

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

**Special Item No. 132-51 Information Technology Professional Services
Special Item No. 132-56 Health Information Technology (HIT) Services**

Note: 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.

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

SIN 132-56 – HEALTH INFORMATION TECHNOLOGY SERVICES

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

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

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

**Edmond Scientific Company Inc.
5680 King Centre Dr., Suite 600
Alexandria, VA 22315
844-294-8944
www.edmondsci.com**

Contract Number: GS-35F-0402R

Period Covered by Contract: Mar 9, 2020 - Mar 8, 2025

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

Table of Contents

INFORMATION FOR ORDERING ACTIVITIES.....	3
TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE.....	11
TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50).....	15
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)	17
TERMS AND CONDITIONS APPLICABLE TO ELECTRONIC-COMMERCE (EC) (SPECIAL IDENTIFICATION NUMBER 132-52).....	21
TERMS AND CONDITIONS APPLICABLE TO WIRELESS SERVICES (SPECIAL ITEM NUMBER 132-53)	25
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	27
BEST VALUE BLANKET PURCHASE AGREEMENT.....	28
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”	31
Labor Category Descriptions	32
SCHEDULE PRICELIST	41

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.gsaadvantage.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. 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:

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Address

**Edmond Scientific Company
5680 King Centre Dr., Suite 600
Alexandria, VA 22315
844-294-8944**

Payment Address

**Edmond Scientific Company
5680 King Centre Dr., Suite 600
Alexandria, VA 22315
844-294-8944**

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:

844-294-8944

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: **94-489-3643**
- Block 30: Type of Contractor – **B. Service Disabled Veteran Owned Small Business, Veteran Owned Business, Small Business**
- Block 31: Woman-Owned Small Business - **No**
- Block 36: Contractor's Taxpayer Identification Number (TIN): **30-0167280**

- 4a. CAGE Code: **1Q164**
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-32

As agreed upon between Ordering Activity and Contractor

132-33	As agreed upon between Ordering Activity and Contractor
132-34	As agreed upon between Ordering Activity and Contractor
132-50	As agreed upon between Ordering Activity and Contractor
132-51	As agreed upon between Ordering Activity and Contractor
132-53	As agreed upon between Ordering Activity and Contractor
132-60E	As agreed upon between Ordering Activity and Contractor
132-60F	As agreed upon between Ordering Activity and Contractor

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

c. i. SIN 132-54 and SIN 132-55, **ACCELERATED SERVICE DELIVERY (7 calendar days or less):** the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. SIN 132-54 and SIN 132-55, **TIME-CRITICAL DELIVERY (4 hours or less):** the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, **EXTENDED SERVICE DELIVERY TIMES:** the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

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

- a. Prompt Payment: 0.0%
- b. Government Educational Institutions – Government Educational Institutions are offered the same discounts as all other Government customers.

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

No export packing is available within the scope of the contract as contractor is offering only IT Professional Services.

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

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

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

Special Item Number 132-3 - Leasing of Product
Special Item Number 132-4 – Daily / Short Term Rental
Special Item Number 132-8 - Purchase of Equipment
Special Item Number 132-9 - Purchase of Used or Refurbished Equipment
Special Item Number 132-12 - Equipment Maintenance
Special Item Number 132-32 - Term Software Licenses
Special Item Number 132-33 - Perpetual Software Licenses
Special Item Number 132-34 - Maintenance of Software as a Service
Special Item Number 132-51 - Information Technology Professional Services
Special Item Number 132-52 - Electronic Commerce (EC) Services
Special Item Number 132-53 – Wireless Services
Special Item Number 132-54 – Commercial Satellite Communications (COMSATCOM) Transponded Capacity
Special Item Number 132-55 – Commercial Satellite Communications (COMSATCOM) Subscription Services

- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
Special Item Number 132-50 - Training Courses
- c. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:
Special Item Number 132-60A-F – Access Certificates for Electronic Services (ACES) Program
Special Item Number 132-61 – Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
Special Item Number 132-62 – HSPD-12 Product and Service Components

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be

acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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

19. OVERSEAS ACTIVITIES

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

Edmond Scientific Company Inc. is providing only IT Professional Services—not installation, maintenance and repair of equipment.

