



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

Special Item No. 132-51 Information Technology Professional Services

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Schedule: FCIS-JB-980001-B

Contract Number: GS-35F-0373Y

Period Covered by Contract: April 26, 2012 – April 25, 2017

Pricelist current through Modification # _____, dated _____.

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE**

Products and ordering information in this Authorized 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.gsadvantage.gov>



Contract Holder

Products and Services Offered/Schedule of Items

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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

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

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

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

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1.0 INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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.

1.1 GEOGRAPHIC SCOPE OF CONTRACT

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

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

Offerors are requested to check one of the following boxes:

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

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

N/A

1.2 CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Mail: Logistics Solutions Group, Inc.
4701 Owens Way, Suite 100

Prince George, VA 23875

Website: www.lsgnet.com

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Voice: 804-452-4403

Fax: 804-452-4404

1.3 LIABILITY FOR INJURY OR DAMAGE

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

1.4 STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

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

Block 16: Data Universal Numbering System (DUNS) Number: 157960787

Block 30: Type of Contractor: B. Other Small Business

Block 31: Woman-Owned Small Business – NO

Block 37: Contractor's Taxpayer Identification Number (TIN): 54-1958423

Block 40: Veteran Owned Small Business (VOSB): A: Service Disabled Veteran Owned Small Business

4a. CAGE Code: 1QDG9

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

1.5 FOB DESTINATION

To be determined by individual delivery order.

1.6 DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER
132-51

DELIVERY TIME (Days ARO)
As Negotiated

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

1.7 DISCOUNTS

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

- a. Prompt Payment: None, Net days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Other Special Discounts (i.e. Government Education Discounts, etc.): None

1.8 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.

1.9 STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not Applicable

1.10 Small Requirements

The minimum dollar of orders to be issued is \$100.00.

1.11 MAXIMUM ORDER

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

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

1.12 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

1.13 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.

1.13.1 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.

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

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

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

1.15 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)

1.16 GSA ADVANTAGE!

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

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

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

1.17 PURCHASE OF OPEN MARKET ITEMS

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

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

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

1.18 CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

1.19 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:

N/A

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.

1.20 BLANKET PURCHASE AGREEMENTS (BPAs)

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

1.21 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.

1.22 INSTALLATION, DEINSTALLATION, REINSTALLATION

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

1.23 SECTION 508 COMPLIANCE

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

Yes No

Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.lsgnet.com

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

1.24 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.

1.25 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.

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

******NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional 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 I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - 1) Cancel the stop-work order; or
 - 2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - 1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - 2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM 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.

12. PAYMENTS

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

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - 1) The offeror;
 - 2) Subcontractors; and/or
 - 3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

See Logistics Solutions Groups description of IT Professional Services and Pricing in the following Sections:

- Section 3.0: Labor Categories
- Section 4.0: Labor Categories Descriptions
- Section 5.0: Price List

3.0 LABOR CATEGORIES

GSA SCHEDULE LABOR CATEGORIES SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES		
ITEM #	LABOR CATEGORY	SIN #
APPLICATIONS DEVELOPER		
03	Application Developer: Journeyman	132-51
04	Application Developer: Senior	132-51
05	Application Developer: Master	132-51
APPLICATIONS SYSTEMS ANALYST		
06	Applications System Analyst: Journeyman	132-51
07	Applications System Analyst: Senior	132-51
08	Applications System Analyst: Master	132-51
10	Business Systems Analyst	132-51
11	Chief Information Security Officer	132-51
12	Computer Scientist	132-51
13	Computer Forensic And Intrusion Analyst	132-51
CONFIGURATION MANAGEMENT SPECIALIST		
14	Configuration Management Specialist: Journeyman	132-51
15	Configuration Management Specialist: Senior	132-51
16	Configuration Management Specialist: Master	132-51
17	Data Architect	132-51
DATA WAREHOUSING SPECIALIST		
18	Data Warehouse Specialist: Journeyman	132-51
19	Data Warehouse Specialist: Senior	132-51
20	Data Warehouse Specialist: Master	132-51

DATABASE SPECIALIST		
21	Database Specialist: Journeyman	132-51
22	Database Specialist: Senior	132-51
23	Database Specialist: Master	132-51
DISASTER RECOVERY SPECIALIST		
24	Disaster Recovery Specialist: Journeyman	132-51
25	Disaster Recovery Specialist: Senior	132-51
26	Enterprise Architect	132-51
27	ERP Analyst	132-51
28	ERP Business/Architectural Specialist	132-51
30	GIS Analyst/Programmer	132-51
31	Graphics Specialist	132-51
HARDWARE ENGINEER		
33	Hardware Engineer: Journeyman	132-51
34	Hardware Engineer: Senior	132-51
35	Hardware Engineer: Master	132-51
36	Helpdesk Specialist: Journeyman	132-51
37	Helpdesk Specialist: Senior	132-51
38	Helpdesk Specialist: Master	132-51
INFORMATION ASSURANCE/SECURITY SPECIALIST		
39	Information Assurance/Security Specialist: Journeyman	132-51
40	Information Assurance/Security Specialist: Senior	132-51
41	Information Assurance/Security Specialist: Master	132-51
NETWRK SPECIALIST		
42	Network Specialist: Journeyman	132-51
43	Network Specialist: Senior	132-51
44	Network Specialist: Master	132-51
46	Project Manager	132-51
QUALITY ASSURANCE SPECIALIST		
47	Quality Assurance Specialist: Journeyman	132-51
48	Quality Assurance Specialist: Senior	132-51
49	Quality Assurance Specialist: Master	132-51
SUBJECT MATTER EXPERT		
50	Subject Matter Expert: Journeyman	132-51
51	Subject Matter Expert: Senior	132-51
52	Subject Matter Expert: Master	132-51
53	Systems Engineer	132-51
54	Technical Editor	132-51
55	Technical Writer	132-51
TEST ENGINEER		
56	Testing Engineer: Journeyman	132-51
57	Testing Engineer: Senior	132-51
58	Testing Engineer: Master	132-51
VOICE/DATA COMMUNICATIONS ENGINEER		
62	Voice/Data Communications Engineer: Journeyman	132-51

