

**U. S. General Services Administration  
AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**



**General Scope of Contract**

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**FSC Group: 70**

**FSC Class: Various**

**Specific Scope of Contract**

Special Item No. 132-51 Information Technology  
Special Item No. 132-62 HSPD-12 Product and Service Components

**Unisys Corporation  
11720 Plaza America Drive  
Reston, VA 20190  
Contracts Department (703) 439-5720**

[www.unisys.com/go/gsaschedules](http://www.unisys.com/go/gsaschedules)

**Business Type: Large**

**DUNS Number: 150780674**

**Contract Number: GS-35F-0343J**

(Pricelist current through Modification # **PA-0182** effective 11/14/07)

Period Covered by Contract **April 1, 1999 – April 1, 2009, Option Period #2**

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services

FPDS Code D316      IT Network Management Services  
FPDS Code D399      Other Information Technology Services, Not Elsewhere Classified

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

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

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

### **SIN 132-62 – PRODUCT AND SERVICE COMPONENTS**

FPDS Code D399      Other Information Technology Services, Not Elsewhere Classified

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

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**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) 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 of consolidation point within the aforementioned areas, for orders received from overseas activities.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

- a. Ordering Address: Orders placed under this contract should be directed to the following address, unless otherwise indicated in the Unisys furnished quote:

Ordering Mailing Address	Reference Numbers:
Unisys Corporation 11720 Plaza America Drive Reston, Virginia 20190 Attn: Contracts Department Phone: (703) 439-5720 Fax: (703) 439-3611	Contract        GS-35F-0343J DUNS             15-078-0674 Cage Code        4W798 Tax ID Number   38-0387840

- b. Payment Information

For Remittance via Check	For Remittance via EFT
Unisys Corporation Post Office Box 99865 Chicago, Illinois 60696-7665	ABA and Account Information will be provided upon receipt of written request

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

**3. LIABILITY FOR INJURY OR DAMAGE**

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

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule  
 Block 16: Data Universal Numbering System (DUNS) Number: **150780674**  
 Block 30: Type of Contractor – **Large Business**  
 Block 31: Woman-Owned Small Business - **No**  
 Block 36: Contractor's Taxpayer Identification Number (TIN): **38-0387840**

- 4a. CAGE Code: **4W798**
- 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	DESCRIPTION	DELIVERY TIME (Days ARO)
132-51	IT Professional Services	To be agreed upon by contractor and ordering activity
132-62	HSPD-62 Product and Service Components	To be agreed upon by contractor and ordering activity

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

**7. DISCOUNTS: PRICES SHOWN ARE NET PRICES; BASIC DISCOUNTS HAVE BEEN DEDUCTED.**

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later
- b. Government Educational Institutions: Same as all other eligible ordering activities

**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:**

**10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.00.**

The pricing in the price schedule is based on domestic packing. When special or significant packing that is beyond Contractor's standard commercial packing (e.g., export packing, special marking) is required by the Government, the additional charges for such packing will be offered, if available, in accordance with standard Unisys commercial practices as a price quote for an incidental item for the eligible ordering activity's consideration, evaluation and acceptance via inclusion in their issued order against this schedule contract.

**11. MAXIMUM ORDER (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.)**

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

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

**Special Item Number 132-62 – HSPD-12 Product and Services Components**

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

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

- a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;
  - (5) Maintenance availability;
  - (6) Past performance; and
  - (7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (2) Offer the lowest price available under the contract; or
  - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.
- f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

- 13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information

Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

**16. GSA ADVANTAGE!**

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

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

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

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics

and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

## **19. OVERSEAS ACTIVITIES**

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

None

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)**

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-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 apply.

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

**23. SECTION 508 COMPLIANCE.**

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

[http://www.federal.unisys.com/solutions/solutions2001/01\\_section508.pdf](http://www.federal.unisys.com/solutions/solutions2001/01_section508.pdf)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

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

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

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

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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES**

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

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)  
(G-FCI-920) (MAR 2003)**

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

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

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering activities shall—
  - (1) Prepare a Request (Request for Quote or other communication tool):
    - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
    - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the

ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

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

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

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

- (3) Evaluate Responses and Select the Contractor to Receive the Order:  
After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—
- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
- (i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
- (ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.
- (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

#### **4. ORDER**

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

FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

#### **5. 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.

#### **6. INSPECTION OF SERVICES**

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

#### **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

#### **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 Services.

#### **9. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the 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 services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. PAYMENTS**

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

**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.

**TERMS AND CONDITIONS APPLICABLE TO AUTHENTICATION PRODUCTS AND SERVICES (SPECIAL ITEM NUMBER 132 60; SPECIAL ITEM NUMBER 132-61; AND SPECIAL ITEM NUMBER 132-62)**

**AUTHENTICATION PRODUCTS AND SERVICES (MAY 2006) (C-FCI-007)**

**A. General Background**

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

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

**B. Special Item Numbers**

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

SIN 132-60: Access Certificates for Electronic Services (ACES) Program. This program provides identity management and authentication services and ACES digital certificates for use primarily by external end users to access Federal Government electronic services and transactions in accordance with the X.509 Certificate Policy for the Federal ACES Program.

SIN 132-61: PKI Shared Service Providers (PKI SSP) Program. This program provides PKI services and digital certificates for use by Federal employees and contractors to the Federal Government in accordance with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework.

SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:

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

### **C. Qualification Information**

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

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

### **D. Qualification Requirements**

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

1. Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).
2. After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.
3.
  - a. if the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.
  - b. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

### **E. Demonstrating Conformance**

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

for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>.

### **F. Acquisition Program Management Office (APMO)**

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

1. The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

**Stephen P. Duncan**  
Program Manager  
E-Authentication Program Management Office  
2011 Crystal Drive, Suite 911  
Arlington, VA 22202

[stephen.duncan@gsa.gov](mailto:stephen.duncan@gsa.gov)

703.872.8537

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

**Mike Brooks**  
Director, Center for Smartcard Solutions  
Office of Center for Smartcard Solutions  
1800 F Street, N.W., Room 5010  
Washington, D.C., 20405

202.501.2765 (telephone)

202.208.3133 (fax)

## **ORDER**

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

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

When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to receive assisted services for a fee.

## **2. 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.

Any Contractor travel required in the performance of the Services under SINs 132-60, 132-61 and 132-62 must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**3. 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.

**4. INSPECTION OF SERVICES**

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

**5. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

**6. INDEPENDENT CONTRACTOR**

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

**7. 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.

## **8. INVOICES**

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

## **9. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor hour orders placed under this contract.

## **10. RESUMES**

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

## **11. 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.

## **12. 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.

## **13. DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING**

**\*\*NOTE TO CONTRACTORS:** The information provided below is designed to assist Contractors in providing complete descriptions and pricing information for the Authentication Products and Services offered. This language should NOT be printed as part of the Information Technology Schedule Pricelist; instead, Contractors should provide the same type of information as it relates to the products and services offered under the contract. **\*\***

- a. The Contractor shall provide a description of each type of Authentication Product and Service offered under Special Item Numbers 132-60, 132-61 and/or 132-62. Authentication Products and Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. For services, if the Contractor is proposing hourly rates, a

description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

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

Bundled equipment pricing is requested for the following product components:

enrollment and registration products,

PIV card management and production products,

PIV card activation and

finalization products.

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

enrollment and registration services,

PIV card management and production services,

PIV card activation and

finalization services.

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

for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:

PIV enrollment and registration services,

PIV systems infrastructure,

PIV card management and production services,

PIV card finalization services,

Physical access control products and services,

Logical access control products and services,

PIV system integration services, and

Approved FIPS 201-Compliant products and services.

**C. Qualification Information**

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

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

**D. Qualification Requirements**

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

1. Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).
2. After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.
3.
  - a. If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.
  - b. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

**E. Demonstrating Conformance**

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

for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>.

**F. Acquisition Program Management Office (APMO)**

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

1. The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

**Stephen P. Duncan**  
Program Manager  
E-Authentication Program Management Office  
2011 Crystal Drive, Suite 911  
Arlington, VA 22202

[stephen.duncan@gsa.gov](mailto:stephen.duncan@gsa.gov)

703.872.8537

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

**Mike Brooks**  
Director, Center for Smartcard Solutions  
Office of Center for Smartcard Solutions  
1800 F Street, N.W., Room 5010  
Washington, D.C. 20405

202.501.2765 (telephone)  
202.208.3133 (fax)

