Federal Supply Schedule

Authorized Federal Supply Service

Multiple Award Schedule (IT Category) Price List
General Purpose Commercial Information Technology Equipment Software and Services

Contract: GS-35F-0359P
Pricelist Current through Modification: Mod 0052 9/24/2019
Special Item Numbers: 541515

TMC Technologies of West Virginia Corp.
2050 Winners Drive
Fairmont, WV 26554
304.816.3600 voice
304.816.3411 fax

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage System. Agencies can browse GSA Advantage by accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov/.
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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

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

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

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

TMC Technologies of West Virginia Corp.
2050 Winners Drive
Fairmont WV 26554
Telephone: (304) 816-3600
Fax: (304) 816-3411
www.tmctechnologies.com

Contract Number: GS-35F-0359P

Period Covered by Contract: March 15, 2004 through March 14, 2024

General Services Administration
Federal Acquisition Service

Price list current through Modification #52, dated 9/24/2019

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service’s Home Page via the Internet at http://www.fss.gsa.gov/.
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3
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 Supplies Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:
The geographical scope of this contract is in the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:
Ordering & Payment Address: Contracts Administrator
TMC Technologies of WV Corp.  Contracts Administrator
2050 Winners Drive  P: (304)-816-3608
Fairmont, WV 26554  F: (304)-816-3411
URL: www.tmctechnologies.com  e-mail: eric.mohan@tmctechnologies.com

TMC Technologies of West Virginia Corp. is required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

Ordering Phone number:  304-816-3600
Fax:  304-816-3411

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 TMC Technologies, unless such injury or damage is due to the fault or negligence of TMC Technologies.
4. **STATICAL 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: 96-2024274
   Block 30: Type of Contractor - B. Other Small Business
   Block 31: Woman-Owned Small Business - No
   Block 36: Contractor's Taxpayer Identification Number (TIN): 27-1812321

4a. CAGE Code: 5Y6N7

4b. **TMC Technologies of West Virginia Corp.** has registered with the Central Contractor Registration Database.

5. **FOB DESTINATION:** Shipment is FOB destination for all services offered under 132-51.

   FOB TERMS: FOB destination within 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC.

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 negotiated between the ordering agency and TMC Technologies of West Virginia Corp.

   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 TMC Technologies of West Virginia Corp. for the purpose of obtaining accelerated delivery. TMC Technologies shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by TMC Technologies in writing.) If TMC Technologies 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; All Basic Discounts are negotiated on an individual basis.

   a. Prompt Payment: **No Prompt Payment Discounts**
   b. Quantity: **No Standard Discount**
   c. Dollar Volume: **No Dollar Volume Discounts**
   d. Government Educational Institutions: **No Standard Discount** - Offered the same discount as all other government customers.
   e. Other: **No Standard Discount**

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:**

   None
10. SMALL REQUIREMENTS:
The minimum dollar value of orders to be issued is $100.00.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)
a. The Maximum Order value for the following Special Item Number (SIN) is $500,000.00:
   Special Item Number 132-51 - Information Technology (IT) Professional Services

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

   [NOTE: Special Ordering procedures have been established for Special Item Number (SIN) 132-51
   IT Professional Services; refer to the terms and conditions.]

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

   a. Orders placed at or below the micro-purchase threshold
   Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply
   Schedule Contractor. Government purchase card(s) are accepted.

   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. Government purchase card(s) are accepted. Before placing an order,
   ordering offices should consider reasonably available information about the supply or service offered
   under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the
   catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options
   available under the schedule that meets the agency's needs. In selecting the supply or service
   representing the best value, the ordering office may consider –
   (1) Special features of the supply or service that are required in effective program performance
       and that are not provided by a comparable supply or service;
   (2) Trade-in considerations;
   (3) Probable life of the item selected as compared with that of a comparable item;
   (4) Warranty considerations;
   (5) Maintenance availability;
   (6) Past performance; and
   (7) Environmental and energy efficiency considerations.

   c. Orders exceeding the maximum order threshold
   Each schedule contract has an established maximum order threshold. This threshold represents the point
   where it is advantageous for the ordering office to seek a price reduction. Government purchase card(s)
   are accepted. In addition, to following the procedures in paragraph b, above, and before placing an order
   that exceeds the maximum order threshold, ordering offices shall –
(1) Review additional Schedule Contractors' catalogs/pricelists or use the “GSA Advantage!” online shopping service;
(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

(1) Offer a new lower price for this requirement (the Price Reduction FAR 52.216-19 Order Limitations);
(2) Offer the lowest price available under the contract; or
(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs)
The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions
In addition to the circumstances outlined paragraph c, above, there may be instances where ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business
For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation
Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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-STD):

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 Acquisition Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.
Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

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.

Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed at time and a half of the labor rate).

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

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

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

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

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of 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 the 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.

Following is a Suggested BPA Format for customers to consider when using this purchasing tool.
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (TMC Technologies of West Virginia Corp.) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) ________________.

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

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

Signatures

Ordering Activity  Date  TMC Technologies of West Virginia Corp.  Date
Pursuant to GSA Federal Supply Schedule Contract Number(s)____________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>___________________________</td>
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<tr>
<td>________________________</td>
<td>___________________________</td>
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</tbody>
</table>

2. Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
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</tbody>
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3. The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be ________________________.