63	Voice/Data Communications Engineer: Senior	132-51
64	Voice/Data Communications Engineer: Master	132-51
65	Web Content Analyst	132-51
66	Web Designer	132-51

GSA SCHEDULE LABOR CATEGORIES SIN 132-100 ANCILLARY SUPPLIES AND/OR SERVICES		
ITEM #	LABOR CATEGORY	SIN #
APPLICATIONS DEVELOPER		
01	Administration/Clerical: Journeyman	132-100
02	Administration/Clerical: Senior	132-100
APPLICATIONS SYSTEMS ANALYST		
09	Business Process Consultant	132-100
DISASTER RECOVERY SPECIALIST		
29	Financial Analyst	132-100
32	Groupware Specialist	132-100
NETWRK SPECIALIST		
45	Program Manager	132-100
TRAINING SPECIALIST		
59	Training Specialist: Journeyman	132-100
60	Training Specialist: Senior	132-100
61	Training Specialist: Master	132-100

4.0 LABOR CATEGORIES DESCRIPTION

ADMINISTRATION/CLERICAL: JOURNEYMAN	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.	
FUNCTIONAL RESPONSIBILITY	
Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.	
<ul style="list-style-type: none"> • Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. • Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. • Assists in budgetary, billing, and financial management. • Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals. 	
EDUCATIONAL REQUIREMENTS	Must possess a High School diploma or General Equivalency Diploma (GED) or business course certification (certificate).

**ADMINISTRATION/CLERICAL:
SENIOR**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

3-4 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

FUNCTIONAL RESPONSIBILITY

Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

- Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client’s requirements.
- Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties.
- Assists in budgetary, billing, and financial management.
- Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.

EDUCATIONAL REQUIREMENTS	Associate's Degree
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**APPLICATION DEVELOPER:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-4 years of experience in the field or in a related area. Has knowledge of a variety of concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

- Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications.
- Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software.
- Addresses problems of systems integration, compatibility, and multiple platforms.
- Consults with project teams and end users to identify application requirements.
- Performs feasibility analysis on potential future projects to management.
- Assists in the evaluation and recommendation of application software packages, application integration and testing tools
- Resolves problems with software and responds to suggestions for improvements and enhancements.
- Acts as team leader on projects.

<ul style="list-style-type: none"> • Instructs, assigns, directs, and checks the work of other software developers on development team. • Participates in development of software user manuals 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
APPLICATION DEVELOPER: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
3-5 years of experience in the field or in a related area. Has knowledge of a variety of concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. • Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. • Addresses problems of systems integration, compatibility, and multiple platforms. • Consults with project teams and end users to identify application requirements. • Performs feasibility analysis on potential future projects to management. • Assists in the evaluation and recommendation of application software packages, application integration and testing tools. • Resolves problems with software and responds to suggestions for improvements and enhancements. • Acts as team leader on projects. • Instructs, assigns, directs, and checks the work of other software developers on development team. • Participates in development of software user manuals 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
APPLICATION DEVELOPER: MASTER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
5+ years of experience in the field or in a related area. Has knowledge of a variety of concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.	
FUNCTIONAL RESPONSIBILITY	
Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs	

and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications.
- Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software.
- Addresses problems of systems integration, compatibility, and multiple platforms.
- Consults with project teams and end users to identify application requirements.
- Performs feasibility analysis on potential future projects to management.
- Assists in the evaluation and recommendation of application software packages, application integration and testing tools.
- Resolves problems with software and responds to suggestions for improvements and enhancements.
- Acts as team leader on projects.
- Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**APPLICATIONS SYSTEM ANALYST:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on experience, and judgment to perform the functions of the job.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

- Formulates/defines system scope and objectives.
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results.
- Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications.
- Works with project managers, developers, and end users to ensure application designs meet business requirements.
- Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer.
- Designs, codes, tests, debugs, and documents those programs.
- Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific

software packages.	
<ul style="list-style-type: none"> • Assists all phases of software systems programming applications. • Evaluates new and existing software products. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
APPLICATIONS SYSTEM ANALYST: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-5 years of experience in the field or in a related area. Familiar with relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Formulates/defines system scope and objectives. • Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. • Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. • Works with project managers, developers, and end users to ensure application designs meet business requirements. • Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. • Designs, codes, tests, debugs, and documents those programs. • Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. • Assists all phases of software systems programming applications. • Evaluates new and existing software products. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
APPLICATIONS SYSTEM ANALYST: MASTER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
5+ years of experience in the field or in a related area. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.	
FUNCTIONAL RESPONSIBILITY	
Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client	

negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Formulates/defines system scope and objectives.
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results.
- Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications.
- Works with project managers, developers, and end users to ensure application designs meet business requirements.
- Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer.
- Designs, codes, tests, debugs, and documents those programs.
- Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages.
- Assists all phases of software systems programming applications.
- Evaluates new and existing software products.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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BUSINESS PROCESS CONSULTANT

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

7+ years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

- Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment.
- Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams.
- Recommends and facilitates quality improvement efforts.

