experience installing, maintaining and managing mainframe database environments.

Functional Responsibility: recommends database standards and procedures performed by mainframe application developers. The specialist will be required to provide technical support for the design, development, and maintenance of mainframe databases. Technical services may include installation of new releases and maintenance of database management system software associated with supporting database environments where the database management and related software is installed, analysis of the system requirements for a specific database management system, review of logical and physical database design requirements, performance of database restart and recovery, data storage capacity planning across multiple database network nodes, data source access control and analysis, and performance and tuning analysis.

Minimum Education: BA/BS degree in Computer Science or equivalent experience.

40. Mainframe Systems Programmer

Minimum/General Experience: Five (5) years technical experience working in a mainframe data center environment.

Functional Responsibility: performs configuration design, installation, maintenance, modification, and evaluation of operating systems software for enterprise computers.

Minimum Education: BA/BS degree in Computer Science or equivalent experience.

41. Data Communications Specialist

Minimum/General Experience: Five (5) or more years of technical IT experience, including two (2) years of data communications experience.

Functional Responsibility: provides technical services that include the analysis, design, documentation, troubleshooting, implementation and operation of data networks in a large enterprise environment as well as a local area network environment. Services shall be performed by personnel with a technical background in data communications with recent experience with the following products and services: SNA, NetView, TCP/IP, and centralized management of routing and mail directory services.

Minimum Education: BA/BS degree in Computer Science or equivalent experience

42. Management Systems Consultant

Minimum/General Experience: Ten (10) years technical experience working in the information processing industry including five (5) years recent experience working with data processing and business managers assisting them to design new systems and implement new technology.

Functional Responsibility: focuses on designing or adapting software application methodologies for major information systems. The consultant will typically be requested to offer goal suggestions to data processing managers and business managers, which include matching the application of new technology systems needs with the business management needs and processes of the requesting agency. The consultant must be able to demonstrate enough knowledge to:

- Apply re-engineering principles to the design, adaptation and implementation of information systems.
- Possess a mastery of current software applications and hardware, automation and workflow management.
- Be able to apply extensive knowledge of business management practices and process analysis in developing simplified and automated systems, including planning, budgeting and managing resources.
- Demonstrate the ability to effectively participate in the integration and management of multiple,

interrelated business processes and or major systems.

- Perform planning and management of large complex projects on time and within budget.

Minimum Education: BA/BS degree in Computer Science or equivalent experience.

Description of Labor Categories (SIN 132-100)

1. Apprentice Data Technician

Minimum/General Experience: Demonstration of aptitude for office work

Functional Responsibility: Under close supervision, provides a variety of operations support such as loading printers and plotters with correct paper; labeling tape reels; examining tapes, cards or other material; bursting decollating, and distributing output documents; retrieving and returning tapes and other electronic media; stocking computer supplies and other routine operation functions. Performs administrative, clerical, records management and operations support. May provide testing for computer applications and/or web sites. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data.

Minimum Education: At least one year of high school with some coursework in computers and/or business administration. High school diploma is preferred.

2. Data Processing Technician I

Minimum/General Experience: Demonstrated aptitude for office work with some experience in computer maintenance or web site development.

Functional Responsibility: Under direct supervision provides operations support such as loading printers and plotters with correct paper; labeling tape reels; examining tapes, cards or other material; bursting decollating, and distributing output documents; retrieving and returning tapes and other electronic media; stocking computer supplies and other routine operational functions. Performs administrative, clerical, records management, and operations support. May provide testing for computer applications and/or web sites. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data.

Minimum Education: High school diploma with some coursework in computers and/or business administration.

3. Journey Technical Writer

Minimum/General Experience: One (1) or more years of related experience in IT or technical writing.

Functional Responsibility: Under general direction, is responsible for preparation of technical publications and documentation. Gathers technical information, analyzes the information, prepares written text and coordinates layout and manual organization. Writes individualized copy of analytical, interpretive, documentary or promotional literature. Provides consistent and uniform written descriptions of computer generated reports or screens in accordance with established documentation procedures. Continually monitors system changes to ascertain the effects on system documentation.

Minimum Education: BA/BS degree in Computer Sciences, or Information Technology or equivalent experience

4. Senior Technical Writer

Minimum/General Experience: Three (3) or more years of related experience in IT.