4. This BPA does not obligate any funds.

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

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

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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</table>

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.
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.

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, 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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for 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: www.tmctechnologies.com

TMC complies with Section 508 for all software development efforts applicable under this standard.

The EIT standard can be found at: 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.

26. INDUSTRIAL FUNDING FEE

In accordance with the Industrial Funding Fee Clauses GSAR 552.238-74, TMC Technologies of West Virginia Corp. has agreed to pay the IFF in accordance with the Clause 552.238-76 payment of .75%.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract (31 U.S.C. 3324).
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES SPECIAL ITEM NUMBER (SIN) 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 (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.
5. PERFORMANCE OF SERVICES
   a. TMC Technologies of West Virginia Corp. shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. TMC Technologies of West Virginia Corp. 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. 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.

7. INSPECTION OF SERVICES
   The inspection of services fall in accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (MAR 2009)(DEVIATION 1-FEB 2007) for firm-fixed price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (MAR 2009)(ALTERNATE I-

8. **RESPONSIBILITIES OF TMC TECHNOLOGIES OF WEST VIRGINIA CORP**

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

9. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit TMC Technologies of West Virginia Corp. access to all facilities necessary to perform the requisite IT Professional Services.

10. **INDEPENDENT CONTRACTOR**

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

11. **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.

12. **INVOICES**

TMC Technologies of West Virginia Corp., upon completion of the work ordered, shall submit invoices for IT Professional 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.
13. PAYMENTS
For firm-fixed price orders the ordering activity shall pay TMC Technologies of West Virginia Corp., upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the payments under time-and-materials and labor-hour contracts at FAR 52.212-4 (MAR 2009), (Alternate I – Oct 2008) (Deviation I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under time-and-materials and labor-hour contracts at FAR 52.212-4 (MAR 2009), (Alternate I – Oct 2008) (Deviation I – Feb 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

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

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

15. 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.

16. 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.

17. DESCRIPTION OF IT SERVICES AND PRICING
A. TMC Technologies of West Virginia Corp. is a West Virginia small business founded in 2010, which acquired Galaxy Global Corporation in November 2010. TMC Technologies has successfully demonstrated to both its government and commercial customers its ability to quickly provide realistic solutions for information systems projects. TMC Technologies has been providing software development, independent verification and validation, biometric research, test and evaluation, and project quality assurance. TMC Technologies excels in several areas of systems and software engineering as well as verification and validation of products associated with the fast growing software development fields. TMC’s specific capabilities include:

- Requirements Development and Analysis
- Software Design, Development, and Maintenance
- Data and Knowledge Management
- Systems Design, Integration, Implementation, and Migration
- Systems Assurance and Independent Verification and Validation
- Modeling and Simulation
- Biometrics
- Cyber Security & Information Assurance
- Program and Project Management
- Information Technology Service Management

TMC Technologies has expertise in various Software Development areas, from basic IT infrastructure support to software design, development, implementation and testing. Our solutions and innovative technologies are built on our areas of expertise and knowledge gained in the past two decades of working with government agencies and commercial companies known for best practices and best of breed technologies.

B. Professional Services Pricing

The hourly rates specified below shall apply regardless of whether the services are performed by TMC Technologies of West Virginia Corp. or its subcontractors, as long as the individuals performing the services meet the education, experience and expertise requirements for the applicable category.

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>Effective 8/31/2019 GSA RATE (with IFF)</th>
<th>Effective 8/31/2020 GSA RATE (with IFF)</th>
<th>Effective 8/31/2021 GSA RATE (with IFF)</th>
<th>Effective 8/31/2022 GSA RATE (with IFF)</th>
<th>Effective 8/31/2023 GSA RATE (with IFF)</th>
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### C. Description of IT Services

1. **Administrative Assistant I** - **Minimum/General Experience/Functional Responsibility:**
   Performs a variety of secretarial duties for a program manager or other management, such as typing reports and memos, maintaining computer based and paper files, answers office inquiries, and performs administrative tasks. Performs special projects of a moderate to skilled nature. Must be familiar with the use of a personal computer and have good typing skills. Requires supervision. **Minimum Education:** High School Diploma/GED and 6 months experience.

2. **Administrative Assistant II** - **Minimum/General Experience/Functional Responsibility:**
   Personnel shall gather, analyze, and compose technical information. May conduct research for information technology related projects. Ensure the use of proper technical terminology. Translate information into clear and legible documents to be used by personnel on information technology related efforts. Must have technical writing skills and documentation experience in all aspects of automated data processing. **Minimum Education:** High School Diploma/GED and 2 years related experience.

3. **Application Developer Senior** - **Minimum/General Experience/Functional Responsibility:**
   Personnel shall possess knowledge, experience and expertise in the full spectrum of the software development life cycle to include: experience in designing and implementing an efficient solution that meets the functional requirements in a manner that is extensible and easily maintained. Experience in extending existing and developing new code base for large scale mission critical applications using proven best-practice patterns and coding standards in a controlled development environment. Personnel to be well versed in Java development tools and best practices **Minimum Education:** Bachelor's degree with major coursework in computer science or related field and 5 years practical experience. Degree in Computer Science or related field or 6 years of demonstrated experience in software applications.