EDUCATIONAL REQUIREMENTS	Master's Degree
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BUSINESS SYSTEMS ANALYST

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

1-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

FUNCTIONAL RESPONSIBILITY

- Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system

requirements specifications.

- Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.

EDUCATIONAL REQUIREMENTS	Associate's Degree
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CHIEF INFORMATION SECURITY OFFICER

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

12+ years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

- Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures.
- Provides tactical information security advice and examining the ramifications of new technologies.
- Ensures that all information systems are functional and secure.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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COMPUTER SCIENTIST

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

5+ years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

- Acts as a senior consultant in complex or mission critical client requirements.
- Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting system and program performance.
- Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

EDUCATIONAL REQUIREMENTS	Bachelors or Masters degree in Computer Science or related engineering discipline or equivalent.
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COMPUTER FORENSIC AND INTRUSION ANALYST

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

6-8 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks.

FUNCTIONAL RESPONSIBILITY

- Provides knowledge in computer and network forensics.
- Conducts vulnerability assessments/penetration tests of information systems.
- Develops, researches and maintains proficiency in tools, techniques, countermeasures, and trend

<p>in computer and network vulnerabilities, data hiding, and encryption.</p> <ul style="list-style-type: none"> • Identifies, deters, monitors, and investigates computer and network intrusions. • Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
CONFIGURATION MANAGEMENT SPECIALIST: JOURNEYMAN	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required</p>	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.</p> <ul style="list-style-type: none"> • Provides configuration management planning. • Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. • Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
CONFIGURATION MANAGEMENTSPECIALIST: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>4-7 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks.</p>	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Provides configuration management planning. • Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. • Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
CONFIGURATION MANAGEMENT SPECIALIST: MASTER	

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

7-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Provides configuration management planning.
- Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits.
- Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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DATA ARCHITECT

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-4 years of experience in the field or in a related area. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required

FUNCTIONAL RESPONSIBILITY

- Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation.
- Develops strategies for data acquisitions, archive recovery, and implementation of a database.
- Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation.
- Translates business needs into long-term architecture solutions.
- Defines, designs, and builds dimensional databases.
- Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems.
- Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**DATA WAREHOUSE SPECIALIST:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-4 years of direct experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

- Coordinates the data administration technical function for both data warehouse development and maintenance.
- Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers.
- Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure.
- Analyzes and identifies data and metadata requirements.
- Defines user requirements and database design specifications.
- Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies.
- Provides product support and maintenance of the data warehouse.
- Performs data warehouse design and construction.
- Prepares/implements data verification and testing methods for the data warehouse.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**DATA WAREHOUSE SPECIALIST:
SENIOR**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

4-5 years of direct experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

FUNCTIONAL RESPONSIBILITY

Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

- Coordinates the data administration technical function for both data warehouse development and maintenance.
- Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers.
- Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure.
- Analyzes and identifies data and metadata requirements.
- Defines user requirements and database design specifications.
- Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies.
- Provides product support and maintenance of the data warehouse.
- Performs data warehouse design and construction.
- Prepares/implements data verification and testing methods for the data warehouse.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**DATA WAREHOUSE SPECIALIST:
MASTER**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

5+ years of direct experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Coordinates the data administration technical function for both data warehouse development and maintenance.
- Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers.
- Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure.
- Analyzes and identifies data and metadata requirements.
- Defines user requirements and database design specifications.
- Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies.
- Provides product support and maintenance of the data warehouse.
- Performs data warehouse design and construction.
- Prepares/implements data verification and testing methods for the data warehouse.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**DATABASE SPECIALIST:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**DATABASE SPECIALIST:
SENIOR**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

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

FUNCTIONAL RESPONSIBILITY

Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

- Provides all activities related to the administration of computerized databases.
- Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function.
- Designs, creates, and maintains databases in a client/server environment.
- Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data.
- Advises users on access to various client/server databases.
- Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design.
- Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.
- Provides all activities related to the administration of computerized databases.
- Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function.
- Designs, creates, and maintains databases in a client/server environment.
- Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data.
- Advises users on access to various client/server databases.
- Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design.
- Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**DATABASE SPECIALIST:
MASTER**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

6-8 years of experience in the field or in a related area. Familiar with a variety of the field's

concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Provides all activities related to the administration of computerized databases.
- Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function.
- Designs, creates, and maintains databases in a client/server environment.
- Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data.
- Advises users on access to various client/server databases.
- Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/back-end programming languages (e.g., SQL). Performs database programming and supports systems design.
- Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

EDUCATIONAL REQUIREMENTS

Bachelor's Degree

**DISASTER RECOVERY SPECIALIST:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

5+ years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under limited supervision. A certain degree of creativity and latitude is required.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

- Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery.
- Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected.
- Facilitates the preparation of an organization-wide business resumption plan.