**ATTACHMENT A – UNISYS CORPORATION IT PROFESSIONAL SERVICES RATES AND QUALIFICATIONS**

Unisys IT Professional Services Rates											
(Government & Unisys Ordering Activity Site Rates)											
Labor Cat. No.	Labor Category Title	Contract Year 1		Contract Year 2		Contract Year 3		Contract Year 4		Contract Year 5	
		Nov. 5, 2004 – Nov. 4, 2005		Nov. 5, 2005 – Nov. 4, 2006		Nov. 5, 2006 – Nov. 4, 2007		Nov. 5, 2007 – Nov. 4, 2008		Nov. 5, 2008 – April 1, 2009	
		Unisys Site Rate	Govt. Site Rate	Unisys Site Rate	Govt. Site Rate						
1	Program Manager II	\$200.86	\$191.61	\$206.89	\$197.36	\$213.09	\$203.28	\$219.49	\$209.38	\$226.07	\$215.66
2	Program Manager I	\$127.40	\$118.15	\$131.22	\$121.70	\$135.16	\$125.35	\$139.21	\$129.11	\$143.39	\$132.98
3	Project Manager II	\$123.65	\$113.97	\$127.36	\$117.39	\$131.18	\$120.91	\$135.12	\$124.54	\$139.17	\$128.28
4	Project Manager I	\$102.61	\$95.48	\$105.69	\$98.34	\$108.86	\$101.29	\$112.12	\$104.33	\$115.49	\$107.46
5	Facilities Operations Manager	\$88.81	\$81.68	\$91.47	\$84.13	\$94.22	\$86.65	\$97.05	\$89.25	\$99.96	\$91.93
6	Technical Specialist IV	\$124.93	\$118.54	\$128.68	\$122.10	\$132.54	\$125.76	\$136.52	\$129.54	\$140.62	\$133.42
7	Technical Specialist III	\$88.81	\$81.68	\$91.47	\$84.13	\$94.22	\$86.65	\$97.05	\$89.25	\$99.96	\$91.93
8	Technical Specialist II	\$67.46	\$60.34	\$69.48	\$62.15	\$71.57	\$64.02	\$73.72	\$65.94	\$75.93	\$67.91
9	Technical Specialist I	\$46.95	\$40.08	\$48.36	\$41.28	\$49.81	\$42.52	\$51.31	\$43.80	\$52.85	\$45.11
10	Systems Administrator III	\$80.29	\$75.25	\$82.70	\$77.51	\$85.18	\$79.83	\$87.74	\$82.23	\$90.37	\$84.69
11	Systems Administrator II	\$59.55	\$52.43	\$61.34	\$54.00	\$63.18	\$55.62	\$65.07	\$57.29	\$67.02	\$59.01
12	Systems Administrator I	\$50.04	\$42.91	\$51.54	\$44.19	\$53.08	\$45.52	\$54.68	\$46.88	\$56.32	\$48.29
13	Database Administrator IV	\$116.05	\$108.49	\$119.53	\$111.74	\$123.11	\$115.09	\$126.81	\$118.55	\$130.61	\$122.10
14	Database Administrator III	\$98.04	\$90.49	\$100.98	\$93.20	\$104.01	\$96.00	\$107.13	\$98.88	\$110.34	\$101.84
15	Database Administrator II	\$78.01	\$64.71	\$80.35	\$66.65	\$82.76	\$68.65	\$85.25	\$70.71	\$87.80	\$72.83
16	Database Administrator I	\$58.75	\$51.99	\$60.51	\$53.55	\$62.33	\$55.15	\$64.20	\$56.81	\$66.12	\$58.51
17	Systems Engineer IV	\$131.53	\$118.98	\$135.48	\$122.55	\$139.54	\$126.22	\$143.73	\$130.01	\$148.04	\$133.91
18	Systems Engineer III	\$90.55	\$83.43	\$93.26	\$85.93	\$96.06	\$88.51	\$98.94	\$91.16	\$101.91	\$93.90
19	Systems Engineer II	\$68.55	\$63.49	\$70.61	\$65.40	\$72.72	\$67.36	\$74.91	\$69.38	\$77.15	\$71.46
20	Systems Engineer I	\$58.75	\$51.99	\$60.51	\$53.55	\$62.33	\$55.15	\$64.20	\$56.81	\$66.12	\$58.51
21	Software Engineer V	\$163.42	\$156.30	\$168.32	\$160.99	\$173.37	\$165.82	\$178.58	\$170.80	\$183.93	\$175.92
22	Software Engineer IV	\$128.43	\$121.31	\$132.28	\$124.95	\$136.25	\$128.70	\$140.34	\$132.56	\$144.55	\$136.53
23	Software Engineer III	\$90.26	\$85.49	\$92.97	\$88.06	\$95.76	\$90.70	\$98.63	\$93.42	\$101.59	\$96.22
24	Software Engineer II	\$64.11	\$59.11	\$66.03	\$60.88	\$68.02	\$62.71	\$70.06	\$64.59	\$72.16	\$66.53
25	Software Engineer I	\$54.77	\$48.10	\$56.42	\$49.55	\$58.11	\$51.03	\$59.85	\$52.56	\$61.65	\$54.14
26	Systems Software Analyst IV	\$122.45	\$114.89	\$126.12	\$118.33	\$129.91	\$121.88	\$133.80	\$125.54	\$137.82	\$129.31
27	Systems/Software Analyst III	\$86.20	\$81.17	\$88.79	\$83.60	\$91.45	\$86.11	\$94.19	\$88.69	\$97.02	\$91.35
28	Systems/Software Analyst II	\$68.35	\$61.96	\$70.41	\$63.82	\$72.52	\$65.74	\$74.69	\$67.71	\$76.93	\$69.74
29	Systems/Software Analyst I	\$54.77	\$48.10	\$56.42	\$49.55	\$58.11	\$51.03	\$59.85	\$52.56	\$61.65	\$54.14
30	Business Process Reengineering Analyst IV	\$147.72	\$140.60	\$152.15	\$144.82	\$156.72	\$149.17	\$161.42	\$153.64	\$166.26	\$158.25
31	Business Process Reengineering Analyst III	\$117.34	\$107.29	\$120.86	\$110.51	\$124.49	\$113.83	\$128.22	\$117.24	\$132.07	\$120.76
32	Business Process Reengineering Analyst II	\$100.19	\$95.26	\$103.20	\$98.12	\$106.30	\$101.06	\$109.49	\$104.10	\$112.77	\$107.22

IT Professional Services Rates

Unisys IT Professional Services Rates											
(Government & Unisys Ordering Activity Site Rates)											
Labor Cat. No.	Labor Category Title	Contract Year 1		Contract Year 2		Contract Year 3		Contract Year 4		Contract Year 5	
		Nov. 5, 2004 – Nov. 4, 2005		Nov. 5, 2005 – Nov. 4, 2006		Nov. 5, 2006 – Nov. 4, 2007		Nov. 5, 2007 – Nov. 4, 2008		Nov. 5, 2008 – April 1, 2009	
		Unisys Site Rate	Govt. Site Rate	Unisys Site Rate	Govt. Site Rate						
33	Business Process Reengineering Analyst I	\$72.84	\$66.81	\$75.03	\$68.82	\$77.28	\$70.88	\$79.60	\$73.01	\$81.99	\$75.20
34	Functional Analyst III	\$152.75	\$145.20	\$157.33	\$149.55	\$162.05	\$154.04	\$166.91	\$158.66	\$171.92	\$163.42
35	Functional Analyst II	\$68.80	\$67.41	\$70.86	\$69.43	\$72.99	\$71.51	\$75.18	\$73.66	\$77.43	\$75.87
36	Functional Analyst I	\$47.94	\$44.55	\$49.38	\$45.89	\$50.86	\$47.26	\$52.38	\$48.68	\$53.96	\$50.14
37	Information Engineer IV	\$139.68	\$125.59	\$143.87	\$129.36	\$148.18	\$133.24	\$152.63	\$137.24	\$157.21	\$141.36
38	Information Engineer III	\$93.91	\$91.50	\$96.72	\$94.25	\$99.63	\$97.07	\$102.61	\$99.99	\$105.69	\$102.99
39	Information Engineer II	\$82.99	\$73.42	\$85.47	\$75.62	\$88.04	\$77.89	\$90.68	\$80.23	\$93.40	\$82.63
40	Information Engineer I	\$53.56	\$52.10	\$55.17	\$53.66	\$56.82	\$55.27	\$58.53	\$56.93	\$60.28	\$58.64
41	Systems Architect IV	\$163.42	\$156.30	\$168.32	\$160.99	\$173.37	\$165.82	\$178.58	\$170.80	\$183.93	\$175.92
42	Systems Architect III	\$124.73	\$110.00	\$128.47	\$113.30	\$132.33	\$116.69	\$136.30	\$120.20	\$140.38	\$123.80
43	Systems Architect II	\$84.57	\$80.32	\$87.10	\$82.73	\$89.72	\$85.22	\$92.41	\$87.77	\$95.18	\$90.41
44	Systems Architect I	\$68.55	\$63.49	\$70.61	\$65.40	\$72.72	\$67.36	\$74.91	\$69.38	\$77.15	\$71.46
45	Programmer IV	\$149.87	\$142.74	\$154.37	\$147.02	\$159.00	\$151.43	\$163.77	\$155.98	\$168.68	\$160.66
46	Programmer III	\$97.26	\$90.14	\$100.17	\$92.84	\$103.18	\$95.63	\$106.27	\$98.49	\$109.46	\$101.45
47	Programmer II	\$61.69	\$57.04	\$63.54	\$58.75	\$65.44	\$60.52	\$67.41	\$62.33	\$69.43	\$64.20
48	Programmer I	\$58.75	\$51.99	\$60.51	\$53.55	\$62.33	\$55.15	\$64.20	\$56.81	\$66.12	\$58.51
49	Database Analyst/Programmer IV	\$117.23	\$103.46	\$120.75	\$106.57	\$124.37	\$109.76	\$128.10	\$113.06	\$131.94	\$116.45
50	Database Analyst/Programmer III	\$93.76	\$88.45	\$96.58	\$91.10	\$99.47	\$93.84	\$102.46	\$96.65	\$105.53	\$99.55
51	Database Analyst/Programmer II	\$70.83	\$65.90	\$72.96	\$67.88	\$75.14	\$69.91	\$77.40	\$72.01	\$79.72	\$74.17
52	Database Analyst/Programmer I	\$58.75	\$51.99	\$60.51	\$53.55	\$62.33	\$55.15	\$64.20	\$56.81	\$66.12	\$58.51
53	Intentionally Left Blank										
54	Functional Domain Expert	\$143.97	\$136.84	\$148.29	\$140.95	\$152.74	\$145.18	\$157.32	\$149.53	\$162.04	\$154.02
55	Intentionally Left Blank										
56	Intentionally Left Blank										
57	Intentionally Left Blank										
58	Internet Architect	\$198.40	\$189.25	\$204.35	\$194.93	\$210.48	\$200.78	\$216.79	\$206.80	\$223.30	\$213.00
59	Internet Engineer III	\$163.42	\$156.30	\$168.32	\$160.99	\$173.37	\$165.82	\$178.58	\$170.80	\$183.93	\$175.92
60	Internet Engineer II	\$124.73	\$110.00	\$128.47	\$113.30	\$132.33	\$116.69	\$136.30	\$120.20	\$140.38	\$123.80
61	Internet Engineer I	\$84.57	\$80.32	\$87.10	\$82.73	\$89.72	\$85.22	\$92.41	\$87.77	\$95.18	\$90.41
62	Internet Solutions Developer	\$184.63	\$175.39	\$190.17	\$180.65	\$195.87	\$186.07	\$201.75	\$191.66	\$207.80	\$197.40
63	Web Developer III	\$128.43	\$121.31	\$132.28	\$124.95	\$136.25	\$128.70	\$140.34	\$132.56	\$144.55	\$136.53
64	Web Developer II	\$90.26	\$85.49	\$92.97	\$88.06	\$95.76	\$90.70	\$98.63	\$93.42	\$101.59	\$96.22
65	Web Developer I	\$58.75	\$51.99	\$60.51	\$53.55	\$62.33	\$55.15	\$64.20	\$56.81	\$66.12	\$58.51
66	Security Analyst IV	\$139.68	\$125.59	\$143.87	\$129.36	\$148.18	\$133.24	\$152.63	\$137.24	\$157.21	\$141.36
67	Security Analyst III	\$115.47	\$108.35	\$118.94	\$111.60	\$122.50	\$114.95	\$126.18	\$118.40	\$129.97	\$121.95
68	Security Analyst II	\$93.91	\$91.50	\$96.72	\$94.25	\$99.63	\$97.07	\$102.61	\$99.99	\$105.69	\$102.99
69	Security Analyst I	\$74.05	\$68.99	\$76.27	\$71.06	\$78.56	\$73.19	\$80.91	\$75.39	\$83.34	\$77.65