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, 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.

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

23. SECTION 508 COMPLIANCE.

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

www.edmondsci.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. **Limitation of Liability.** Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number _____ for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from _____ to _____.

4. SOFTWARE MAINTENANCE

- a. Software maintenance as it is defined: (select software maintenance type) :

_____ 1. Software Maintenance as a Product (SIN 132-32 or SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a

service.

Software Maintenance as a product is billed at the time of purchase.

_____ 2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF TERM LICENSES (SIN 132-32) AND MAINTENANCE (SIN 132-34)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to _____% of all term license payments during the period that the software was under a term license within the ordering activity.

7. TERM LICENSE CESSATION

- a. After a software product has been on a continuous term license for a period of _____* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.
- b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

8. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 132-34)

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
 - (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
 - (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
 - (3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.
 - (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the

computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9. SOFTWARE CONVERSIONS - (SIN 132-32 AND SIN 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system , or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support or online support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. ****If applicable**** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

9. “NO CHARGE” TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY
ACCESS MANAGEMENT PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-60F)**

*****The phrase, “Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services” in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.*****

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

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (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/IAM PROFESSIONAL SERVICES AND PRICING

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

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

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

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

**TERMS AND CONDITIONS APPLICABLE TO
ELECTRONIC-COMMERCE (EC) (SPECIAL IDENTIFICATION NUMBER 132-52)**

*****NOTE: *If offering IT Professional Services with E-Commerce, use SIN 132-51 and include the Terms and Conditions applicable to the IT Professional Services offered.***

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-52 Electronic Commerce (EC) Services apply exclusively to EC 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 the 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. 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 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.
- c. Any Contractor travel required in the performance of EC 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-

- i) Cancel the stop-work order; or
 - ii) 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-
 - c. 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
 - d. 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.
 - e. 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.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (MAY 2001) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

9. INDEPENDENT CONTRACTOR

All EC 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 EC 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—
 - i) The offeror;
 - ii) Subcontractors; and/or
 - iii) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. 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.

14. 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.

15. DESCRIPTION OF ELECTRONIC COMMERCE (EC) SERVICES AND PRICING

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

- a. The Contractor shall provide a description of each type of EC Service offered under Special Item Numbers 132-52 E-Commerce. Services and rates should be presented in the same manner as the Contractor sells to its commercial customers and other ordering activity customers. Please submit a description of all corresponding commercial EC services to be provided.
- b. Pricing for all EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, unit prices and/or fixed prices.

**TERMS AND CONDITIONS APPLICABLE TO
WIRELESS SERVICES (SPECIAL ITEM NUMBER 132-53)**

1. ACCEPTANCE TESTING

The Contractor shall provide acceptance test plans and procedures for ordering activity approval. The Contractor shall perform acceptance testing of the systems for ordering activity approval in accordance with the approved test procedures.

2. EQUIPMENT

The Contractor shall make available cellular voice and data devices. The cellular devices offered shall be compatible with the cellular access standards employed within the geographical scope of contract.

The Contractor shall provide programming of any cellular telephone device, including Contractor-provided and ordering activity-furnished devices, that conforms to the cellular service furnished by the Contractor.

3. WARRANTY

The Contractor shall provide a warranty covering each Contractor-provided device. The minimum duration of the warranty shall be the duration of the manufacturer's commercial warranty for the item listed below:

*****Insert commercial warranty.*****

The warranty shall commence upon the later of the following:

- a. Activation of the user's service
- b. Installation/delivery of the equipment

The Contractor, by repair or replacement of the defective item, shall complete all warranty services within five working days of notification of the defect. Warranty service shall be deemed complete when the user has possession of the repaired or replaced item. If the Contractor renders warranty service by replacement, the user shall return the defective item(s) to the Contractor as soon as possible but not later than ten (10) working days after notification.