<ul style="list-style-type: none"> • Assists in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms. • Coordinates and monitors simulation testing across all platforms. • Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
DISASTER RECOVERY SPECIALIST: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
7+ years of experience in the field or in a related area. Familiar with concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. • Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. • Facilitates the preparation of an organization-wide business resumption plan. • Assists in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms. • Coordinates and monitors simulation testing across all platforms. • Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
ENTERPRISE ARCHITECT	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Provides high-level architectural expertise to managers and technical staff. • Develops architectural products and deliverables for the enterprise and operational business lines. • Develops strategy of system and the design infrastructure necessary to support that strategy. • Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database 	

structure for the organization (SQL, ORACLE, SYBASE, etc.).	
<ul style="list-style-type: none"> • Advises of feasibility of potential future projects to management. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
ERP ANALYST	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. • Analyzes and evaluates ERP application systems. Assists in software upgrades, documentation, and implementation. • Customizes and configures workflow to allow the integration of client/server applications. • Tests ERP layout to ensure the system is meeting corporate needs. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
ERP BUSINESS/ ARCHITECTURAL SPECIALIST	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
7-9 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. • Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, ecommerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
FINANCIAL ANALYST	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
Three (3) years if recent experience in the supervision and management of major computer systems or business projects/contracts. The Project Control Specialist shall have clearly demonstrated work related experience in successful management of projects (tasks) involving at least one of the following types of projects: computer systems equipment acquisition and installation; systems integration; systems operations; specialized computer equipment; systems maintenance; inventory control; computer system business process redesign; development of policy and procedures; computer systems requirements studies, engineering studies and related	

information systems design, development, and integration; risk management; training, compliance evaluation; and independent verification and validation of such systems.	
FUNCTIONAL RESPONSIBILITY	
Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and /or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Interfaces with Government project personnel on a continuous basis.	
EDUCATIONAL REQUIREMENTS	Bachelor's degree in Computer Science, Engineering, Business, or related field or a High School Graduate and five (5) years or more of documented work related experience may be substituted for degree requirements.
GIS ANALYST/PROGRAMMER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Demonstrates proficiency in GIS analysis and data modeling. • Demonstrates and maintains proficiency with current and developing technologies and software related to geographic analysis. • Coordinates, manages, administers, and develops the Geographic Information Systems. • Develops various types of GIS maps and related data sets. • Designs and implements GIS analytical procedures. Performs analysis and maintenance of GIS systems.	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
GRAPHICS SPECIALIST	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A great deal of creativity and latitude is expected.	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Produces graphic art and visual materials for promotions, advertisements, films, presentations, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. • Generates, manipulates, and integrates graphic images, animations, sound, text and video generated with automated tools into consolidated and seamless multimedia programs. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
GROUPWARE SPECIALIST	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-4 years of experience in the field or in a related area. Familiar with a variety of the field's	

concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Provides the implementation, maintenance, and support of company messaging system. • Provides technical support on local groupware replication and client dial-up access issues. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
HARDWARE ENGINEER: JOURNEYMAN	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.</p> <ul style="list-style-type: none"> • Provides analysis related to the design, development, and implementation of hardware for products. • Develops test strategies, devices, and systems. • Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
HARDWARE ENGINEER: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
4-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Provides analysis related to the design, development, and implementation of hardware for products. • Develops test strategies, devices, and systems. • Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree

**HARDWARE ENGINEER:
MASTER**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Provides analysis related to the design, development, and implementation of hardware for products.
- Develops test strategies, devices, and systems.
- Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**HELPDESK SPECIALIST:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

- Responds to and diagnoses problems through discussion with users.
- Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps.
- Supervises operation of help desk and serves as focal point for customer concerns.
- Provides support to end users on a variety of issues.
- Identifies, researches, and resolves technical problems.
- Responds to telephone calls, email and personnel requests for technical support.
- Documents, tracks, and monitors the problem to ensure a timely resolution.
- Provides second-tier support to end users for either PC, server, or mainframe applications or hardware.
- Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem.
- Simulates or recreates user problems to resolve operating difficulties.

<ul style="list-style-type: none"> • Recommends systems modifications to reduce user problems. 	
EDUCATIONAL REQUIREMENTS	Associate's Degree
HELPDESK SPECIALIST: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
3-4 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Responds to and diagnoses problems through discussion with users. • Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. • Supervises operation of help desk and serves as focal point for customer concerns. • Provides support to end users on a variety of issues. • Identifies, researches, and resolves technical problems. • Responds to telephone calls, email and personnel requests for technical support. • Documents, tracks, and monitors the problem to ensure a timely resolution. • Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. • Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. • Simulates or recreates user problems to resolve operating difficulties. • Recommends systems modifications to reduce user problems. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
HELPDESK SPECIALIST: MASTER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
5+ years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.	
FUNCTIONAL RESPONSIBILITY	
<p>Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.</p> <ul style="list-style-type: none"> • Responds to and diagnoses problems through discussion with users. • Ensures a timely process through which problems are controlled. Includes problem recognition, 	

- research, isolation, resolution, and follow-up steps.
- Supervises operation of help desk and serves as focal point for customer concerns.
- Provides support to end users on a variety of issues.
- Identifies, researches, and resolves technical problems.
- Responds to telephone calls, email and personnel requests for technical support.
- Documents, tracks, and monitors the problem to ensure a timely resolution.
- Provides second-tier support to end users for either PC, server, or mainframe applications or hardware.
- Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem.
- Simulates or recreates user problems to resolve operating difficulties.
- Recommends systems modifications to reduce user problems.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**INFORMATION ASSURANCE/SECURITY SPECIALIST:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-4 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

- Determines enterprise information assurance and security standards.
- Develops and implements information assurance/security standards and procedures.
- Coordinates, develops, and evaluates security programs for an organization.
- Recommends information assurance/security solutions to support customers' requirements.
- Identifies, reports, and resolves security violations.
- Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands.
- Supports customers at the highest levels in the development and implementation of doctrine and policies.
- Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.
- Performs analysis, design, and development of security features for system architectures.
- Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers.
- Designs, develops, engineers, and implements solutions that meet security requirements.
- Provides integration and implementation of the computer system security solution.
- Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems.
- Performs vulnerability/risk analyses of computer systems and applications during all phases of