4. **Associate IV&V Engineer** - **Minimum/General Experience/Functional Responsibility:**
   Personnel shall perform tasking in areas of discipline as directed, and have some knowledge of the system/software development life cycle and of systems and software engineering principles. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with 0 years of experience.

5. **Associate Software Engineer/Programmer** - **Minimum/General Experience/Functional Responsibility:**
   Personnel shall perform tasking in areas of discipline (software development, IV&V, analysis, etc.) as directed. **Minimum Education:** Associates or Bachelor’s Degree in Computer Science, Information Systems, Engineering or other related discipline with 0 years’ experience with BS, or 2 years with AS.
6. **Client Systems Engineer Mid** - Minimum/General Experience/Functional Responsibility: Personnel shall possess proven ability to research, design, and implement technical solutions. Ability to recommend changes in procedures and processes to improve system performance, serviceability, and supportability. Strong background in building, testing, updating, and deploying Windows operating systems. Demonstrated troubleshooting and problem solving experience. Must excel at solving technical problems and be able to work with minimal supervision to research, develop, and implement technical solutions. **Minimum Education:** 10 years related work experience in performing enterprise desktop engineering and support or Bachelor’s degree or equivalent in Information Technology, Computer Science, or Engineering discipline and/or relevant technical certifications (e.g. MCSE, MCSA, Citrix, etc.) and a minimum of 4 years of experience in performing enterprise desktop engineering and support or Master’s degree equivalent in Information Technology.

7. **Communications/Network Engineer III** - Minimum/General Experience/Functional Responsibility: Personnel shall provide support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs and orders. Also, provides in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement design for medium and large-scale telecommunication infrastructures. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering or other related discipline with at least 5 years’ experience, or Associates with 8 years’ experience or HS with 11 years’ experience.

8. **Database Administrator Senior** - Minimum/General Experience/Functional Responsibility: Personnel shall analyze database requirements of assigned projects. Determines information needs and elements, database relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Tests and implements changes or new database designs. Writes logical and physical database descriptions, including location, space, access method, and security requirements. **Minimum Education:** BA/BS and 3-7 years’ experience.

9. **Database Administrator Principal** - Minimum/General Experience/Functional Responsibility: Personnel shall provide support for implementation, troubleshooting and maintenance of IT systems. Manage IT system infrastructure and processes. Support day-to-day operations, and monitoring and problem resolution for all of the client problems. Provide second level problem identification, diagnosis and resolution of problems. Support hardware problems resolution process. Support issue escalation. **Minimum Education:** BA/BS and 7+ years’ experience.

10. **Database Specialist, Senior** - Minimal / General Experience: Six (6) years of intensive and progressive experience in a field requiring extensive use of GIS and related tools. **Functional Responsibility:** Responsibilities include, but are not limited to; the coordination of GIS projects, the installation and configuration of all software that is GIS related, building, and maintaining a GIS system, and the installing, building, and maintaining of a corporate wide Intranet site to disseminate GIS maps. Create and design interactive web pages using any of the following software: ArcIMS for various interactive mapping themes, Arcview(ESRI), ArcIMS(ESRI), AutoCAD 2000NT, Dreamweaver HTML editor, Adobe Photoshop, Adobe Acrobat & PDFWriter, and numerous other programs running on a client’s Intra/Extranet servers. Additional responsibilities include: providing any combination of GPS and GIS services to create original mapping, format conversion, infrastructure analysis and facilities management services, database management and report preparation for various customers. **Minimal Education:** Bachelor’s degree from an accredited college.

Translate information into clear and legible documents to be used by personnel on information technology related efforts. Must have technical writing skills and documentation experience in all aspects of automated data processing. **Minimum Education:** High School Diploma/GED and 2 years related experience.

12. **Helpdesk Specialist - Minimum/General Experience/Functional Responsibility:** Personnel will apply fundamental concepts, processes, practices, and procedures on technical assignments. Candidate will perform work that requires practical experience and training. Work is performed under supervision. Personnel shall have knowledge of help desk functions, including tracking help desk tickets, assigning help desk tickets to other organizations, and collecting necessary information to populate help desk ticket fields. Candidate shall possess knowledge and expertise in all Microsoft Products – including Server and Desktops. **Minimum Education:** Possess an A+ certification and Microsoft MCDST certification or most current certification or no less than 5 years of demonstrated experience in troubleshooting, supporting and/or configuring all Microsoft products, and resolution of complex problems.

13. **IA Analyst Senior - Minimum/General Experience/Functional Responsibility:** Personnel will have an understanding of information technology and telecommunications systems; working knowledge of network interoperability, cyber security, and survivability issues, including cyber security best practices and standards. A strong understanding of enterprise IT, including networking infrastructure, systems administration, data centers, and software applications and the development life cycle. Demonstrated reasoning and problem-solving skills. Work independently with limited supervision; ability to interact effectively with customer. Work well as a member of a cooperative team. Recognize and deal appropriately with confidential and sensitive information. Ability to implement project plans and document progress of assigned tasks. Ability to prepare and deliver presentations to technical and non-technical audiences. **Minimum Education:** Master’s degree and 2 years’ experience OR Bachelor’s degree and 4 years’ experience OR 10 years’ experience in an Information Technology, Computer Science, or Engineering discipline.