Functional Responsibility: Under general direction, is responsible for preparation of technical publications and documentation. Gathers and analyzes technical information, prepares written text and coordinates layout and manual organization. Writes individualized copy of analytical, interpretive, documentary or promotional literature.

Provides consistent and uniform written descriptions of personal/minicomputer generated reports in accordance with established documentation procedures. Continually monitors system changes to ascertain the effects on system documentation. May direct and lead the work of others. Typically reports to a manager or head of a unit/department.

Minimum Education: BA/BS degree in Computer Sciences or Information Technology or equivalent experience

5. Expert Technical Writer

Minimum/General Experience: Five (5) or more years of related experience in IT or documentation and technical writing.

Functional Responsibility: Is responsible for preparation of technical publications and documentation. Gathers technical information, prepares written text and coordinates layout and manual organization. Writes individualized copy of analytical, interpretive, documentary or promotional literature. Directs the work of lower level writers and works closely with the editors and illustrators. Provides consistent and uniform written descriptions of personal/minicomputer generated reports in accordance with established documentation procedures. Continually monitors system changes to ascertain the effects on system documentation. Participates in the development of documentation standards.

Minimum Education: BA/BS degree in Computer Sciences, or Information Technology or equivalent experience

Information Technology Services Rate Schedule for SIN-132-51 Labor Category
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Job Classifications	GSA Rates Per Hour	GSA Rates Per Hour w/ IFF
Journeyman Database Administrator	\$114.00	\$114.86
Senior Database Administrator	\$128.70	\$129.67
Expert Database Administrator	\$140.58	\$141.63
Enterprise System Architect	\$157.50	\$158.68
Technology Integrator	\$180.00	\$181.35
Journeyman Help Desk Technician	\$74.00	\$74.56
Senior Help Desk Technician	\$87.50	\$88.16
Journeyman Information Security Specialist	\$134.90	\$135.91
Senior Information Security Specialist	\$167.20	\$168.45
Expert Information Security Specialist	\$190.00	\$191.43
Journeyman Network Engineer	\$99.00	\$99.74
Senior Network Engineer	\$118.80	\$119.69
Expert Network Engineer	\$128.70	\$129.67
Junior Software Engineer	\$79.00	\$79.59
Journeyman Software Engineer	\$98.90	\$99.74
Senior Software Engineer	\$118.30	\$119.19
Expert Software Engineer	\$133.50	\$134.50
Journeyman System Administrator	\$99.00	\$99.74
Senior System Administrator	\$113.85	\$114.70
Expert System Administrator	\$135.14	\$136.15
Junior Web Designer	\$49.50	\$49.87
Journeyman Web Designer	\$74.25	\$74.81
Senior Web Designer	\$99.00	\$99.74
Expert Web Designer	\$128.70	\$129.67
Data Technician II	\$49.50	\$49.87
Data Technician III	\$64.35	\$64.83
Data Technician IV	\$74.00	\$74.56
Data Technician V	\$98.75	\$99.49
Senior GIS Developer	\$112.13	\$112.97
Expert GIS Developer	\$128.70	\$129.67

Job Classifications	GSA Rates Per Hour	GSA Rates Per Hour w/ IFF
Senior Scientific Programmer	\$98.45	\$99.19
Expert Scientific Programmer	\$140.25	\$141.30
Program/Engagement Manager	\$188.00	\$189.41
Project Manager	\$167.32	\$168.57
Audio/Visual Design Engineer	\$112.20	\$113.04
Audio/Visual Field Engineer	\$86.40	\$87.05
Mainframe Analyst/Programmer	\$110.88	\$111.71
Senior Mainframe Analyst/Programmer	\$128.70	\$129.67
Mainframe Database Specialist	\$158.42	\$159.61
Mainframe Systems Programmer	\$141.00	\$142.06
Data Communications Specialist	\$128.70	\$129.67
Management Systems Consultant	\$141.00	\$142.06

Ancillary Products and Services Rate Schedule for SIN-132-100 Labor Category

Job Classifications	GSA Rates Per Hour	GSA Rates Per Hour w/ IFF
Apprentice Data Technician	\$29.70	\$29.92
Data Technician I	\$37.20	\$37.48
Journeyman Technical Writer	\$74.00	\$74.56
Senior Technical Writer	\$89.00	\$89.67
Expert Technical Writer	\$118.30	\$119.19