4. MANAGEMENT AND OPERATIONS PRICING

The Contractor shall provide management and operations pricing on a uniform basis. All management and operations requirements for which pricing elements are not specified shall be provided as part of the basic service.

5. TRAINING

The Contractor shall provide normal commercial installation, operation, maintenance, and engineering interface training on the system. If there is a separate charge, indicate below:

6. MONTHLY REPORTS

In accordance with commercial practices, the Contractor may furnish the ordering activity/user with a monthly summary ordering activity report.

7. WIRELESS SERVICE PLAN

(a) Describe the wireless service plan and eligibility requirements. Including, but not limited to, service area, monthly service charge, minutes included, etc.

(b) Describe charges, if any, for additional minutes, domestic wireless long distance, roaming, nights and weekends, etc.

(c) Describe corporate volume discounts and eligibility requirements, if any.

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

PREAMBLE

(Name of Company) 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 Sales at arosp@edmondsci.com, 844-294-8944

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to 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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

SIN 132-51 Labor Category Descriptions

1. Program Manager

Functional Responsibility: Plans, supervises, manages, and may participate technically in all projects within the operating unit. Must have the ability to interact effectively with technical and/or business officials involved in the task area(s). Supervises multiple senior and mid level program managers. Provides expertise in meeting specific requirements associated with technical or business related issues. Interprets processes/issues relating to key aspects of program requirements to support solution process. Recommends or develops alternate solutions when applicable.

Education/Experience: Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree. Must have 10 to 15 years of project-related experience including at least five years experience managing multiple projects and staff of comparable scope to the effort assigned.

2. Project Manager

Functional Responsibility: Plans, supervises, manages, and may participate technically in one or more projects. Maintains project schedule, milestones, correspondence, and other programmatic or managerial tasks. Supervises project personnel. Interprets processes/issues relating to key aspects of project requirements to support solution process. Recommends or develops alternate solutions when applicable.

Education/Experience: Bachelors Degree in a technical or business area discipline from an accredited college or university. Minimum professional experience must include five (5) years of demonstrated experience in managing related projects. Should possess knowledge of technical, business or policy issues pertaining to subject area(s) for which support is being provided.

3. Enterprise Architect (Senior)

Functional Responsibilities: Provides integration architecture, application architecture, and software engineering guidance for enterprise business, management, data, and technical solutions. They will design detailed architecture deliverables using industry standard languages, tools, and diagrams showing sequence of data and integration elements. Directs and participates in all phases of system development throughout the Software Development Lifecycle to provide business solutions at the enterprise level. Leads the development team in the planning, analysis, evaluation, application design, integration, documentation and implementation of applications and integration. Works directly with the customer to gather requirements during the planning phase of a project, and is the lead in developing the Prototype of an application developed by Information Concepts. During the development phase of a project, they direct the development team in an application's production. Additionally, they direct preparation of technical reports and related documentation, as well as recording and reporting the results to the customer and to senior staff.

Education/Experience: Bachelor's Degree from an accredited university or college with 12 years professional experience.

4. Enterprise Architect

Functional Responsibilities: Provides integration architecture, application architecture, and software engineering guidance for enterprise business, management, data, and technical solutions. They will design detailed architecture deliverables using industry standard languages, tools, and diagrams showing sequence of data and integration elements. Directs and participates in all phases of system development throughout the Software Development Lifecycle to provide business solutions at the enterprise level. Leads the development team in the planning, analysis, evaluation, application design, integration, documentation and implementation of applications and integration. Works directly with the customer to gather requirements during the planning phase of a project, and is the lead in developing the Prototype of an application developed by Information Concepts. During the development phase of a project, they direct the development team in an application's production. Additionally, they direct preparation of technical reports and related documentation, as well as recording and reporting the results to the customer and to senior staff.

Education/Experience: Bachelor's Degree from an accredited university or college with 7 years professional experience.