14. **Infrastructure Engineer Senior – Minimum/General Experience/Functional Responsibility:** Personnel shall provide processes and design approaches for the planning, design and integration of complex computing systems, architectures, and platforms to support development, testing, and operations and maintenance. Manages COTS SW/HW product baselines. Engineers technical refresh and obsolescence issues across environments. **Minimum Education:** BA/BS and 3-7 years’ experience.

15. **Information Assurance Network Specialist, Senior - Minimal / General Experience:** Seven (7) years. **Functional Responsibility:** Systems security analysis and implementation; design assurance and testing. **Minimal Education:** Bachelor’s degree from an accredited college or university.

16. **Information Center Specialist - Minimum/General Experience/Functional Responsibility:** Personnel shall perform multiple functions in support of senior management. Responsible for the coordination of customers and team members for all manner of information, transfer of information or key documents. **Minimum Education:** Associate’s Degree or higher and 2 years’ experience or Education Equivalent of High School/GED and 4 years’ experience or BS with 0 years’ experience.

17. **IV&V Engineer Mid- Minimum/General Experience/Functional Responsibility:** Personnel shall analyze system software design, implementation, and integration tasks within the engineering domain, as directed. Must have knowledge of the system/software development life cycle and of systems and software engineering principles. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and at least 2 years of related experience.
18. **Junior IV&V Engineer** - **Minimum/General Experience/Functional Responsibility:** Personnel shall analyze system software design, implementation, and integration tasks within the engineering domain, as directed. Must have knowledge of the system/software development life cycle and of systems and software engineering principles. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and at least 2 years of related experience.

19. **Modeling and Simulation Engineer Senior** - **Minimum/General Experience/Functional Responsibility:** Personnel shall have expert skills in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, military, and civil agencies. Provides supervision and guidance on the proper operation and use of simulation models and exercises. May support live, constructive, or virtual training. **Minimum Education:** Bachelor’s Degree from an accredited college or university with a curriculum or major field of study or seven (7) years of related experience. Five (5) years of increasingly complex and progressive experience in subject matter related to simulation models being used will be considered an equivalency to the Bachelor’s degree.

20. **Network Administrator I** - **Minimal / General Experience:** Two (2) years’ experience; or trade/school/associate degree and three (3) years’ experience; or five (5) years’ experience. **Functional Responsibility:** Assist in controlling Local and Wide Area Network (LAN/WAN) environment by establishing and enforcing standards and procedures. Assist in analyzing LAN/WAN applications/functional requirements and designs effective data base solutions. Assist in monitoring network security. Interfaces with customers. **Minimal Education:** High School diploma or Associates Degree in Computer Science or related fields.

21. **NASA Subject Matter Expert** - **Minimum/General Experience/Functional Responsibility:** Personnel shall provide technical and managerial expert consultative support to a functional area of a project. Incorporates the design, integration, documentation implementation and analysis on exceptionally complex problem requiring extensive knowledge of the technical subject matter. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and at least 10 years related experience.

22. **Pega Developer Mid** – **Minimum/General Experience/Functional Responsibility:** Personnel shall help support the system functionality using PRPC configuration during operations and maintenance. Responsibilities will include: Support custom system functionality using PRPC. Support the testing and debugging of PRPC configurations and customizations. Transition knowledge of system technical implementation to government personnel. **Minimum Education:** Bachelor’s Degree and 2-4 years’ experience maintaining JAVA based applications.

23. **Principal Engineer II** – **Minimum/General Experience/Functional Responsibility:** Engineering personnel capable of managing the implementation of information technology engineering projects in computer systems analysis, design and programming using various tools and methods are required. Proven managerial and supervisory skills. Excellent written and oral communication skills required. Must possess the ability to work independently or under very minimal supervision. **Minimum Education:** MS Degree in related field with 8 years’ experience.

24. **Principal IV&V Engineer II** - **Minimum/General Experience/Functional Responsibility:** Personnel shall perform and may lead the IV&V analysis of systems software design, implementation and integration tasks, or independently analyzes complex software development tasks within the engineering domain. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and 8 years of experience with at least 6 years of specialized experience in area.
25. **Principal IV&V Engineer III - Minimum/General Experience/Functional Responsibility:** Personnel shall perform and may lead the IV&V analysis of systems software design, implementation and integration tasks, or independently analyzes complex software development tasks within the engineering domain. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and 10 years of experience with at least 7 years of specialized experience in area.

26. **Principal Systems Analyst II - Minimum/General Experience/Functional Responsibility:** Personnel shall provide technical direction for personnel analyzing computer software, including system interfaces and performance, and reviews work products for correctness and adherence to the design concept and user standards. Ensures progress in accordance with schedules. **Prepares and presents milestone status reports and presentations. Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and 10 years of experience in area.