IT Professional Services Rates

Unisys IT Professional Services Rates											
(Government & Unisys Ordering Activity Site Rates)											
Labor Cat. No.	Labor Category Title	Contract Year 1		Contract Year 2		Contract Year 3		Contract Year 4		Contract Year 5	
		Nov. 5, 2004 – Nov. 4, 2005		Nov. 5, 2005 – Nov. 4, 2006		Nov. 5, 2006 – Nov. 4, 2007		Nov. 5, 2007 – Nov. 4, 2008		Nov. 5, 2008 – April 1, 2009	
		Unisys Site Rate	Govt. Site Rate	Unisys Site Rate	Govt. Site Rate						
70	CAD/System Designer	\$70.83	\$65.90	\$72.96	\$67.88	\$75.14	\$69.91	\$77.40	\$72.01	\$79.72	\$74.17
71	Network Consultant	\$206.27	\$199.88	\$212.45	\$205.87	\$218.83	\$212.05	\$225.39	\$218.41	\$232.15	\$224.96
72	Network Manager	\$162.65	\$156.26	\$167.53	\$160.95	\$172.56	\$165.78	\$177.73	\$170.75	\$183.07	\$175.87
73	Network Engineer III	\$124.93	\$118.54	\$128.68	\$122.10	\$132.54	\$125.76	\$136.52	\$129.54	\$140.62	\$133.42
74	Network Engineer II	\$103.06	\$95.94	\$106.15	\$98.82	\$109.34	\$101.78	\$112.62	\$104.84	\$116.00	\$107.98
75	Network Engineer I	\$71.22	\$65.96	\$73.36	\$67.94	\$75.56	\$69.98	\$77.83	\$72.08	\$80.16	\$74.24
76	Network Specialist III	\$103.06	\$95.94	\$106.15	\$98.82	\$109.34	\$101.78	\$112.62	\$104.84	\$116.00	\$107.98
77	Network Specialist II	\$66.00	\$59.61	\$67.98	\$61.40	\$70.02	\$63.24	\$72.12	\$65.14	\$74.29	\$67.09
78	Network Specialist I	\$44.16	\$41.35	\$45.48	\$42.59	\$46.85	\$43.87	\$48.25	\$45.19	\$49.70	\$46.54
79	Communications Analyst III	\$110.86	\$105.94	\$114.18	\$109.12	\$117.61	\$112.39	\$121.14	\$115.76	\$124.77	\$119.23
80	Communications Analyst II	\$78.62	\$73.56	\$80.98	\$75.77	\$83.41	\$78.04	\$85.91	\$80.38	\$88.49	\$82.80
81	Communications Analyst I	\$53.53	\$46.40	\$55.13	\$47.79	\$56.79	\$49.22	\$58.49	\$50.70	\$60.25	\$52.22
82	Subject Matter Expert IV	\$283.43	\$277.03	\$291.93	\$285.35	\$300.69	\$293.91	\$309.71	\$302.72	\$319.00	\$311.81
83	Subject Matter Expert III	\$239.34	\$232.95	\$246.52	\$239.94	\$253.91	\$247.13	\$261.53	\$254.55	\$269.38	\$262.19
84	Subject Matter Expert II	\$209.74	\$203.35	\$216.03	\$209.45	\$222.51	\$215.73	\$229.19	\$222.20	\$236.06	\$228.87
85	Subject Matter Expert I	\$164.90	\$158.51	\$169.85	\$163.27	\$174.94	\$168.16	\$180.19	\$173.21	\$185.60	\$178.41
86	Financial Analyst II	\$108.99	\$103.93	\$112.26	\$107.05	\$115.63	\$110.26	\$119.10	\$113.57	\$122.67	\$116.98
87	Financial Analyst I	\$76.38	\$69.26	\$78.67	\$71.34	\$81.03	\$73.48	\$83.46	\$75.68	\$85.96	\$77.95
88	Trainer IV	\$111.32	\$104.20	\$114.66	\$107.33	\$118.10	\$110.55	\$121.64	\$113.86	\$125.29	\$117.28
89	Trainer III	\$88.31	\$81.18	\$90.96	\$83.61	\$93.69	\$86.12	\$96.50	\$88.70	\$99.39	\$91.37
90	Trainer II	\$59.89	\$54.64	\$61.69	\$56.28	\$63.54	\$57.97	\$65.44	\$59.70	\$67.41	\$61.50
91	Trainer I	\$45.79	\$40.75	\$47.17	\$41.97	\$48.58	\$43.23	\$50.04	\$44.53	\$51.54	\$45.86
92	Technical Writer/Editor	\$67.32	\$62.41	\$69.34	\$64.28	\$71.42	\$66.21	\$73.56	\$68.19	\$75.77	\$70.24
93	Documentation Specialist	\$55.09	\$47.97	\$56.74	\$49.41	\$58.45	\$50.89	\$60.20	\$52.42	\$62.00	\$53.99
94	Quality Assurance Configuration Analyst III	\$122.46	\$106.56	\$126.13	\$109.76	\$129.92	\$113.05	\$133.81	\$116.45	\$137.83	\$119.94
95	Quality Assurance Configuration Analyst II	\$99.01	\$91.88	\$101.98	\$94.64	\$105.04	\$97.48	\$108.19	\$100.40	\$111.44	\$103.41
96	Quality Assurance Configuration Analyst I	\$78.76	\$73.72	\$81.13	\$75.93	\$83.56	\$78.21	\$86.07	\$80.55	\$88.65	\$82.97