5. Network Architect

Functional Responsibility: Has broad, high-level knowledge of telecommunications network architectures for Government applications. Possesses the capability to direct, design, or develop network architecture plans, implementation or cutover plans, integration plans, or interoperability plans based on different telecommunications and business environments. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Able to develop network architecture Requests for Proposals (RFPs) and to evaluate responses to RFPs. Supervises or manages the network architecture planning and is considered a leading expert in the field. Capable of supervising multiple teams of specialty Engineers working on highly complex network architecture projects.

Education/Experience: A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and 10 years experience or a Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems, or equivalent.

6. Network Analyst

Functional Responsibility: Plans and evaluates moderately complex existing network systems and makes recommendations for resources required to maintain and/or expand service levels. Provides assistance in network planning, engineering, architecture and the development of technical standards and interface applications. Evaluates new products as assigned. Provides resolution for network problems.

Education/Experience: Bachelors Degree in Computer Science, Math or Engineering with 4-6 years of experience in the IT field.

7. Network Engineer (Senior)

Functional Responsibility: Performs a variety of network engineering tasks, either independently or under supervision, which is broad in nature and is concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. Supervises team of Network Engineers through project completion.

Education/Experience: Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required. With a PhD, 2 year of general experience is required.

8. Network Engineer

Functional Responsibility: Under supervision performs a variety of network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for unreviewed actions and decisions.

Education/Experience: Bachelor's Degree or equivalent and 3 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, one (1) year of general experience is required.

9. Network Administrator

Functional Responsibility: Individual holding this position will install, maintain, trouble shoot, and monitor LANs/WANs and associated hardware and software.

Education/Experience: BS/BA Degree in Computer Science or related field. With seven years general experience of which at least five years is specialized, a degree is not required.

10. Network Technician

Functional Responsibility: Works under supervision to perform a variety of network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Works under the supervision of a Sr. Network Engineer or Network Engineer.

Education/Experience: Bachelor's Degree or equivalent, or High School Diploma and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. There is no experience substitution for a High School Diploma; however a G.E.D. or other degree equivalency program is acceptable.

11. Network Security Specialist (Senior)

Functional Responsibility: Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Responsible for integration and implementation of the network security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

Education/Experience: Bachelors degree in computer science, MIS, engineering or equivalent with eight (8) years of experience may be substituted for the technical degree. At least 5 years of experience in defining network security requirements for local and wide area networks, evaluation of approved network security product capabilities, configuring standard communications protocols, detecting and analyzing network vulnerabilities, and developing proper computer system security solutions.

12. Network Security Specialist

Functional Responsibility: Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Responsible for integration and implementation of the network security solution. Performs vulnerability and risk analyses of computer systems and applications during all phases of the system development life cycle.

Education/Experience: Bachelors Degree with a minimum 4 years of experience. At least 2 years of experience in defining network security requirements for local and wide area networks, evaluating approved network security product capabilities, configuring standard communications protocols, detecting and analyzing network vulnerabilities, and developing proper computer system security solutions.

13. Application Developer (Senior)

Functional Responsibility: Under general supervision, develops application solutions based upon client requirements. Generally, has one or more Application Developers on staff and heads up projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

Education/Experience: BA/BS Degree or equivalent and 5 years of general experience. Three (3) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, six (2) years of general experience is required.

14. Application Developer (Intermediate)

Functional Responsibility: Under general supervision, modifies moderately complex applications programs from detailed specification. Codes, tests, debugs and documents and maintains those programs. Competent to work on most phases of applications development activities, but requires instruction and guidance in phases.

Education/Experience: BA./BS Degree or equivalent and 3 years of general experience. Two (2) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, one (1) years of general experience is required.

15. Application Developer

Functional Responsibility: Under immediate supervision, modifies applications programs from detailed specifications. Codes, tests, debugs documents and maintains those programs This level is staffed by beginners who have had sufficient educational background and/or experience to qualify them to start in applications programming

Education/Experience: BA/BS Degree or equivalent and 1 year of general experience.