27. **Principal Systems Analyst III - Minimum/General Experience/Functional Responsibility:** Personnel shall provide technical direction for personnel analyzing computer software, including system interfaces and performance, and reviews work products for correctness and adherence to the design concept and user standards. Ensures progress in accordance with schedules. Prepares and presents milestone status reports and presentations. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and 10 years of experience in area.

28. **Program Support Assistant Junior – Minimum/General Experience/Functional Responsibility:** Personnel shall perform a variety of secretarial duties for a program manager or other management, such as typing reports and memos, maintaining computer based and paper files, answers office inquiries, and performs administrative tasks. Performs special projects of a moderate to skilled nature. Must be familiar with the use of a personal computer and have good typing skills. Requires supervision. **Minimum Education:** High School Diploma/GED and 6 months experience related to the required services.

29. **Program Support Assistant Mid – Minimum/General Experience/Functional Responsibility:** Personnel shall gather, analyze, and compose technical information. May conduct research for information technology related projects. Ensure the use of proper technical terminology. Translate information into clear and legible documents to be used by personnel on information technology related efforts. Must have technical writing skills and documentation experience in all aspects of automated data processing. **Minimum Education** High School Diploma/GED and 2 years related experience to the required services.

30. **Project Manager Junior – Minimum/General Experience/Functional Responsibility:** Personnel oversees project planning, scheduling, monitoring, and reporting activities for information systems projects. Assists in the development of needs assessments and recommended project control solutions to be used for planning, scheduling and tracking of each project through integration of various project management tools. Will serve as the single point of contact. This individual will ensure that the government receives total customer satisfaction. Will also be responsible for the project planning and management efforts; appropriate allocation of resources and within budget; and submission of proper invoicing and reporting requirements within a timely manner. **Minimum Education:** Bachelor’s degree in computer sciences, engineering or related discipline and 5 years’ experience relating to the required services.

31. **Project Manager - Minimum/General Experience/Functional Responsibility:** Management personnel responsible for technical direction of all project-level activities. Ensures goals and objectives of the project are accomplished within SOW. Responsible for
interfacing with customer personnel and is adept in oral and written communications. **Minimum Education:** Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, with 10 years' experience with at least 5 years specialized in technical field.

32. **Program Manager – Minimum/General Experience/Functional Responsibility:** Management personnel which plans, organizes, and directs program-level activities. Ensures goals and objectives of the program are accomplished within contract terms and conditions. Interfaces with customer management personnel and is adept in oral and written communications. Capable of planning and managing multiple task orders, including task initiation, scheduling, staffing, executing, and reporting. Must be capable of interfacing with subcontractors and customer management and in preparing and delivering presentations. Reviews work products for correctness, adherence to the design concept, user standards, and progress in accordance with schedules. Prepares milestone status reports and presentations. **Minimum Education:** Bachelor’s Degree in Computer Science, Engineering, or Information Technology with 12 years’ experience.

33. **Quality Assurance Manager Senior– Minimum/General Experience/Functional Responsibility:** Personnel provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure standards/requirements are adhered to, and for progress in accordance with schedules. **Minimum Education:** BA/BS and 7+ years’ experience related to the required services.

34. **Senior Documentation Specialist - Minimal / General Experience:** 4-5 years general experience as a technical writer/editor or documentation specialist. Experience as a technical writer/editor or data engineer. Experience in performing the quality assurance function for technical documentation preparation and review. **Functional Responsibility:** Manages project-oriented documentation efforts. Provides direction regarding program planning process and military/commercial policies and procedures for system/hardware/interface and specification development. **Minimal Education:** Bachelor’s Degree. Four (4) years’ experience will be considered an equivalency for the Bachelor’s Degree.

35. **Senior Systems Analyst - Minimum/General Experience/Functional Responsibility:** Personnel provides technical direction for personnel performing full life cycle analysis of computer software including system interfaces and performance. Reviews work products for correctness and adherence to the design concept and user standards. Ensures progress in accordance with schedules. Prepares milestone status reports and presentations. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and 6 years of experience in area.

36. **Senior Program Manager - Minimum/General Experience/Functional Responsibility:** Personnel shall serve as the contractor's contract manager, and shall be the contractor’s authorized interface with the Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. Capable of negotiating and making binding decisions for the company. 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 subordinates. Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommends/determines personnel actions. **Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology and 12 years related experience.

37. **Senior Quality Engineer - Minimum/General Experience/Functional Responsibility:** Personnel shall provide program leadership in establishing and leading quality initiatives on multiple projects. Establishes processes to ensure adherence to project and customer standards. Conducts formal reviews and audits to verify quality system and standards
application. **Minimum Education**: Bachelor’s Degree in Computer Science, Engineering, Business or other related discipline and at least 7 years related experience.

38. **Senior Software Engineer I - Minimum/General Experience/Functional Responsibility**: Engineering personnel shall independently analyze, design, develop and implement complex computer systems software programs. The progressively responsible professional experience should be related to the assigned discipline. Experience with at least two operating systems is required. **Minimum Education**: BS degree with 5 years’ experience, 2 years related experience.