LC	Professional Labor Category Descriptions and Education/Experience Levels
1	<p><b>Commercial Title: Program Manager II</b></p> <p><b>Minimum/General Experience:</b> This position requires a minimum of twelve years information technology experience. Experience includes increasing responsibilities in information systems design and management.</p> <p><b>Functional Responsibility:</b> Manages substantial contract support operations involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Must have demonstrated communications skills at all levels of management. Serves as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity described in the Task Order.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): 10 years IT experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): 8 years of IT experience</li> <li>• With fifteen years experience, a degree is not required.</li> </ul>
2	<p><b>Commercial Title: Program Manager I</b></p> <p><b>Minimum/General Experience:</b> This position requires a minimum of eight years information technology experience. Experience includes increasing responsibilities in information systems design and management.</p> <p><b>Functional Responsibility:</b> Manages substantial contract support operations involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Must have demonstrated communications skills at all levels of management. Serves as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for overall contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity as described in the Task Order.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): 6 years IT experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): 4 years of IT experience</li> <li>• With thirteen years experience, a degree is not required.</li> </ul>
3	<p><b>Commercial Title: Project Manager II</b></p> <p><b>Minimum/General Experience:</b> This position requires a minimum m of eight years ADP experience. Experience includes increasing responsibilities in information systems design and management.</p> <p><b>Functional Responsibility:</b> Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): 6 years IT experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): 4 years of IT experience</li> <li>• With Eleven years experience, a degree is not required..</li> </ul>
4	<p><b>Commercial Title: Project Manager I</b></p> <p><b>Minimum/General Experience:</b> This position requires a minimum of six years ADP experience. Experience includes increasing responsibilities in information systems design and management.</p> <p><b>Functional Responsibility:</b> Simultaneously plans and directs a technical project (or a group of related tasks) and assists the program manager in working with the government Contracting Officer, the COTR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.</p> <p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): 4 years IT experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): 2 years of IT experience</li> <li>• With thirteen years experience, a degree is not required</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
5	<p><b>Commercial Title: Facilities Operations Manager</b></p> <p><b>Minimum/General Experience:</b> This position requires a minimum of three years of management experience, of which at least one year must be specialized. Specialized experience includes: supervision and operations experience on large-scale information systems, knowledge of hardware, software and operating systems.</p> <p><b>Functional Responsibility:</b> Oversees computer operations, ensuring schedules are met and system resources are used effectively. Coordinates the resolution of production-related problems. Provides users with output. Provides supervision and direction to staff responsible for support to users in areas such as e-mail, personal computer applications, local area networks, and peripherals.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education above): one year of general experience of operations experience on a large-scale information system or multi-server local area network.</li> <li>• With five years of general experience of which the last 2 years must be specialized experience, a degree is not required.</li> </ul>
6	<p><b>Commercial Title: Technical Specialist IV</b></p> <p><b>Minimum/General Experience:</b> Six years experience. Requires expert knowledge of employers (or clients) computer equipment, software, and application processes.</p> <p><b>Functional Responsibility:</b> Provides highest-level support to users. Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to install, configure, maintain, and troubleshoot highly complex user/system problems. May possess knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). May provide guidance to lower level technical specialists.</p>
	<p><b>Minimum Education:</b> Associate's degree. Three years of specialized experience may be substituted for a degree.</p>
7	<p><b>Commercial Title: Technical Specialist III</b></p> <p><b>Minimum/General Experience:</b> Four years of experience. Requires extensive knowledge of employers (or clients) computer equipment, software, and application processes.</p> <p><b>Functional Responsibility:</b> Provides high-level support to users. Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to troubleshoot complex user/system problems. May possess knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). May provide guidance to lower level technical specialists.</p>
	<p><b>Minimum Education:</b> Associate's degree. Two years of specialized experience may be substituted for a degree.</p>
8	<p><b>Commercial Title: Technical Specialist II</b></p> <p><b>Minimum/General Experience:</b> Two years of experience. Requires extensive knowledge of employers (or clients) computer equipment, software, and application processes.</p> <p><b>Functional Responsibility:</b> Provides support to users on issues of moderate complexity. Applies knowledge of state-of-the-art software, hardware, network infrastructure, and information technology to troubleshoot user/system problems. Provide installation services and define facilities requirements. Route highly complex problems to more experienced technical specialists. May possess knowledge of structured cabling systems, document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon).</p>
	<p><b>Minimum Education:</b> Associate's degree. Two years of specialized experience may be substituted for a degree.</p>
9	<p><b>Commercial Title: Technical Specialist I</b></p> <p><b>Minimum/General Experience:</b> Zero years of experience. Requires knowledge of the employers (or clients) computer equipment and software.</p> <p><b>Functional Responsibility:</b> Provides first-level, intermediate, support to users. Applies software, hardware, and/or information technology to troubleshoot user or system problems. Routes complex problems to more experienced technical specialists. May provide installation support to include cable/network infrastructure. May possess knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon).</p>
	<p><b>Minimum Education:</b> Associate's degree. Two years of specialized experience may be substituted for a degree.</p>
10	<p><b>Commercial Title: Systems Administrator III</b></p> <p><b>Minimum/General Experience:</b> Four years of experience, of which at least three years must be specialized experience in administrating computer systems.</p> <p><b>Functional Responsibility:</b> Manages the operation of business systems that may be mainframe-, mini-, or client/server-based. Troubleshoots computer-related problems and, as necessary, contacts appropriate service representatives to resolve systems problems. Installs hardware and software, as needed. Performs backups, database administration, and file recovery. Optimizes system operation and resource utilization and performs system-capacity analysis and planning. Provides assistance to users in accessing and using business systems. May provide direction to lower-level systems administrators.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education): two years of specialized experience.</li> <li>• With seven years general experience of which four years is specialized, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
11	<p><b>Commercial Title: Systems Administrator II</b></p> <p><b>Minimum/General Experience:</b> Two years of experience, of which at least one year must be specialized experience in administrating computer systems.</p> <p><b>Functional Responsibility:</b> Administers the operation of business systems that may be mainframe-, mini-, or client/server-based. Troubleshoots computer-related problems and, as necessary, contacts appropriate service representatives to resolve systems problems. Installs hardware and software, as needed. Performs backups, database administration, and file recovery. Provides assistance to users in accessing and using business systems. May provide assistance to lower-level systems administrators.</p>
	<p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education):</li> <li>• With five years general experience of which three years is specialized, a degree is not required.</li> </ul>
12	<p><b>Commercial Title: Systems Administrator I</b></p> <p><b>Minimum/General Experience:</b> Zero years of experience. Requires knowledge of administrating computer systems.</p> <p><b>Functional Responsibility:</b> Administers the operation of business systems that may be mainframe-, mini-, or client/server-based. Troubleshoots computer-related problems and, as necessary, contacts appropriate service representatives to resolve systems problems. Installs hardware and software, as needed. Performs backups, database administration, and file recovery. Provides assistance to users in accessing and using business systems. Routes complex problems to more experienced technical specialists.</p>
	<p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With four years general experience of which two years is specialized in computer systems administration, a degree is not required.</li> </ul>
13	<p><b>Commercial Title: Database Administrator IV</b></p> <p><b>Minimum/General Experience:</b> Five years of experience, of which at least three years must be specialized experience in administrating databases and data base operations.</p> <p><b>Functional Responsibility:</b> Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development. Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide guidance and direction to less experienced database administrators.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education): three years general information technology experience of which at least two years must be specialized experience in database administration and/or operations.</li> <li>• With eight years general experience of which five years is specialized in computer systems administration, a degree is not required.</li> </ul>
14	<p><b>Commercial Title: Database Administrator III</b></p> <p><b>Minimum/General Experience:</b> Three years of experience, of which at least one year must be specialized experience in administrating databases and data base operations.</p> <p><b>Functional Responsibility:</b> Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development. Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide assistance to less experienced database administrators.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education): one-year experience must be specialized experience in database administration and/or operations.</li> <li>• With six years general experience of which three years is specialized in computer systems administration, a degree is not required.</li> </ul>
15	<p><b>Commercial Title: Database Administrator II</b></p> <p><b>Minimum/General Experience:</b> One (1) year of related experience.</p> <p><b>Functional Responsibility:</b> Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries.</p>
	<p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With six years general experience of which three years is specialized in computer systems administration, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
16	<p><b>Commercial Title: Database Administrator I</b></p> <p><b>Minimum/General Experience:</b> Entry-level position.</p> <p><b>Functional Responsibility:</b> Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Provides assistance to users on equipment operations. Maintains and updates databases and data dictionaries.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With five years general experience of which two years is specialized in computer systems administration, a degree is not required.</li> </ul>
17	<p><b>Commercial Title: Systems Engineer IV</b></p> <p><b>Minimum/General Experience:</b> Five years of experience in assignments involving complex systems, at least three years of specialized experience in communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, military operations, program analysis, programming, cost analysis</p> <p><b>Functional Responsibility:</b> Applies advanced, state-of-the-art information technology skills in the analysis, specification, design, development, integration, and acquisition of systems. Ensures systems and applications are compliant with applicable standards specified in task orders. Tests and installs COTS products and applications, and integrates them into the client's environment. Provides on-site support for minor requirements that do not meet functional specifications; modifies programs to be compliant with specifications. Assignments are generally highly complex in nature and may be in support of one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, military operations, program analysis, programming, cost analysis. May have knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). May provide team leadership or consulting support on complex tasks.</p> <p><b>Minimum Education:</b> A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Ph.D. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>With a Bachelor's degree. (in the fields described in Minimum Education above) and seven years of general information technology experience and at least four years of specialized experience, a Master's degree is not required.</li> </ul>
18	<p><b>Commercial Title: Systems Engineer III</b></p> <p><b>Minimum/General Experience:</b> Five years of experience in assignments involving complex systems, at least three years of specialized experience in communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, military operations, program analysis, programming, cost analysis.</p> <p><b>Functional Responsibility:</b> Applies information technology skills in the analysis, specification, development, integration, and acquisition of systems. Ensures systems and applications are compliant with applicable standards specified in task orders. Tests and installs COTS products and applications, and integrates them into the client's environment. Provides on-site support for minor requirements that do not meet functional specifications; modifies programs to be compliant with specifications. Assignments are generally complex in nature and may be in support of one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, military operations, program analysis, programming, cost analysis. May have knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). May function as team leader for less experienced systems engineers.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
19	<p><b>Commercial Title: Systems Engineer II</b></p> <p><b>Minimum/General Experience:</b> Two years of experience in assignments involving complex systems and knowledge of specialized areas in communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, military operations, program analysis, programming, cost analysis.</p> <p><b>Functional Responsibility:</b> Works with more experienced systems engineers in applying information technology skills in the analysis, specification, development, integration, and acquisition of systems. Ensures systems and applications are compliant with applicable standards specified in task orders. Tests and installs COTS products and applications, and integrates them into the client's environment. Provides on-site support for minor requirements that do not meet functional specifications; modifies programs to be compliant with specifications. Assignments are generally of moderate scope and may be in support of one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, military operations, program analysis, programming, cost analysis. May provide task direction to less experienced systems engineers.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above):</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	<ul style="list-style-type: none"> <li>With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
20	<b>Commercial Title: Systems Engineer I</b>
	<p><b>Minimum/General Experience:</b> Entry level position with knowledge in communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, military operations, program analysis, programming, cost analysis.</p> <p><b>Functional Responsibility:</b> Assists more experienced systems engineers in applying information technology skills in the analysis, specification, development, integration, and acquisition of systems. Ensures systems and applications are compliant with applicable standards specified in task orders. Tests and installs COTS products and applications, and integrates them into the client's environment. Provides on-site support for minor requirements that do not meet functional specifications; modifies programs to be compliant with specifications. Assignments are generally of limited scope and reviewed by more experienced engineers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>
21	<b>Commercial Title: Software Engineer V</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in systems engineering with increasing responsibilities. At least 3 years of specialized experience in use of structured analysis, design methodologies, design tools, and object oriented principles.</p> <p><b>Functional Responsibility:</b> Develops and applies advanced methods, theories, and research techniques in the evaluation and development of highly complex software applications and problems. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and CASE tools. Estimates software development costs and schedules. Reviews existing programs and makes required refinements, reducing operating time, and improving current techniques. May provide daily supervision and direction to support staff.</p>
	<p><b>Minimum Education:</b> A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Ph.D. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>With a Bachelor's degree. (in the fields described in Minimum Education above) and seven years of general information technology experience and at least four years of specialized experience, a Master's degree is not required.</li> </ul>
22	<b>Commercial Title: Software Engineer IV</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in systems engineering with increasing responsibilities. At least 3 years of specialized experience in use of structured analysis, design methodologies, design tools, and object oriented principles.</p> <p><b>Functional Responsibility:</b> Develops and applies advanced methods, theories, and research techniques in the evaluation and development of highly complex software applications and problems. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and CASE tools. Estimates software development costs and schedules. Reviews existing programs and makes required refinements, reducing operating time, and improving current techniques. May provide daily supervision and direction to support staff.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
23	<b>Commercial Title: Software Engineer III</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in systems engineering. At least one year of specialized experience in use of structured analysis, design methodologies, design tools, and object oriented principles.</p> <p><b>Functional Responsibility:</b> Performs systems modeling, simulation, and analysis on moderately complex assignments. Designs, develops, troubleshoots, and analyzes complicated and difficult software programs. Working with more experienced software engineers, manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and CASE tools. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. May function as team leader for lower level software engineers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above):</li> <li>With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
24	<b>Commercial Title: Software Engineer II</b>
	<p><b>Minimum/General Experience:</b> One year of experience in systems engineering. At least 3 years of specialized experience in use of structured analysis, design methodologies, design tools, and object oriented principles.</p> <p><b>Functional Responsibility:</b> Performs systems modeling, simulation, and analysis on moderately complex assignments. Designs, develops, troubleshoots, and analyzes software programs. Uses formal specifications, data flow diagrams, other accepted design techniques, and CASE tools to assist more experienced software engineers in managing software development. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. May provide task direction to lower level software engineers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With six years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
25	<b>Commercial Title: Software Engineer I</b>
	<p><b>Minimum/General Experience:</b> Entry-level position with knowledge in use of structured analysis, design methodologies, design tools, and object oriented principles.</p> <p><b>Functional Responsibility:</b> Under general supervision, performs systems modeling, simulation, and analysis. Assists in the designs, development, troubleshooting, and analysis of software programs. Uses formal specifications, data flow diagrams, other accepted design techniques, and CASE tools to assist more experienced software engineers in managing software development. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Assignments are generally of limited scope and reviewed by more experienced engineers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>
26	<b>Commercial Title: Systems/Software Analyst IV</b>
	<p><b>Minimum/General Experience:</b> Seven years of experience, of which at least the last five years must be specialized in: analysis and design of business applications on complex systems, data base management, use of programming languages, and/or DBMS.</p> <p><b>Functional Responsibility:</b> Analyzes, develops, tests, and/or modifies hardware and software solutions to meet the user's systems analysis and/or systems integration requirements. Coordinates with user to identify data availability, report requirements, and systems design problems. Defines system objectives and prepares system design specifications to meet user requirements and to satisfy interface problems. Reviews work products for correctness, adherence to the design concept and user standards, and progress in accordance with schedules. Prepares status reports and presentations on task performance to clients. May provide daily supervision and direction to support staff.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's Degree (in the fields described in Minimum Education above): five years of information technology assignments and at least three years of specialized experience.</li> <li>With a Ph.D. in the fields described in Minimum Education above): three years of information technology assignments with at least two years of specialized experience.</li> <li>With ten years of information technology assignments with at least seven years of specialized experience.</li> </ul>
27	<b>Commercial Title: Systems/Software Analyst III</b>
	<p><b>Minimum/General Experience:</b> Five years of experience, of which at least the last three years must be specialized in: analysis and design of business applications on complex systems, data base management, use of programming languages, and/or DBMS.</p> <p><b>Functional Responsibility:</b> Analyzes, develops, tests, and/or modifies hardware and software solutions to meet the user's systems analysis and/or systems integration requirements. Coordinates with user to identify data availability, report requirements, and systems design problems. Defines system objectives and prepares system design specifications to meet user requirements and to satisfy interface problems. Reviews work products for correctness, adherence to the design concept and user standards, and progress in accordance with schedules. Prepares status reports and presentations on task performance to clients. May function as team leader and/or provide direction to lower level staff.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
28	<b>Commercial Title: Systems/Software Analyst II</b>
	<p><b>Minimum/General Experience:</b> Two years of experience, of which at least the last five years must be specialized in: analysis and design of business applications on complex systems, data base management, use of programming languages, and/or DBMS.</p> <p><b>Functional Responsibility:</b> Under general supervision, analyzes and evaluates hardware and software solutions to meet the user's systems analysis and/or systems integration requirements. Coordinates with user to identify data availability, report requirements, and systems design problems. Defines system objectives and prepares system design specifications</p>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	to meet user requirements and to satisfy interface problems. Assists with preparation of status reports and presentations. May provide direction to lower level systems analysts.
	<p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
29	<b>Commercial Title: Systems/Software Analyst I</b>
	<p><b>Minimum/General Experience:</b> Entry-level position with knowledge in analysis and design of business applications on complex systems, data base management, use of programming languages, and/or DBMS.</p> <p><b>Functional Responsibility:</b> Under direct supervision, analyzes and evaluates hardware and software solutions to meet the user's systems analysis and/or systems integration requirements. Assists more experienced systems analyst in identifying data availability, report requirements, and systems design problems. Assists in defining system objectives and prepares system design specifications to meet user requirements and to satisfy interface problems. May assist with preparation of status reports and presentations. Assignments are generally of limited scope and reviewed by more experienced analysts.</p>
	<p><b>Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>
30	<b>Commercial Title: Business Process Reengineering Analyst IV</b>
	<p><b>Minimum/General Experience:</b> Seven years of experience in information technology and five years of specialized experience in adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets.</p> <p><b>Functional Responsibility:</b> Confers with client executive management to define the client's strategic business information technology goals and advises in the reengineering of business processes to meet those goals. Applies process improvement and reengineering methodologies and principles to process modernization projects. Is responsible for effective transition of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Acts as key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. May provide daily supervision and direction to business process reengineering team, or high-level consulting input. (May include specific knowledge of paperless environment and electronic document management systems.)</p>