<p>the system development life cycle.</p> <ul style="list-style-type: none"> • Ensures that all information systems are functional and secure. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
INFORMATION ASSURANCE/SECURITY SPECIALIST: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>4-7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.</p>	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Determines enterprise information assurance and security standards. • Develops and implements information assurance/security standards and procedures. • Coordinates, develops, and evaluates security programs for an organization. • Recommends information assurance/security solutions to support customers' requirements. • Identifies, reports, and resolves security violations. • Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. • Supports customers at the highest levels in the development and implementation of doctrine and policies. • Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. • Performs analysis, design, and development of security features for system architectures. • Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. • Designs, develops, engineers, and implements solutions that meet security requirements. • Provides integration and implementation of the computer system security solution. • Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. • Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. • Ensures that all information systems are functional and secure. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
INFORMATION ASSURANCE/SECURITY SPECIALIST: MASTER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>8+ years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is</p>	

expected.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Determines enterprise information assurance and security standards.
- Develops and implements information assurance/security standards and procedures.
- Coordinates, develops, and evaluates security programs for an organization.
- Recommends information assurance/security solutions to support customers' requirements.
- Identifies, reports, and resolves security violations.
- Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands.
- Supports customers at the highest levels in the development and implementation of doctrine and policies.
- Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.
- Performs analysis, design, and development of security features for system architectures.
- Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers.
- Designs, develops, engineers, and implements solutions that meet security requirements.
- Provides integration and implementation of the computer system security solution.
- Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems.
- Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.
- Ensures that all information systems are functional and secure.

EDUCATIONAL REQUIREMENTS

Bachelor's Degree

**NETWORK SPECIALIST:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

FUNCTIONAL RESPONSIBILITY

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

- Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems.
- Directs compilation of records and reports concerning network operations and maintenance.

- Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions.
- Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.
- Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems.
- Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications.
- Plans large-scale systems projects through vendor comparison and cost studies.
- Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment.
- Provides quality assurance review and the evaluation of new and existing software products.
- Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations.
- Provides input to policy level discussions regarding standards and budget constraints.
- Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations.
- Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.
- Monitors and responds to hardware, software, and network problems.
- Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals).
- Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.
- Troubleshoots network systems when necessary and makes improvements to the network

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**NETWORK SPECIALIST:
SENIOR**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

4-6 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

FUNCTIONAL RESPONSIBILITY

Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

- Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems.

- Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions.
- Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.
- Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems.
- Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications.
- Plans large-scale systems projects through vendor comparison and cost studies.
- Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment.
- Provides quality assurance review and the evaluation of new and existing software products.
- Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations.
- Provides input to policy level discussions regarding standards and budget constraints.
- Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations.
- Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.
- Monitors and responds to hardware, software, and network problems.
- Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals).
- Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.
- Troubleshoots network systems when necessary and makes improvements to the network

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**NETWORK SPECIALIST:
MASTER**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

6+ years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge

- may have a critical impact on overall project implementation. May supervise others.
- Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems.
 - Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions.
 - Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.
 - Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems.
 - Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications.
 - Plans large-scale systems projects through vendor comparison and cost studies.
 - Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment.
 - Provides quality assurance review and the evaluation of new and existing software products.
 - Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/ communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations.
 - Provides input to policy level discussions regarding standards and budget constraints.
 - Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations.
 - Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.
 - Monitors and responds to hardware, software, and network problems.
 - Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals).
 - Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.
 - Troubleshoots network systems when necessary and makes improvements to the network

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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PROGRAM MANAGER

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

Ten (10) or more years of technical experience providing internal/external-consulting services to management and technical staff in solving complex information engineering or business issues. Requires competence in feasibility studies and cost/benefit analyses, hardware and software evaluation, developing IS standards and methodologies, and business process re-engineering. Possesses knowledge of state-of-the-art information technology and systems management.

FUNCTIONAL RESPONSIBILITY

- Organizes, directs, and manages contract operation support functions, involving multiple,

<p>complex and inter-related project tasks.</p> <ul style="list-style-type: none"> • Manages teams of contract support personnel at multiple locations. • Maintains and manages the client interface at the senior levels of the client organization. • Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. 	
EDUCATIONAL REQUIREMENTS	Master's degree or equivalent in Computer Science, Engineering, Business, or related field or 10 years or more of documented work related work experience may be substituted for degree requirement.
PROJECT MANAGER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
Ten (10) or more years of experience in relevant fields and five (5) years of experience managing task orders or groups of task orders affecting the same common/standard/migration system or business processes. Possesses knowledge of best practices in the management and control of personnel, funds and resources for multi-task information system projects. Requires competence in project development from inception to deployment and providing guidance and direction in engineering tasks and business.	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Leads team on large projects or significant segment of large complex projects. • Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. • Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. • Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. • Oversees all aspects of projects. 	
EDUCATIONAL REQUIREMENTS	Master's degree or equivalent in Computer Science, Engineering, Business, or related field or 10 years or more of documented work related work experience may be substituted for degree requirement.
QUALITY ASSURANCE SPECIALIST: JOURNEYMAN	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.</p> <ul style="list-style-type: none"> • Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. • Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. • May be responsible for all activities involving quality assurance and compliance with applicable 	

- regulatory requirements.
- Conducts audits and reviews/analyzes data and documentation.
- Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**QUALITY ASSURANCE SPECIALIST:
SENIOR**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