39. **Senior Software Engineer II - Minimum/General Experience/Functional Responsibility**: Engineering personnel shall independently analyze, design, develop and implement complex computer systems software programs. The progressively responsible professional experience should be related to the assigned discipline. Experience with at least two operating systems is required. **Minimum Education**: BS degree with 7 years’ experience, 3 years related experience.

40. **Senior Systems Engineer II - Minimum/General Experience/Functional Responsibility**: Personnel with minimal supervision, works from specifications to develop or modify operating systems applications and/or hardware configurations. Assist with design, coding, benchmark testing, debugging and documentation of programs. Applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Supports applications dealing with the overall operating system and file maintenance routines. Supports computer accounting and other less complicated software packages. Works on most phases of software systems programming applications. **Minimum Education**: BS degree with 2 years’ experience.

41. **Senior Systems Engineer III - Minimum/General Experience/Functional Responsibility**: Personnel shall works from specifications to develop or modify operating systems applications and/or hardware configurations. Designs, codes, performs benchmark testing, debugging and documentation of programs. Works with applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Supports applications dealing with the overall operating system and file maintenance routines. Supports computer accounting and other less complicated software packages. Works on all phases of software systems programming applications. **Minimum Education**: BS degree with 4 years’ experience.

42. **Service Desk Administrator Associate - Minimum/General Experience/Functional Responsibility**: Personnel shall provide phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. **Minimum Education**: An Associate’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline + 2 years’ experience.

43. **Software Engineer Chief - Minimum/General Experience/Functional Responsibility**: Engineering personnel shall independently analyze, design, develop and implement complex computer systems software programs. The progressively responsible professional experience should be related to the assigned discipline. Experience with at least two operating systems is required. **Minimum Education**: BS degree with 5 years’ experience and 2 years related experience.

44. **Software Systems Engineer Junior – Minimum/General Experience/Functional Responsibility**: Personnel with relevant course work in applicable software, system engineering or hardware areas. Able to participate as a team member in the design, development and implementation of computer systems and software programs. **Minimum Education**: BS degree less than 2 years experience.

45. **Software Systems Engineer II - Minimum/General Experience/Functional Responsibility**: Engineering personnel shall analyze, design, develop, and implement
information technology computer systems software programs. This experience should be relevant to the assigned discipline. Experience with one or more computer systems (software) is required. **Minimum Education**: BS degree with 5 years’ experience.

46. **Software Web Developer IV - Minimum/General Experience/Functional Responsibility**: Top level technical expert in one or more highly specialized phases of software systems programming. Provides technical advice on complex projects. Formulates/defines specifications for complex software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation. **Minimum Education**: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and at least 8 years related experience.

47. **Subject Matter Expert I - Minimum/General Experience/Functional Responsibility**: Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation. **Minimum Education**: Master's Degree in a related field of effort and 4 years related experience.

48. **Subject Matter Expert II - Minimum/General Experience/Functional Responsibility**: Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation. **Minimum Education**: Master's Degree in a related field of effort and 6 years related experience.

49. **Subject Matter Expert III - Minimum/General Experience/Functional Responsibility**: Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise
to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation. **Minimum Education:** Master’s Degree in a related field of effort and 8 years related experience.

50. **Systems Administrator Mid - Minimum/General Experience/Functional Responsibility:** Significant knowledge of and practical experience with Office 365, Exchange, and AD. Knowledge of and practical experience with ADFS and DirSync (& Forefront Identity Manager). Knowledge of and practical experience with cloud based systems and Windows Azure. Knowledge of and practical experience with migration tools for Office 365. Willing to work off hours. Good written and verbal communication skills. Works well as part of a Team. **Minimum Education:** 10 years related work experience in performing System Administrator duties or Bachelor’s degree or equivalent in Information Technology, Computer Science, or Engineering discipline and/or relevant technical certifications (e.g. MCSE, MCSA, Citrix, etc.) and a minimum of 4 years experience in performing System Administrator duties or Master’s degree equivalent in Information Technology, Computer Science, or Engineering discipline and/or relevant technical certifications (e.g. MCSE, MCSA, Citrix, etc.) and a minimum of 2 years experience in performing System Administrator duties.

51. **Systems Administrator Principal - Minimum/General Experience/Functional Responsibility:** Personnel shall provide support for implementation, troubleshooting and maintenance of IT systems. Manage IT system infrastructure and processes. Support day-to-day operations, and monitoring and problem resolution for all of the client problems. Provide second level problem identification, diagnosis and resolution of problems. Support hardware problems resolution process. Support issue escalation. **Minimum Education:** BA/BS and 7+ years’ experience.

52. **Systems Analyst Associate - Minimum/General Experience/Functional Responsibility:** Personnel shall provide technical direction for personnel performing full life cycle analysis of computer software including system interfaces and performance. Review work products for correctness and adherence to the design concept and user standards, and ensure progress in accordance with schedules. Prepare milestone status reports and presentations. **Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and 6 years of experience in area.

53. **Systems Architect III - Minimal / General Experience:** General experience includes increasing responsibilities in systems engineering. Six (6) or more years of experience. **Functional Responsibility:** Establishes system information requirements using analysis in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware and communications to support the total requirement as well as provide for present and future cross-functional requirements and interfaces. Experience in structured analysis, design methodologies and the operational and technical architecture of large and complex information systems. **Minimal Education:** General experience includes increasing responsibilities in systems engineering.