	<p><b>Minimum Education:</b> A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Ph.D. (in the fields described in Minimum Education above): four years of specialized experience.</li> <li>• With a Bachelor's degree. (in the fields described in Minimum Education above) and ten years of general information technology experience and at least six years of specialized experience, a Master's degree is not required.</li> </ul>
31	<b>Commercial Title: Business Process Reengineering Analyst III</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology three years of specialized experience adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets.</p> <p><b>Functional Responsibility:</b> Confers with client senior management to understand or develop the client's strategic business goals and advises in the creation of an appropriate information technology strategy. Applies process improvement and reengineering methodologies and principles to process modernization projects. Is responsible for effective transition of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. May act as coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. May provide daily supervision and direction to business process reengineering team. (May include specific knowledge of paperless environment and electronic document management systems.)</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
32	<b>Commercial Title: Business Process Reengineering Analyst II</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in information technology and knowledge of adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets.</p> <p><b>Functional Responsibility:</b> Confers with client management to understand the client's strategic goals and participates in the creation of an appropriate information technology strategy or plan. Applies process improvement and reengineering methodologies and principles to process modernization projects. Provides group facilitation, interviewing, and training. Assists more experienced business process engineers in coordinating multiple project teams to ensure enterprise-wide integration of reengineering efforts. (May include specific knowledge of paperless environment and electronic document management systems.)</p>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above):</li> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
33	<p><b>Commercial Title: Business Process Reengineering Analyst I</b></p>
	<p><b>Minimum/General Experience:</b> One year of experience in information technology adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets.</p> <p><b>Functional Responsibility:</b> Participates in the creation of an appropriate information technology strategy or plan. Applies process improvement and reengineering methodologies and principles to process modernization projects. Provides group facilitation, interviewing, and training. Assists more experienced business process engineers in coordinating between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Assignments are generally of limited scope and reviewed by more experienced analysts. (May include specific knowledge of paperless environment and electronic document management systems.)</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With six years of general information technology experience and at least three years of specialized experience, a degree is not required.</li> </ul>
34	<p><b>Commercial Title: Functional Analyst III</b></p>
	<p><b>Minimum/General Experience:</b> Eight years of Information technology experience and four of specialized experience in determining functional and cross-functional requirements.</p> <p><b>Functional Responsibility:</b> Applies analytical skills to support information technology process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, business case development and cost justification, and other related management and technical duties. Possesses expertise in specialty areas as described in the individual Task Order, such as: wargaming, logistics, military medicine, government financial systems, human resources, C3I, document management, document imaging, paperless office environment, etc. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): 8 years IT experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): 6 years of IT experience</li> <li>• With thirteen years of IT experience and eight years of specialized experience, a degree is not required.</li> </ul>
35	<p><b>Commercial Title: Functional Analyst II</b></p>
	<p><b>Minimum/General Experience:</b> Five years of Information technology experience and three years of specialized experience in determining functional and cross-functional requirements.</p> <p><b>Functional Responsibility:</b> Applies analytical skills to support information technology process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, business case development and cost justification, and other related management and technical duties. Possesses experience in specialty areas as described in the individual Task Order, such as: wargaming, logistics, military medicine, government financial systems, human resources, C3I, document management, document imaging, paperless office environment, etc. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
36	<p><b>Commercial Title: Functional Analyst I</b></p>
	<p><b>Minimum/General Experience:</b> Three years of Information technology experience one years of specialized experience determining functional and cross-functional requirement.</p> <p><b>Functional Responsibility:</b> Assists in the analysis, planning, establishment of information technology requirements, functional modeling, development of procedures, development of functional architectures, business case development and cost justification, and other related management and technical duties. Possesses limited knowledge in specialty areas as described in the individual Task Order, such as: wargaming, logistics, military medicine, government financial systems, human resources, C3I, document management, document imaging, paperless office environment, etc. Analyzes user needs to determine functional and cross-functional requirements. Assignments are generally of limited scope and reviewed by more experienced analysts.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above):</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	<ul style="list-style-type: none"> <li>With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
37	<b>Commercial Title: Information Engineer IV</b>
	<p><b>Minimum/General Experience:</b> Eight years of experience in information technology, of which four years of specialized experience in information systems development, functional and data requirement analysis, systems analysis and design, programming, program design and documentation preparation.</p> <p><b>Functional Responsibility:</b> Advises management in the development of tactical business solutions relative to information engineering. Applies business process improvement practices to reengineering methodologies/principles and business process modernization projects. Has knowledge of workflow software tools such as Staffware and Open Workflow. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (ICASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools. May provide daily supervision and direction to staff.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's Degree (in the fields described in Min. Education above): six years IT experience</li> <li>With a PH.D. ( in the fields described in Min. Education above): four years of IT experience</li> <li>With thirteen years it experience of which at least 8 years of specialized experience, a degree is not required.</li> </ul>
38	<b>Commercial Title: Information Engineer III</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which three years of specialized experience in information systems development, functional and data requirement analysis, systems analysis and design, programming, program design and documentation preparation.</p> <p><b>Functional Responsibility:</b> Applies business process improvement practices to reengineering methodologies/principles and business process modernization projects. Has knowledge of workflow software tools such as Staffware and Open Workflow. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (ICASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools. May provide team leadership or consulting support on tasks.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
39	<b>Commercial Title: Information Engineer II</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in information technology, of which one years of specialized experience in information systems development, functional and data requirement analysis, systems analysis and design, programming, program design and documentation preparation.</p> <p><b>Functional Responsibility:</b> Applies business process improvement practices to reengineering methodologies/principles and business process modernization projects. Has knowledge of workflow software tools such as Staffware and Open Workflow. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (ICASE) tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Has knowledge of such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. May provide direction to other members of the work team.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above):</li> <li>With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
40	<b>Commercial Title: Information Engineer I</b>
	<p><b>Minimum/General Experience:</b> Entry-level position, with knowledge in information systems development, functional and data requirement analysis, systems analysis and design, programming, program design and documentation preparation.</p> <p><b>Functional Responsibility:</b> Assists more experienced information engineers in applying business process improvement practices to reengineering methodologies/principles and business process modernization projects. Has knowledge of workflow software tools such as Staffware and Open Workflow. Assists in process and data modeling efforts in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (ICASE) tools. Assists in applying reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Assignments are generally of limited scope and reviewed by more experienced engineers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	<ul style="list-style-type: none"> <li>With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>
41	<b>Commercial Title: Systems Architect IV</b>
	<p><b>Minimum/General Experience:</b> Eight years of experience with at least four years of specific experience with the use of structured analysis, design methodologies and design tools, object oriented concepts, and experience with logical and physical technical architectures.</p> <p><b>Functional Responsibility:</b> Establishes information requirements, using analytical methods, for enterprise-wide or large-scale information systems. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client's environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. May provide consulting support on complex tasks and daily supervision and direction to staff. (May include technical knowledge of workflow processes, document management systems, document imaging software, network requirements, and imaging hardware.)</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's Degree (in the fields described in Min. Education above): six years IT experience</li> <li>With a PH.D. ( in the fields described in Min. Education above): four years of IT experience</li> <li>With thirteen years of IT experience of which at least eight years of specialized experience, a degree is not required.</li> </ul>
42	<b>Commercial Title: Systems Architect III</b>
	<p><b>Minimum/General Experience:</b> Five years of experience with at least three years of specific experience with the use of structured analysis, design methodologies and design tools, object oriented concepts, and experience with logical and physical technical architectures.</p> <p><b>Functional Responsibility:</b> Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client's environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, and planning and develops appropriate corrective action. May provide guidance and direction to less experienced systems architects. (May include technical knowledge of workflow processes, document management systems, document imaging software, network requirements, and imaging hardware.)</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
43	<b>Commercial Title: Systems Architect II</b>
	<p><b>Minimum/General Experience:</b> Three years of experience with at least one years of specific experience with the use of structured analysis, design methodologies and design tools, object oriented concepts, and experience with logical and physical technical architectures.</p> <p><b>Functional Responsibility:</b> Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client's environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, and planning and develops appropriate corrective action. May function as team leader for less experienced systems architects. (May include technical knowledge of workflow processes, document management systems, document imaging software, network requirements, and imaging hardware.)</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With a Master's degree. (in the fields described in Minimum Education above):</li> <li>With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
44	<b>Commercial Title: Systems Architect I</b>
	<p><b>Minimum/General Experience:</b> One year of experience with knowledge of specific areas of structured analysis, design methodologies and design tools, object oriented concepts, and experience with logical and physical technical architectures.</p> <p><b>Functional Responsibility:</b> Assists more experienced systems architects in designing architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Assists in evaluating problems of workflow, organization, and planning and develops appropriate corrective action.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>With six years of general information technology experience and at least three years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
45	<p><b>Commercial Title: Programmer IV</b></p> <p><b>Minimum/General Experience:</b> Eight years of experience in information technology, of which at least four years must be specialized in applications programming and develop complex software to satisfy design objectives.</p> <p><b>Functional Responsibility:</b> Analyzes systems specifications and designs, develops, modifies, and installs highly complex and customized software. Conducts detailed analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). May provide daily supervision and direction to staff.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): six years IT experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): four years of IT experience</li> <li>• With thirteen years IT experience of which at least 8 years of specific experience, a degree is not required.</li> </ul>
46	<p><b>Commercial Title: Programmer III</b></p> <p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years must be specialized in applications programming and develop complex software to satisfy design objectives.</p> <p><b>Functional Responsibility:</b> Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). May function as team leader and provide direction to less experienced programmers.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
47	<p><b>Commercial Title: Programmer II</b></p> <p><b>Minimum/General Experience:</b> Three years of experience in information technology, of which at least one year must be specialized in applications programming and develop complex software to satisfy design objectives.</p> <p><b>Functional Responsibility:</b> Analyzes systems specifications and designs, develops, modifies, and installs software. Conducts analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). May provide task direction to less experienced programmers.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above):</li> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
48	<p><b>Commercial Title: Programmer I</b></p> <p><b>Minimum/General Experience:</b> Entry-level position with knowledge in applications programming.</p> <p><b>Functional Responsibility:</b> Assists more experienced programmers in coding and maintaining applications and/or operating systems software. Assists in preparing associated documentation, block diagrams, and logic flow charts. Tests, debugs, and refines software to produce the required product. May include knowledge of document imaging, document management, and workflow COTS systems (e.g., Infolmage, Paragon). Assignments are generally of limited scope and reviewed by more experienced programmers.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
49	<b>Commercial Title: Database Analyst/Programmer IV</b>
	<p><b>Minimum/General Experience:</b> Eight years of experience in information technology, of which at least four years of specialized experience in data base design and system analysis, systems software internals and data manipulation languages.</p> <p><b>Functional Responsibility:</b> Provides highly technical expertise and guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Establishes procedures for operation of the database and database management systems. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May include experience with database systems such as Sybase, Oracle, and Informix. May provide team leadership or consulting support on complex database tasks.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): six years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): four years of experience</li> <li>• With thirteen years IT experience of which at least eight years of specific experience, a degree is not required.</li> </ul>
50	<b>Commercial Title: Database Analyst/Programmer III</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years of specialized experience in data base design and system analysis, systems software internals and data manipulation languages.</p> <p><b>Functional Responsibility:</b> Provides expertise and guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Establishes procedures for operations of the database and database management systems. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May include experience with database systems such as Sybase, Oracle, and Informix. May function as team leader and provide direction to less experienced database programmers/analysts.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
51	<b>Commercial Title: Database Analyst/Programmer II</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in information technology, of which at least one year of specialized experience in data base design and system analysis, systems software internals and data manipulation languages.</p> <p><b>Functional Responsibility:</b> Provides guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May provide task direction to less experienced database programmers/analysts.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above):</li> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
52	<b>Commercial Title: Database Analyst/Programmer I</b>
	<p><b>Minimum/General Experience:</b> Entry-level position, knowledge in data base design and system analysis, systems software internals and data manipulation languages.</p> <p><b>Functional Responsibility:</b> Assists more experienced database analysts/programmer in the design, implementation, and maintenance of databases, collection of data elements, and preparation of database specifications. Helps to develop, maintain, and control the data dictionary.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>
53	<b>Reserved</b>
54	<b>Commercial Title: Functional Domain Expert</b>
	<p><b>Minimum/General Experience:</b> Six years of experience in information technology of which at least 3 years of specialized experience in determining functional and cross-functional requirements.</p> <p><b>Functional Responsibility:</b> Analyzes user needs to determine functional requirements. Performs functional allocation to</p>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	<p>identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order. Evaluates analytically and systematically problems of workflow, organization, and planning and develops corrective action. Establishes standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the configuration information management guiding principles, cost savings and open architecture objectives.</p>
	<p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): three years of specialized experience.</li> <li>• With nine years of general information technology experience and at least six years of specialized experience, a degree is not required.</li> </ul>
55	<b>Reserved</b>
56	<b>Reserved</b>
57	<b>Reserved</b>
58	<b>Commercial Title: Internet Architect</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years is specialized in hardware, software, and communications designs.</p> <p><b>Functional Responsibility:</b> Designs architectures that include software, hardware, and communications solutions to support total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client's environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, and planning and develops appropriate corrective action.</p>
	<p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
59	<b>Commercial Title: Internet Engineer III</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years is specialized in analysis, designs, efficient improvement, and various network components associated with TCP/IP networks.</p> <p><b>Functional Responsibility:</b> Analyzes, studies, and designs TCP/IP networks and systems. Works with Internet protocols, gateways, firewalls, routers, switches, servers, clients, streaming, messaging, transactions, and database backends. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. May provide Internet database design and modeling. Plans installations, transitions, and cutovers of network components and capabilities. May review existing network and database designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May function as team leader for less experienced Internet Engineers.</p>
	<p><b>Minimum Education:</b> : A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
60	<b>Commercial Title: Internet Engineer II</b>
	<p><b>Minimum/General Experience:</b> Two years of experience in information technology and knowledge in specialized areas of analysis, designs, efficient improvement, and various network components associated with TCP/IP networks.</p> <p><b>Functional Responsibility:</b> Analyzes, studies, and designs TCP/IP networks and systems. Works with Internet protocols, gateways, firewalls, routers, switches, servers, clients, streaming, messaging, transactions, and database backends. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. May provide Internet database design and modeling. Plans installations, transitions, and cutovers of network components and capabilities. May review existing network and database designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.</p>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education):</li> <li>• With seven years general experience of which four years is specialized, a degree is not required.</li> </ul>
61	<p><b>Commercial Title: Internet Engineer I</b></p>
	<p><b>Minimum/General Experience:</b> Two years of experience in information technology and knowledge in specialized areas of analysis, designs, efficient improvement, and various network components associated with TCP/IP networks.</p> <p><b>Functional Responsibility:</b> Analyzes, studies, and designs TCP/IP networks and systems. Works with Internet protocols, gateways, firewalls, routers, switches, servers, clients, streaming, messaging, transactions, and database backends. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. May provide Internet database design and modeling. Plans installations, transitions, and cutovers of network components and capabilities. May review existing network and database designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.</p>
	<p><b>Minimum Education:</b> Associate's degree. Specialized experience may be substituted for education.</p>
62	<p><b>Commercial Title: Internet Solutions Developer</b></p>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years of specialized experience in Transaction Processing over TCP/IP in a multi-protocol environment.</p> <p><b>Functional Responsibility:</b> Designs integrated solutions that address information and resource management requirements and involve open system and network architectures, hardware, software, scalability, security, usability, workflow, and transaction processing all over TCP/IP in a multi-protocol environment leveraging distributed components (objects) and relational databases.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
63	<p><b>Commercial Title: Web Developer III</b></p>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years of specialized experience in WEB user interface design, applications, and various design tools for development.</p> <p><b>Functional Responsibility:</b> Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. May provide human factors engineering and usability testing and support. May provide database design and modeling. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++, GIF, JPEG, MPEG, video/audio streaming, and more. Provides web site development, design, support, and maintenance. May function as team leader for less experienced developers.</p>
	<p><b>Minimum Education:</b> : A Bachelor's degree in Fine Arts, Graphic Design, Mathematics, Computer Science, Information Systems, Engineering, Business, or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
64	<p><b>Commercial Title: Web Developer II</b></p>
	<p><b>Minimum/General Experience:</b> Three years of experience in information technology, of which at least one year of specialized experience in WEB user interface design, applications, and various design tools for development.</p> <p><b>Functional Responsibility:</b> Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++, GIF, JPEG, MPEG, video/audio streaming, and more. Provides web site development, design, support, and maintenance.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Fine Arts, Graphic Design, Mathematics, Computer Science, Information Systems, Engineering, Business, or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above):</li> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
65	<p><b>Commercial Title: Web Developer I</b></p>
	<p><b>Minimum/General Experience:</b> Two years of experience in information technology and knowledge in WEB user interface design, applications, and various design tools for development.</p> <p><b>Functional Responsibility:</b> Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++, GIF, JPEG, MPEG, and video/audio streaming. Provides web site development, design, support, and maintenance.</p>
	<p><b>Minimum Education:</b> Associate's degree. Specialized experience may be substituted for education.</p>