FUNCTIONAL RESPONSIBILITY

- Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.
- Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract.
 - Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.
 - May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements.
 - Conducts audits and reviews/analyzes data and documentation.
 - Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**QUALITY ASSURANCE SPECIALIST:
MASTER**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

5+ years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

FUNCTIONAL RESPONSIBILITY

- Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.
- Provides development of project Software Quality Assurance Plan and the implementation of

<p>procedures that conforms to the requirements of the contract.</p> <ul style="list-style-type: none"> • Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. • May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. • Conducts audits and reviews/analyzes data and documentation. • Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
SUBJECT MATTER EXPERT: JOURNEYMAN	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>Ten (10) years of experience in the field of interest (Information Technology, contracting, business, finance, etc.) with a reputation that is regional in scope within the profession of interest. Three (3) years of recent published, certified or proven experience in the discipline reflected in the statement of work.</p>	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.</p> <ul style="list-style-type: none"> • Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. • Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. • Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. • Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. 	
EDUCATIONAL REQUIREMENTS	A Bachelor's degree is required. Three years of work related experience in the field of Computer Science or field directly related to IT may be substituted for the degree requirement.
SUBJECT MATTER EXPERT: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>Ten (10) years of experience in the field of interest (Information Technology, contracting, business, finance, etc.) with a reputation that is international in scope within the profession of interest. Five (5) years of recent published, certified or proven experience in the discipline reflected in the statement of work</p>	

FUNCTIONAL RESPONSIBILITY

Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

- Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences.
- Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
- Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.
- Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

EDUCATIONAL REQUIREMENTS

A Master’s degree is required. Five years of work related experience in the field of Computer Science or field directly related to IT may be substituted for the degree requirement.

**SUBJECT MATTER EXPERT:
MASTER**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

Ten (10) years of experience in the field of interest (Information Technology, contracting, business, finance, etc.) with a reputation that is international in scope within the profession of interest. Eight (8) years of recent published, certified or proven experience in the discipline reflected in the statement of work.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences.
- Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
- Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.
- Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

EDUCATIONAL REQUIREMENTS	A Master's degree is required. A Bachelors Degree and eight (8) years of work related experience in the field of Computer Science or field directly related to IT may be substituted for the degree requirement.
SYSTEMS ENGINEER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
Five (5) years of experience	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. • Develops integrated system test requirement, strategies, devices and systems. • Directs overall system level testing. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
TECHNICAL EDITOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
One (1) year of related experience providing technical editing, and rewriting for technical reports, proposals, and promotional materials. Must be familiar with the principles of engaging in interdepartmental contact and acting as liaison between the customer and the technical staff. Six (6) months of intensive and progressive experience in technical editing on IT or business related projects.	
FUNCTIONAL RESPONSIBILITY	
Under limited supervision, edits and rewrites on-line and hard copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content and provides quality control checking for documents received from copying and word processing, assembles master copies, including graphics, appendixes, table of contents, and title pages. Determines level of effort required for incoming documents. Interfaces with internal and Government management personnel.	
EDUCATIONAL REQUIREMENTS	Associate's Degree
TECHNICAL WRITER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
One (1) year of related experience providing technical editing, and rewriting for technical reports, proposals, and promotional materials. Must be familiar with the principles of engaging in interdepartmental contact and acting as liaison between the customer and the technical staff. Six (6) months of intensive and progressive experience in technical editing on IT or business related projects.	
FUNCTIONAL RESPONSIBILITY	
Under limited supervision, edits and rewrites on-line and hard copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content and provides quality control checking for documents received from copying and word processing, assembles master copies, including graphics, appendixes, table of contents, and title pages. Determines level of effort required for incoming documents. Interfaces with internal and Government management personnel.	
EDUCATIONAL	Associate's Degree

REQUIREMENTS	
TESTING ENGINEER: JOURNEYMAN	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.</p> <ul style="list-style-type: none"> • Evaluates, recommends, and implements automated test tools and strategies. • Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. • Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. • Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. • Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
TESTING ENGINEER: SENIOR	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.	
FUNCTIONAL RESPONSIBILITY	
<p>Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.</p> <ul style="list-style-type: none"> • Evaluates, recommends, and implements automated test tools and strategies. • Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. • Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. • Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. • Directs and/or participates in all phases of risk management assessments and software/hardware 	

development with emphasis on analysis of user requirements, test design and test tools selection.	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
TESTING ENGINEER: MASTER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.	
FUNCTIONAL RESPONSIBILITY	
Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.	
<ul style="list-style-type: none"> • Evaluates, recommends, and implements automated test tools and strategies. • Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. • Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. • Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. • Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
TRAINING SPECIALIST: JOURNEYMAN	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.	
FUNCTIONAL RESPONSIBILITY	
Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.	
<ul style="list-style-type: none"> • Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. • Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral 	

examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.

- Develops and revises training courses. Prepares training catalogs and course materials.
- Trains personnel by conducting formal classroom courses, workshops, and seminars.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**TRAINING SPECIALIST:
SENIOR**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

FUNCTIONAL RESPONSIBILITY

Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

- Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies.
- Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.
- Develops and revises training courses. Prepares training catalogs and course materials.
- Trains personnel by conducting formal classroom courses, workshops, and seminars.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**TRAINING SPECIALIST:
MASTER**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

- Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral

- studies.
- Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.
 - Develops and revises training courses. Prepares training catalogs and course materials.
 - Trains personnel by conducting formal classroom courses, workshops, and seminars.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**VOICE/DATA COMMUNICATIONS ENGINEER:
JOURNEYMAN**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

FUNCTIONAL RESPONSIBILITY

- Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.
- Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks.
 - Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.
 - Develops, operates, and maintains voice, wireless, video, and data communications systems.
 - Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.