16. Internet/Intranet Specialist I

Functional Responsibility: Performs system analysis and design techniques for Internet or Intranet development, which may include Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works independently or under general direction.

Education/Experience: BA/BS degree or equivalent and 1 year of general experience. With a Master's degree, no experience is required.

17, Internet/Intranet Specialist II

Functional Responsibility: Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management

systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to junior staff.

Education/Experience: BA/BS degree or equivalent and 3 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, 1 year of general experience is required.

18. Internet/Intranet Specialist III

Functional Responsibility: Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Provides daily supervision and direction to staff.

Education/Experience: BA/BS degree or equivalent and 5 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 3 years of general experience is required.

19. Data Specialist I

Functional Responsibility: The Data Specialist determines the proper type of file organization, indexing methods, and security procedures. Designs and develops data base systems. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures.

Education/Experience: Associate Degree from an accredited university or college with 3 years professional experience

20. Data Specialist II

Functional Responsibility: The Data Specialist determines the proper type of file organization, indexing methods, and security procedures. Designs and develops data base systems. Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Implements software solutions for performance enhancement, operator interface and increased user capability.

Education/Experience: Associate Degree from an accredited university or college with 6 years professional experience.

21. Data Specialist III

Functional Responsibility: The Data Base Specialist determines the proper type of file organization, indexing methods, and security procedures. Advises project teams on the design of complex data bases (e.g., schema and subschema details). Designs and develops data base systems. Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements, performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface and increased user capability.

Education/Experience: Bachelor's Degree from an accredited university or college with 3 years professional experience.

22. Database Development Architect

Functional Responsibility: Provides expertise in the areas of database architecture, design and management processes. Analyzes and recommends commercially available products capable of meeting systems requirements. The database architect maintains a deep understanding of architecture, techniques and management processes across a broad spectrum of systems, applications and requirements.

Education/Experience: Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience. Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including MS Access, Sybase, MS SQL, and Oracle.

23. Database Administrator

Functional Responsibility: Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.

Education/Experience: Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience. Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including MS Access, Sybase, MS SQL, and Oracle.

24. Database Programmer (Senior)

Functional Responsibility: Under general direction, 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. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Competent to work at the highest level of all phases of database management

Education/Experience: Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience. Five years of with specific expertise in one or more of the following: relational and object-oriented applications including MS Access, Sybase, MS SQL, and Oracle.

25. Database Programmer (Intermediate)

Functional Responsibility: Under general supervision, designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Competent to work on most phases of database administration, but may require some instruction and guidance in other phases.

Education/Experience: Bachelors degree in Computer Science, Engineering, Math Business, or equivalent technical training and experience. Three to five years of experience with specific expertise in one or more of the following: relational and object-oriented applications including MS Access, Sybase, MS SQL, and Oracle.

26. Programmer

Functional Responsibility: Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and improve efficiency. Provides technical direction to programmers, as required, to ensure that program deadlines are met.

Education/Experience: Bachelors degree or 3 years of equivalent experience in a related field.

27. Data Entry Specialist

Functional Responsibility: Operates data entry and verifier equipment for information technology programs. Typical duties of the Data Entry Technician include operating data entry machines for converting source documents into format for input into the computer. Preparing data entry format programs. Perform data entry verification

Education/Experience: High School diploma or equivalent. Ability to operate currently installed data entry equipment. Demonstration of capability with regard to quantity and quality;

28. Consultant (Senior)

Functional Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

Education/Experience: Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree. Must have 10 to 15 years of project-related experience including at least five years experience managing multiple projects and staff of comparable scope to the effort assigned.