LC	Professional Labor Category Descriptions and Education/Experience Levels
66	<p><b>Commercial Title: Security Analyst IV</b></p> <p><b>Minimum/General Experience:</b> Ten years of information technology experience, of which at least 7 years of specialized experience in information security technology and policy and procedure development.</p> <p><b>Functional Responsibility:</b> Analyzes and defines complex information security, automated information security (AIS), and/or computer security requirements. Designs, develops, engineers, and implements security solutions. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs. Develops, analyzes, and implements security architecture(s) as appropriate. Performs risk analysis and security audit services, develops analytical reports as required. May be required to perform in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures. Experience in one or more of the following areas are desired: digital signatures, encryption, public key and certification management, cross certification of public key systems, and X.500 directories. May provide daily supervision and direction to staff.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): seven years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): five years of experience</li> <li>• With fifteen years IT experience and 9 years of specialized experience, a degree is not required.</li> </ul>
67	<p><b>Commercial Title: Security Analyst III</b></p> <p><b>Minimum/General Experience:</b> Seven years of experience in information technology, of which at least five years of specialized experience in system engineering and/or design, design assurance or testing for INFOSEC products and system computer networking technology.</p> <p><b>Functional Responsibility:</b> Analyzes and defines information security, automated information security (AIS), and/or computer security requirements. Designs, develops, engineers, and implements security solutions. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs. Develops, analyzes, and implements security architecture(s) as appropriate. Performs risk analysis and security audit services, develops analytical reports as required. May be required to perform in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures. May have experience in one or more of the following: digital signatures, encryption, public key and certification management, cross certification of public key systems, and X.500 directories. May be responsible for leading a team in performing these services.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): four years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): one year of experience</li> <li>• With ten years IT experience and 7 years of specialized experience, a degree is not required.</li> </ul>
68	<p><b>Commercial Title: Security Analyst II</b></p> <p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years of specialized experience in system engineering and/or design, design assurance or testing for INFOSEC products and system computer networking technology.</p> <p><b>Functional Responsibility:</b> Analyzes and defines security requirements and designs, develops, engineers, and implements solutions. Performs risk analysis and security audit services, developing analytical reports as required. May be required to perform in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
69	<p><b>Commercial Title: Security Analyst I</b></p> <p><b>Minimum/General Experience:</b> Two years of experience in information technology, and knowledge in system engineering and/or design, design assurance or testing for INFOSEC products and system computer networking technology.</p> <p><b>Functional Responsibility:</b> Assists more experienced analysts in analyzing and defining security requirements. Assists in performing risk analysis and security audit services and in developing analytical reports. May assist in performing in one or more of the following areas: AIS risk assessment methods and procedures; security of system software generation; security of computer hardware; operating system utility/support software; disaster recovery and contingency planning; telecommunications security; development of AIS security policies and procedures.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above);</li> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
70	<p><b>Commercial Title: CAD/System Designer</b></p> <p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years of specialized experience of computer-based drawing packages and engineering drawings.</p> <p><b>Functional Responsibility:</b> Develops engineering drawings and provides drafting support (using computer-based drawing packages such as AUTOCAD) for hardware schematics, site plans, electrical interconnects, network schematics, and mechanical plans. Conducts tests in accordance with approved procedures for acceptance or characterization. Develops and implements preventative maintenance procedures, coordinates maintenance activities, and assists technicians.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Graphic Design, Mathematics, Computer Science, Information Systems, Engineering, Business, or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
71	<p><b>Commercial Title: Network Consultant</b></p> <p><b>Minimum/General Experience:</b> Ten years of information technology experience, of which at least seven years of specialized experience in Software/Hardware LAN and WAN Network design and analysis.</p> <p><b>Functional Responsibility:</b> Works with operational management and client in a consulting role to implement specific technology approaches. Develops detailed logical and physical design, acceptance criteria definition, and project plans. Analyzes, studies, and designs complex data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Manages network software development and support requirements using formal specifications, data flow diagrams, and other accepted design techniques. Estimates network hardware and software development and implementation costs and schedules.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): seven years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): five years of experience</li> <li>• With fifteen years IT experience and at least 9 years of specialized experience, a degree is not required.</li> </ul>
72	<p><b>Commercial Title: Network Manager</b></p> <p><b>Minimum/General Experience:</b> Eight years of experience in information technology, of which at least four years of specialized experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).</p> <p><b>Functional Responsibility:</b> Applies extremely complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Determines environmental and building power requirements for system design, types and gauges of cable for communications applications, installation and testing requirements, cross-connection on distribution equipment, intermediate distribution frames, wire closets, pin and jack arrangements, and cable inventory management systems. May provide team leadership or consulting support on complex tasks.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): six years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): four years of experience</li> <li>• With thirteen years IT experience and at least 8 years of specialized experience, a degree is not required.</li> </ul>
73	<p><b>Commercial Title: Network Engineer III</b></p> <p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years of specialized experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).</p> <p><b>Functional Responsibility:</b> Applies complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Diagnoses and remediates problems; plans installations, transitions, and cutovers of network components and capabilities. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May function as team leader for less experienced network engineers.</p> <p><b>Minimum Education:</b> A Bachelor's degree in Mathematics, Computer Science, Information Systems, Engineering, Business, or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
74	<b>Commercial Title: Network Engineer II</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in information technology, of which at least one year of specialized experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).</p> <p><b>Functional Responsibility:</b> Applies advanced networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May provide task direction to less experienced network engineers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above):</li> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>
75	<b>Commercial Title: Network Engineer I</b>
	<p><b>Minimum/General Experience:</b> Entry-level position, with knowledge in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).</p> <p><b>Functional Responsibility:</b> Applies basic networking concepts in the analysis, study, and design of data networks. Assists more experienced network engineers in analyzing network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput). Assists in planning installations, transitions, and cutovers of network components and capabilities. Assists higher-level network engineering in the review of existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>
76	<b>Commercial Title: Network Specialist III</b>
	<p><b>Minimum/General Experience:</b> Five years of experience in information technology, of which at least three years of specialized experience in designing, testing, installing, implementing and maintaining computer networks;</p> <p><b>Functional Responsibility:</b> Monitors and adjusts network parameters for optimum performance. Installs and supports local area networks (LANs). Configures the network, and adds and deletes users and printers. Diagnoses, troubleshoots and repairs complex LANs and interfaces between differing networks via remote and local bridges, repeaters, routers, and switches (including mainframe connectivity via gateway, telecommunication circuits, and direct network access). Assures that LAN security is maintained according to recommendations. Creates documentation for systems support staff and users. Provides technical expertise for performance and configuration of networks. Evaluates communication hardware and software, and performs compatibility testing of system and application software. Coordinates with all responsible users and sites. May perform site surveys and network performance assessments, schedule conversions and cutovers, and oversee a network control center. May supervise staff.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Mathematics, Computer Science, Information Systems, Engineering, Business, or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): two years of specialized experience.</li> <li>• With eight years of general information technology experience and at least five years of specialized experience, a degree is not required</li> </ul>
77	<b>Commercial Title: Network Specialist II</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in information technology, of which at least one year of specialized experience in designing, testing, installing, implementing and maintaining computer networks;</p> <p><b>Functional Responsibility:</b> Monitors and adjusts network parameters for optimum performance. Installs and supports local area networks (LANs). Configures the network, and adds and deletes users and printers. Diagnoses, troubleshoots and repairs LANs and interfaces between differing networks via remote and local bridges, repeaters, routers, and switches (including mainframe connectivity via gateway, telecommunication circuits, and direct network access). Assures that LAN security is maintained according to recommendations. Creates documentation for systems support staff and users. Evaluates communication hardware and software, and performs compatibility testing of system and application software. Coordinates with all responsible users and sites. May perform site surveys, and schedule conversions and cutovers. May provide guidance to less experienced network specialists.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above):</li> <li>• With seven years of general information technology experience and at least four years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
78	<b>Commercial Title: Network Specialist I</b>
	<p><b>Minimum/General Experience:</b> Entry-level position with knowledge in designing, testing, installing, implementing and maintaining computer networks.</p> <p><b>Functional Responsibility:</b> Assists more experienced network specialist/network engineers in monitoring and adjusting network parameters for optimum performance. Installs and supports local area networks (LANs). Configures the network, and adds and deletes users and printers. May assist in troubleshooting and repairing LANs and interfaces between differing networks via remote and local bridges, repeaters, routers, and switches (including mainframe connectivity via gateway, telecommunication circuits, and direct network access). Creates documentation for systems support staff and users. Supports the evaluation of communication hardware and software. Assists in compatibility testing of system and application software.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With five years of general information technology experience and at least two years of specialized experience, a degree is not required.</li> </ul>
79	<b>Commercial Title: Communications Analyst III</b>
	<p><b>Minimum/General Experience:</b> Eight years of experience in information technology, of which at least four years of specialized experience in designing, developing, and testing complex communications.</p> <p><b>Functional Responsibility:</b> Designs, develops, and tests complex communications interface programs, which may include voice, data, or image communication. Conducts feasibility studies. Researches, recommends, and implements leading-edge/state-of-the-art technology. Prepares detailed specifications and flowcharts for implementing new internal programs or modification to vendor software. Possesses advanced knowledge of communications protocols, hardware, and real-time system programming. Analyzes user requirements and recommends system solutions. Interfaces at the highest levels within the program. May provide consulting support in defining strategic direction and implementing strategic plans.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): six years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): four years of experience</li> <li>• With thirteen years IT experience and at least 8 years of specialized experience, a degree is not required.</li> </ul>
80	<b>Commercial Title: Communications Analyst II</b>
	<p><b>Minimum/General Experience:</b> Four years of experience in information technology, of which at least two years of specialized experience in designing, developing, and testing complex communications.</p> <p><b>Functional Responsibility:</b> Designs, develops, and tests complex communications interface programs, which may include voice, data, or image communication. Conducts feasibility studies. Prepares detailed specifications and flowcharts for implementing new internal programs or modification to vendor software. Possesses a thorough knowledge of communications protocols, hardware, and real-time system programming. Analyzes user requirements and recommends system solution. May function as team leader and/or provide guidance to less experienced communications analysts.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's degree. (in the fields described in Minimum Education above): one year of specialized experience.</li> <li>• With seven years of general information technology experience and at least five years of specialized experience, a degree is not required.</li> </ul>
81	<b>Commercial Title: Communications Analyst I</b>
	<p><b>Minimum/General Title:</b> Two years of information technology experience and knowledge in designing, developing, and testing complex communications.</p> <p><b>Functional Responsibility:</b> Assists more experienced communications analysts in the design, development, and testing of communications interface programs, which may include voice, data, or image communication. Assists in conducting feasibility studies. Prepares detailed specifications and flowcharts for implementing new internal programs or modification to vendor software. Possesses a basic knowledge of communications protocols, hardware, and real-time system programming.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education):</li> <li>• With seven years general experience of which four years is specialized, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
82	<b>Commercial Title: Subject Matter Expert IV</b>
	<p><b>Minimum/General Experience:</b> Ten years of experience as an industry/functional Sr. consultant, of which at least seven years of specialized experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.</p> <p><b>Functional Responsibility:</b> Confers with client executive management using line of business expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in the technical/specialty area being addressed.</p>
	<p><b>Minimum Education:</b> A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Ph.D. (in the fields described in Minimum Education above): seven years of specialized experience.</li> <li>• With a Bachelor's degree. (in the fields described in Minimum Education above) and thirteen years of general information technology experience and at least six years of specialized experience, a Master's degree is not required.</li> </ul>
83	<b>Commercial Title: Subject Matter Expert III</b>
	<p><b>Minimum/General Experience:</b> Ten years of experience as an industry/functional consultant, of which at least seven years of specialized experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.</p> <p><b>Functional Responsibility:</b> Confers with client management to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in the technical/specialty area being addressed.</p>
	<p><b>Minimum Education:</b> : A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Ph.D. (in the fields described in Minimum Education above): seven years of specialized experience.</li> <li>• With a Bachelor's degree. (in the fields described in Minimum Education above) and thirteen years of general information technology experience and at least six years of specialized experience, a Master's degree is not required.</li> </ul>
84	<b>Commercial Title: Subject Matter Expert II</b>
	<p><b>Minimum/General Experience:</b> Ten years of experience as an industry/functional consultant, of which at least seven years of specialized experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.</p> <p><b>Functional Responsibility:</b> Confers with client management to understand or develop the client's strategic information technology business goals, and assists in formulation of an appropriate information technology strategy. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in the technical/specialty area being addressed.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): seven years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): five years of experience</li> <li>• With fifteen years IT experience and at least 9 years of specialized training, a degree is not required.</li> </ul>
85	<b>Commercial Title: Subject Matter Expert I</b>
	<p><b>Minimum/General Experience:</b> Eight years of experience as an industry/functional consultant, of which at least seven years of specialized experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.</p> <p><b>Functional Responsibility:</b> Confers with client management to understand the client 's strategic information technology business goals and information technology strategy. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Possesses requisite knowledge and expertise so recognized in the professional community that the individual is considered "expert" in the technical/specialty area being addressed.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): six years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): four years of experience</li> <li>• With thirteen years IT experience and at least 8 years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
86	<b>Commercial Title: Financial Analyst II</b>
	<p><b>Minimum/General Experience:</b> Six years of experience in financial/budget administration of which at least three years specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.</p> <p><b>Functional Responsibility:</b> Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems. May provide daily supervision and direction to staff.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Accounting, Finance, Business or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): one year experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above):</li> <li>• With nine years IT experience and at least six years of specialized experience, a degree is not required.</li> </ul>
87	<b>Commercial Title: Financial Analyst I</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in financial/budget administration of which at least one year specialized experience in cost and schedule reporting, resource management, manpower allocation and resource planning.</p> <p><b>Functional Responsibility:</b> Performs financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Evaluates existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Accounting, Finance, Business or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): four years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): two years of experience</li> <li>• With seven years IT experience and at least four years of specialized experience, a degree is not required.</li> </ul>
88	<b>Commercial Title: Trainer IV</b>
	<p><b>Minimum/General Experience:</b> Eight years of experience in related field, of which a minimum of four years of specialized in the delivery of training instruction and services.</p> <p><b>Functional Responsibility:</b> Serves as lead instructor in delivering training and/or development programs where the subject matter or process is highly complex in nature. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client's requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, seminars, and computer-based training. Formulates and provides overall direction for the training/development activities within a program. May provide daily supervision and direction to training staff. May provide consulting support on complex tasks.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree from an accredited college or university in education, training or related field of study.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): six years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): four years of experience</li> <li>• With thirteen years IT experience and at least eight years of specialized experience, a degree is not required.</li> </ul>
89	<b>Commercial Title: Trainer III</b>
	<p><b>Minimum/General Experience:</b> Six years of experience in related field, of which a minimum of three years of specialized in the delivery of training instruction and services.</p> <p><b>Functional Responsibility:</b> Serves as lead instructor in delivering training/development programs where the subject matter or process is complex in nature. Conducts research necessary to develop, revise, or select training/ development courses. Prepares training catalogs. Develops instructor materials, such as course outlines, background material, and training/development aids. Develops student materials, such as course manuals, workbooks, handouts, completion certificates, and course critique forms. Conducts formal classroom courses, workshops, seminars, and computer-based training. May formulate and provide overall direction for training/development activities within a program. Coordinates for additional functional analysts (subject matter experts) to participate in training/ development as needed. May function as team leader for less experienced trainers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree from an accredited college or university in education, training or related field of study.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): three years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): one year of experience</li> <li>• With nine years IT experience and at least six years, a degree is not required.</li> </ul>
90	<b>Commercial Title: Trainer II</b>
	<p><b>Minimum/General Experience:</b> Three years of experience in related field, of which a minimum of one year of specialized in the delivery of training instruction and services.</p> <p><b>Functional Responsibility:</b> Serves as lead instructor in delivering training programs where the subject matter or process is moderately complex in nature. Conducts research necessary to develop, revise, or select training courses. Prepares training catalogs. Develops instructor materials, such as course outlines, background material, and training aids. Develops</p>