54. **Systems Engineer I - Minimum/General Experience/Functional Responsibility:** Under direct supervision, Personnel shall work from specifications to develop or modify operating systems applications and/or hardware configurations. Assist with design, coding, benchmark testing, debugging and documentation of programs. Applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Support applications dealing with the overall operating system and file maintenance routines. Support computer accounting and other less complicated software packages. Work on most phases of software systems programming applications. **Minimum Education:** BS degree with 0-6 month’s experience.

55. **Systems Engineer II - Minimum/General Experience/Functional Requirements:** Personnel shall work from specifications to develop or modify operating systems applications and/or hardware configurations. Assist with design, coding, benchmark testing,
debugging and documentation of programs. Applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Support applications dealing with the overall operating system and file maintenance routines. Supports computer accounting and other less complicated software packages. Work on most phases of software systems programming applications. Work under minimal supervision. **Minimum Education:** BS degree with 5 years experience, 2 years specialized experience.

56. **Systems Software Analyst Mid - Minimum/General Experience/Functional Responsibility:** Personnel shall have specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment: the characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; software systems including coding and assembly level, procedural and non-procedural, and job control languages; operating systems and database systems, and teleprocessing systems; as well as extensive directly related and progressive experience. **Minimum Education:** Bachelor's degree with major coursework in computer science, engineering, mathematics, or related field and 5 years practical experience in the design, development and implementation of systems software and/or business application systems for computer system using advanced programming languages.

57. **Systems Software Analyst Senior - Minimum/General Experience/Functional Responsibility:** Personnel shall have specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment: the characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; software systems including coding and assembly level, procedural and non-procedural, and job control languages; operating systems and database systems, and teleprocessing systems; as well as extensive directly related and progressive experience. Knowledge is applied to research and evaluation significant impact or consequence involving highly specialized and technical areas impacting recommendations and development of new policies, procedures and services. Has functional or technical supervision over lower level positions of Systems Software Analyst I & II. **Minimum Education:** Bachelor's degree with major coursework in computer science, engineering, mathematics, or related field, with 2 years practical experience, or equivalent and Six years of directly related experience in the design, development and implementation of systems software and/or business application systems for computer system using advanced programming languages.

58. **Systems Software Analyst Chief - Minimum/General Experience/Functional Responsibility:** Personnel shall have specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment: the characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; software systems including coding and assembly level, procedural and non-procedural, and job control languages; operating systems and database systems, and teleprocessing systems; as well as extensive directly related and progressive experience. Knowledge is applied to research and evaluation significant impact or consequence involving highly specialized and technical areas impacting recommendations and development of new policies, procedures and services. Has functional or technical supervision over lower level positions of Systems Software Analyst I, II & II. **Minimum Education:** Bachelor's degree with major coursework in computer science, engineering, mathematics, or related field, with 4 years practical experience, or equivalent and eight years of directly related experience in the design, development and implementation of systems software and/or business application systems for computer system using advanced programming languages.

59. **Systems Software Analyst Level V/Principal Technical Advisor - Minimal / General Experience:** Ten years of directly related experience in the design, development and implementation of systems software and/or business application systems for computer system using advanced programming languages. **Functional Responsibility:** Requires
specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment; The characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; Software systems including coding and assembly level, procedural and non-procedural, and job control languages; Operating systems and database systems, and teleprocessing systems; As well as extensive directly related and progressive experience; Knowledge is applied to research and evaluation significant impact or consequence involving highly specialized and technical areas impacting recommendations and development of new policies, procedures and services; Has functional or technical supervision over lower level positions of Systems Software Analyst I, II, III & IV; Most frequently meets with administrative, management, and professional staff, as well as functional and/or programmatic subject matter specialists to influence, motivate and to act as a liaison for a program or department. **Minimal Education:** Bachelor's degree with major coursework in computer science, engineering, mathematics, or related field, with 6 years practical experience, or equivalent.

60. **Technical Writer I – Minimal/General Experience:** 4-6 years general experience. **Functional responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits function descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. **Minimal Education:** Associates degree from an accredited junior college.

61. **Technology Expert I - Minimum/General Experience/Functional Responsibility:** Engineering personnel shall possess the ability to supervise information system architects and engineers. Personnel shall utilize structured analysis, design methodologies and design tools and object oriented principles in performance of work effort. Able to oversee/manage the operational and technical architecture of large and/or complex information systems. **Minimum Education:** BS degree with 7 years experience, 3 directly related to the job.

62. **Technology Lead Engineer - Minimum/General Experience/Functional Responsibility:** Personnel shall analyze design documents and other related documents. Assesse the level of conformance to software coding standards, perform static code analysis and verify software maintainability. Analyze requirements for traceability, testability, quality, allocation, completeness and consistency. Able to oversee/manage the operational and technical architecture of large and/or complex information systems. Participates in meetings to discuss findings and implement change/modifications. **Minimum Education:** MS degree with 8 years experience, 3 years directly related experience.