EDUCATIONAL REQUIREMENTS	Bachelor's Degree
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**VOICE/DATA COMMUNICATIONS ENGINEER:
SENIOR**

MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE

2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected.

FUNCTIONAL RESPONSIBILITY

- Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.
- Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications

<p>networks.</p> <ul style="list-style-type: none"> • Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. • Develops, operates, and maintains voice, wireless, video, and data communications systems. • Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
VOICE/DATA COMMUNICATIONS ENGINEER: MASTER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.</p>	
FUNCTIONAL RESPONSIBILITY	
<p>Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.</p> <ul style="list-style-type: none"> • Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. • Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. • Develops, operates, and maintains voice, wireless, video, and data communications systems. • Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree
WEB CONTENT ANALYST	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
<p>2-4 years of experience in a related field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.</p>	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. • Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree

WEB DESIGNER	
MINIMUM/GENERAL EXPERIENCE AND YEARS OF EXPERIENCE	
2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.	
FUNCTIONAL RESPONSIBILITY	
<ul style="list-style-type: none"> • 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. 	
EDUCATIONAL REQUIREMENTS	Bachelor's Degree

5.0 COMMERCIAL PRICE LIST

GSA SCHEDULE COMMERCIAL PRICE LIST						
SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES						
ITEM #	LABOR CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
APPLICATIONS DEVELOPER						
03	Applications Developer (Journeyman)	\$90.05	\$93.19	\$96.44	\$99.81	\$103.30
04	Applications Developer (Senior)	\$119.10	\$123.27	\$127.59	\$132.05	\$136.67
05	Applications Developer (Master)	\$155.24	\$160.67	\$166.29	\$172.12	\$178.14
APPLICATIONS SYSTEMS ANALYST						
06	Applications Systems Analyst (Journeyman)	\$87.76	\$90.83	\$94.01	\$97.31	\$100.73
07	Applications Systems Analyst (Senior)	\$113.93	\$117.89	\$122.04	\$126.31	\$130.72
08	Applications Systems Analyst (Master)	\$161.88	\$167.55	\$173.42	\$179.50	\$185.78
10	Business Systems Analyst	\$165.32	\$171.10	\$177.10	\$183.30	\$189.71
11	Chief Information Security Officer	\$150.33	\$155.58	\$161.03	\$166.67	\$172.49
12	Computer Scientist	\$162.33	\$168.03	\$173.91	\$179.98	\$186.29
13	Computer Forensic and Intrusion Analyst	\$177.61	\$183.82	\$190.24	\$196.91	\$203.80
CONFIGURATION MANAGEMENT SPECIALIST						
14	Configuration Management Specialist (Journeyman)	\$69.09	\$71.50	\$73.99	\$76.58	\$79.27
15	Configuration Management Specialist (Senior)	\$81.30	\$84.15	\$87.08	\$90.15	\$93.30
16	Configuration Management Specialist (Master)	\$104.63	\$108.29	\$112.08	\$116.01	\$120.07
17	Data Architect	\$139.48	\$144.37	\$149.43	\$154.63	\$160.06

**GSA SCHEDULE COMMERCIAL PRICE LIST
SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

ITEM #	LABOR CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
DATA WAREHOUSING SPECIALIST						
18	Data Warehousing Specialist (Journeyman)	\$96.53	\$99.90	\$103.39	\$107.01	\$110.75
19	Data Warehousing Specialist (Senior)	\$118.86	\$123.01	\$127.33	\$131.77	\$136.39
20	Data Warehousing Specialist (Master)	\$161.88	\$167.55	\$173.42	\$179.50	\$185.78
DATABASE SPECIALIST						
21	Database Specialist (Journeyman)	\$97.43	\$100.85	\$104.37	\$108.03	\$111.81
22	Database Specialist (Senior)	\$112.38	\$116.33	\$120.41	\$124.62	\$128.97
23	Database Specialist (Master)	\$156.95	\$162.46	\$168.16	\$174.04	\$180.13
DISASTER RECOVERY SPECIALIST						
24	Disaster Recovery Specialist (Journeyman)	\$103.39	\$107.01	\$110.75	\$114.64	\$118.65
25	Disaster Recovery Specialist (Senior)	\$140.77	\$145.69	\$150.79	\$156.06	\$161.54
26	Enterprise Architect	\$171.71	\$177.71	\$183.91	\$190.37	\$197.05
27	ERP Analyst	\$162.33	\$168.03	\$173.91	\$179.98	\$186.29
28	ERP Business/Architectural Specialist	\$177.55	\$183.76	\$190.19	\$196.84	\$203.72
30	GIS Analyst/Programmer	\$118.86	\$123.01	\$127.33	\$131.77	\$136.39
31	Graphics Specialist	\$51.90	\$53.72	\$55.60	\$57.56	\$59.58
HARDWARE ENGINEER						
33	Hardware Engineer (Journeyman)	\$67.89	\$70.29	\$72.73	\$75.28	\$77.91
34	Hardware Engineer (Senior)	\$76.76	\$79.43	\$82.21	\$85.07	\$88.05
35	Hardware Engineer (Master)	\$88.58	\$91.67	\$94.89	\$98.22	\$101.65
HELPDESK SPECIALIST						
36	Helpdesk Specialist (Journeyman)	\$56.25	\$58.23	\$60.25	\$62.37	\$64.56
37	Helpdesk Specialist (Senior)	\$67.58	\$69.94	\$72.40	\$74.92	\$77.53
38	Helpdesk Specialist (Master)	\$78.91	\$81.67	\$84.54	\$87.48	\$90.53
INFORMATION ASSURANCE/SECURITY SPECIALIST						
39	Information Assurance/Security Specialist (Journeyman)	\$96.53	\$99.90	\$103.39	\$107.01	\$110.75
40	Information Assurance/Security Specialist (Senior)	\$118.86	\$123.01	\$127.33	\$131.77	\$136.39
41	Information Assurance/Security Specialist (Master)	\$161.88	\$167.55	\$173.42	\$179.50	\$185.78
NETWORK SPECIALIST						
42	Network Specialist (Journeyman)	\$72.41	\$74.96	\$77.59	\$80.27	\$83.10
43	Network Specialist (Senior)	\$83.60	\$86.53	\$89.56	\$92.70	\$95.96
44	Network Specialist (Master)	\$92.88	\$96.12	\$99.50	\$102.99	\$106.57
46	Project Manager	\$120.48	\$124.70	\$129.05	\$133.57	\$138.24
QUALITY ASSURANCE SPECIALIST						
47	Quality Assurance Specialist (Journeyman)	\$65.10	\$67.37	\$69.74	\$72.15	\$74.68