LC	Professional Labor Category Descriptions and Education/Experience Levels
	<p>student materials, such as course manuals, workbooks, handouts, completion certificates, and course critique forms. Conducts formal classroom courses, workshops, seminars, and computer-based training. May provide task direction to less experienced trainers.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree from an accredited college or university in education, training or related field of study.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): one year of experience</li> <li>• With seven years IT experience and at least four years of specialized experience, a degree is not required.</li> </ul>
91	<p><b>Commercial Title: Trainer I</b></p>
	<p><b>Minimum/General Experience:</b> Entry level position knowledge in delivery of training instruction and services</p> <p><b>Functional Responsibility:</b> Conducts research necessary to develop, revise, or select training courses. Prepares training catalogs. Develops instructor materials, such as course outlining, background material, and training aids. Develops student materials, such as course manuals, workbooks, handouts, completion certificates, and course critique forms. Conducts formal classroom courses, workshops, seminars, and computer-based training.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With five years of general training experience and at least two years of specialized experience, a degree is not required.</li> </ul>
92	<p><b>Commercial Title: Technical Writer/Editor</b></p>
	<p><b>Minimum/General Experience:</b> Four years of experience, of which at least two year is specialized experience in editing documents.</p> <p><b>Functional Responsibility:</b> Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in English, Literature, or other related discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Minimum Education): three years general experience and one year of specialized experience.</li> <li>• With seven years of general experience of which at least five years is specialized, a degree in to required.</li> </ul>
93	<p><b>Commercial Title: Documentation Specialist</b></p>
	<p><b>Minimum/General Experience:</b> One of experience I preparing technical documentation and/or researching applicable Government and industry standards.</p> <p><b>Functional Responsibility:</b> Gathers, analyzes, and composes information technology-related technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree from an accredited university or college.</p> <ul style="list-style-type: none"> <li>• With six years of documentation/research experience and at least three years of specialized experience, a degree is not required.</li> </ul>
94	<p><b>Commercial Title: Quality Assurance/Configuration Analyst III</b></p>
	<p><b>Minimum/General Experience:</b> Nine years of experience in information technology, of which at least six years specialized in QA areas as Configuration Management, verification and validation, software testing and integration, software metrics and software quality assessment.</p> <p><b>Functional Responsibility:</b> Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide daily supervision and direction to support staff.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): seven years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): five years of experience</li> <li>• With fourteen years IT experience and at least eight years of specialized experience, a degree is not required.</li> </ul>