63. **Test Engineer - Junior – Minimum/General Experience/Functional Responsibility:** Personnel shall participate in product testing. Specifically, tests information technology products in accordance with testing criteria developed by more senior test engineers. This is a primary IT function as it relates to computer software application customizing, programming, coding and implementation. Under supervision, executes work plans, test, logs in results, provides tester clarification and inputs for updating. **Minimal Education:** Associates degree with 1 year experience.

64. **Test Engineer – Senior I - Minimum/General Experience/Functional Responsibility:** Personnel shall develop and participate in product testing. Specifically tests information technology related products in accordance with testing criteria, may support the development of testing criteria. This is a primary IT function as it relates to computer software application customizing, programming, coding and implementation. Personnel may work without supervision and executes work plans, test, and logs in results, provides tester clarification and inputs for updating. Participates in product review and update meetings. **Minimum Education:** BS degree with 3 years experience.

65. **Test Engineer – Senior II - Minimum/General Experience/Functional Responsibility:** Personnel shall develop and participate in product testing. Specifically tests products in accordance with testing criteria, may support the development of testing criteria. This is a
primary IT function as it relates to computer software application customizing, programming, coding and implementation. Personnel may work without supervision and executes work plans, test, and logs in results, provides tester clarification and inputs for updating. Participates in product review and update meetings. **Minimum Education**: BS degree in a related field or equivalent and 5 years experience with two years of directly related experience.

66. **Test Manager Senior - Minimum/General Experience/Functional Responsibility**: Personnel shall provide testing expertise for support of user requirements of complex software applications or IT systems. Confirm testing conclusions and recommendations are supported by test results, and reports testing status and application deviations from documented user requirements to project management. **Minimum Education**: BA/BS and 7+ years’ experience.

67. **Web Designer - Minimal / General Experience**: Two (2) years **Functional Responsibility**: Designs and builds web pages using a variety of graphics software applications, techniques, and tools, Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group’s efforts to enhance the look and feel of the organization’s online offerings. Designs the website to support the organization’s strategies and goals relative to external communications. **Minimal Education**: Bachelor’s degree from an accredited college or university.

68. **XML Developer Mid - Minimum/General Experience/Functional Responsibility**: Personnel shall possess knowledge, experience and expertise in the full spectrum of the software development life cycle to include experience in designing and implementing an efficient solution that meets the functional requirements in a manner that is extensible and easily maintained. Experience in extending existing and developing new code base for large scale mission critical applications using proven best-practice patterns and coding standards in a controlled development environment. Experience in thoroughly conducting unit test code for all contingencies outlined in the requirements documentation. Experience in developing code and communicating task status in a timely manner. Demonstrated possession of strong communications skills and demonstrated ability to work independently as well as in a team environment. **Minimum Education**: Bachelor's degree with major coursework in computer science or related field and 5 years practical experience.
### Equivalency table for years of experience

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Equivalency 1</th>
<th>Equivalency 2</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>Masters Degree +3 yrs</td>
<td>None</td>
<td>Equivalency years experience substitution must be in related experience</td>
</tr>
<tr>
<td>Masters Degree</td>
<td>Bachelors Degree +2 yrs</td>
<td>None</td>
<td>Equivalency years experience substitution must be in related experience</td>
</tr>
<tr>
<td>Bachelors Degree</td>
<td>Associates Degree +2 yrs</td>
<td>5 years related exp.</td>
<td>Equivalency years experience substitution must be in related experience</td>
</tr>
<tr>
<td>Associated Degree</td>
<td>High School Diploma/GED + 2 yrs</td>
<td>3 years related exp.</td>
<td>Equivalency years experience substitution must be in related experience</td>
</tr>
<tr>
<td>Subject Matter</td>
<td>Up to a Bachelor’s Degree</td>
<td>Up to 5 years exp.</td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td></td>
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</tr>
<tr>
<td>Up to 10 years related experience</td>
<td>Ph.D. in related a area</td>
<td>Masters Degree and 2 years related exp.</td>
<td></td>
</tr>
<tr>
<td>7-9 years related experience</td>
<td>Ph.D. or Masters Degree in a related area</td>
<td>Bachelor’s Degree and 2 yrs. Related exp.</td>
<td></td>
</tr>
<tr>
<td>4-6 years related experience</td>
<td>Ph.D., Masters or Bachelor’s Degree</td>
<td>Associates Degree with 2 yrs</td>
<td></td>
</tr>
<tr>
<td>2-3 years related experience</td>
<td>Associates Degree</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Education and Experience Equivalency 1 and/or 2 substitutions can only be made with prior written consent from the ordering activity or as cited in the order.
- Equivalent substitutions are in addition to Education or Experience requirement (example: requirement Bachelors Degree and 3 years related experience – the equivalent substitution for the degree would require the candidate to have either an Associates Degree and 5 years experience –or- 8 years related experience.)
18. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE
TMC Technologies of West Virginia 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 businesses 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:

Randy Hefner
Vice President
TMC Technologies of West Virginia Corp.
Phone 304-816-3605
Fax 304-816-3411
email: randy.hefner@tmctechnologies.com
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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s 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.