**GSA SCHEDULE COMMERCIAL PRICE LIST
SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

ITEM #	LABOR CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
48	Quality Assurance Specialist (Senior)	\$77.59	\$80.27	\$83.10	\$86.01	\$89.00
49	Quality Assurance Specialist (Master)	\$93.46	\$96.75	\$100.14	\$103.65	\$107.27
SUBJECT MATTER EXPERT						
50	Subject Matter Expert (Journeyman)	\$87.97	\$91.03	\$94.23	\$97.52	\$100.94
51	Subject Matter Expert (Senior)	\$118.80	\$122.95	127.27	\$131.70	\$136.34
52	Subject Matter Expert (Master)	\$157.71	\$163.24	\$168.94	\$174.87	\$180.99
53	Systems Engineer	\$95.81	\$99.15	\$102.60	\$106.22	\$109.92
54	Technical Editor	\$104.63	\$108.29	\$112.08	\$116.01	\$120.07
55	Technical Writer	\$81.30	\$84.15	\$87.08	\$90.15	\$93.30
TEST ENGINEER						
56	Test Engineer (Journeyman)	\$81.50	\$84.34	\$87.30	\$90.35	\$93.52
57	Test Engineer (Senior)	\$95.33	\$98.65	\$102.10	\$105.70	\$109.38
58	Test Engineer (Master)	\$109.16	\$112.96	\$116.91	\$121.03	\$125.25
VOICE/DATA COMMUNICATIONS ENGINEER						
62	Voice/Data Communications Engineer (Journeyman)	\$67.07	\$69.42	\$71.84	\$74.36	\$76.97
63	Voice/Data Communications Engineer (Senior)	\$81.30	\$84.15	\$87.08	\$90.15	\$93.30
64	Voice/Data Communications Engineer (Master)	\$95.33	\$98.65	\$102.10	\$105.70	\$109.38
65	Web Content Analyst	\$70.99	\$73.47	\$76.04	\$78.70	\$81.44
66	Web Designer	\$103.39	\$107.01	\$110.75	\$114.64	\$118.65

****Note: Labor rates for years 2 through 5 are for planning purposes only!**

**GSA SCHEDULE COMMERCIAL PRICE LIST
SIN 132-100 ANCILLARY SUPPLIES AND/OR SERVICES**

ITEM #	LABOR CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ADMINISTRATION/CLERICAL						
01	Administration/Clerical (Journeyman)	\$52.86	\$54.71	\$56.64	\$58.61	\$60.65
02	Administration/Clerical (Senior)	\$65.73	\$68.01	\$70.41	\$72.86	\$75.39
APPLICATIONS SYSTEMS ANALYST						
09	Business Process Consultant	\$171.71	\$177.71	\$183.91	\$190.37	\$197.05
DISASTER RECOVERY SPECIALIST						
29	Financial Analyst	\$95.36	\$98.72	\$102.17	\$105.76	\$109.46
32	Groupware Specialist	\$61.67	\$63.81	\$66.04	\$68.35	\$70.73
NETWORK SPECIALIST						
45	Program Manager	\$151.72	\$157.05	\$162.56	\$168.23	\$174.13
TRAINING SPECIALIST						
59	Training Specialist (Journeyman)	\$94.07	\$97.38	\$100.80	\$104.34	\$107.98
60	Training Specialist (Senior)	\$134.86	\$139.58	\$144.46	\$149.53	\$154.76

**GSA SCHEDULE COMMERCIAL PRICE LIST
SIN 132-100 ANCILLARY SUPPLIES AND/OR SERVICES**

ITEM #	LABOR CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
61	Training Specialist (Master)	\$175.65	\$181.80	\$188.15	\$194.76	\$201.57

****Note: Labor rates for years 2 through 5 are for planning purposes only!**

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

PREAMBLE

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

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Ramon Navarro, (p) 804-452-4403, ramon.navarro@lsgnet.com, (f) 804-452-4404.

7.0 BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date

Contractor Date

8.0 BLANKET PURCHASE AGREEMENT

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:
DESTINATION DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

_____	_____
_____	_____
_____	_____

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

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

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

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

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

9.0 BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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