LC	Professional Labor Category Descriptions and Education/Experience Levels
95	<b>Commercial Title:</b> Quality Assurance/Configuration Analyst II
	<p><b>Minimum/General Experience:</b> Six years of experience in information technology, of which at least three years specialized in QA areas as Configuration Management, verification and validation, software testing and integration, software metrics and software quality assessment.</p> <p><b>Functional Responsibility:</b> Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide task direction and guidance to less experienced team members.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above): three years experience</li> <li>• With a PH.D. ( in the fields described in Min. Education above): one year of experience</li> <li>• With nine years IT experience and at least six years of specialized experience, a degree is not required.</li> </ul>
96	<b>Commercial Title:</b> Quality Assurance/Configuration Analyst I
	<p><b>Minimum/General Experience:</b> Three years of experience in information technology, of which at least one year specialized in QA areas as Configuration Management, verification and validation, software testing and integration, software metrics and software quality assessment.</p> <p><b>Functional Responsibility:</b> Provides technical and administrative support for personnel performing software development tasks, including the review of work products for correctness, adherence to design concepts and to user standards, review of program documentation to assure government standards/requirements are adhered to, configuration management for all hardware and software, and for progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance/Configuration Manager to ensure problem resolution and user satisfaction. Makes recommendations, if needed, for approval of systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, end user representatives.</p>
	<p><b>Minimum Education:</b> A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.</p> <ul style="list-style-type: none"> <li>• With a Master's Degree (in the fields described in Min. Education above):</li> <li>• With seven years IT experience and at least four years of specialized experience, a degree is not required.</li> </ul>

**USA COMMITMENT TO PROMOTE SMALL BUSINESS  
PARTICIPATION PROCUREMENT PROGRAMS**

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Mr. Edward Weil, 703-439-5156 [voice], [Edward.weil@unisys.com](mailto:Edward.weil@unisys.com) [email] or Ms. Alecia Hall, 703 439-5102 [voice], [Alecia.Hall@unisys.com](mailto:Alecia.Hall@unisys.com)

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0343J.

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

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

Signatures

\_\_\_\_\_  
Ordering Activity Date                      \_\_\_\_\_ Contractor                      Date

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”**

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

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

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

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

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

Here is a general outline on how it works:

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

Not Applicable

List of Participating Dealers

See Attachments A

Services Pricelist