29. Consultant

Functional Responsibility: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

Education/Experience: Bachelors degree. Must have 10 years of experience in the IT field. At least 8 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

30. Consultant (Junior)

Functional Responsibility: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

Education/Experience: Bachelors degree. Must have 5 years of experience in the IT field. At least 4 years of combined new and related older technical experience in the IT field directly related to the required area of expertise

31. **Help Desk Technician Level I**

Functional Responsibility: The Help Desk staffs the Help Desk. Answers user's calls and records all necessary information. Offers assistance over the phone and follows the problem through to resolution. Assigns problems to the appropriate area for resolution. Logs and reports data on the number and types of calls received.

Education/Experience: High School Diploma with 6 years professional experience

32. **Help Desk Technician Level II**

Functional Responsibility: The Help Desk Technician has experience in one or more of the following areas: applications support, hardware/software analysis, diagnostic troubleshooting of computer systems peripherals and associated devices or communication media as specified in the delivery order. The help desk technician staffs the Help Desk. Answers user's calls and records all necessary information. Offers assistance over the phone and follows the problem through to resolution. Assigns problems to the appropriate area for resolution. Logs and reports data on the number and types of calls received.

Education/Experience: High School Diploma with 10 years professional experience

33. **Help Desk Manager**

Functional Responsibility: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. The personnel serve as the first point-of-contact for troubleshooting hardware/software, PC, and printer problems.

Education/Experience: Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree 4 years of general experience is required. With a PhD, 2 year of general experience is required.

34. **Administrative Assistant**

Functional Responsibility: Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc.

Education/Experience: High School Diploma or G.E.D. or other equivalent degree program.

35. **Senior Administrative Specialist**

Functional Responsibility: Specializes in coordinating and planning office administration and support. Reports directly to a client, usually at the client location, to support its operations as required. Understands and provides documentation planning and support, project administration, general office

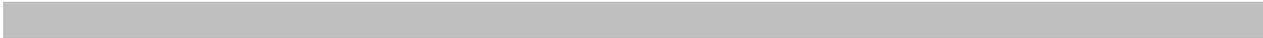
support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments.

Education/Experience: Bachelors Degree.

36. Technical Writer

Functional Responsibility: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Education/Experience: Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.



SIN 132-51 SCHEDULE PRICLIST

(Effective 03/09/2020 to 03/08/2025)

	LABOR CATEGORIES	OFF-SITE
		W/IFF
1	Program Manager	\$210.58
2	Project Manager	\$162.74
3	Enterprise Architect (Senior)	\$254.25
4	Enterprise Architect	\$157.93
5	Network Architect	\$179.48
6	Network Analyst	\$113.68
7	Network Engineer (Senior)	\$143.88
8	Network Engineer	\$117.28
9	Network Technician	\$76.57
10	Network Administrator	\$107.69
11	Network Security Specialist (Senior)	\$165.11
12	Network Security Specialist	\$143.58
13	Application Developer (Senior)	\$162.72
14	Application Developer (Intermediate)	\$131.61
15	Application Developer	\$107.69
16	Internet/Intranet Specialist I	\$67.00
17	Internet/Intranet Specialist II	\$88.54
18	Internet/Intranet Specialist III	\$114.86
19	Data Specialist I	\$57.43
20	Data Specialist II	\$89.74
21	Data Specialist III	\$110.67
22	Database Development Architect	\$150.76
23	Database Administrator	\$110.08
24	Database Programmer (Senior)	\$155.54
25	Database Programmer (Intermediate)	\$93.33
26	Programmer	\$72.39
27	Data Entry Specialist	\$51.45
28	Consultant (Senior)	\$312.06
29	Consultant	\$249.65
30	Consultant (Junior)	\$187.24
31	Help Desk Technician I	\$57.43
32	Help Desk Technician II	\$69.39
33	Help Desk Manager	\$83.76
34	Administrative Assistant	\$55.03
35	Senior Administrative Specialist	\$70.59
36	Technical Writer	\$78.37

SIN 135-56 LABOR CATEGORY DESCRIPTIONS

1. HIT Program Manager

Functional Responsibility: Plans, supervises, manages, and may participate technically in all HIT projects. Must have the ability to interact effectively with technical and/or health lines of business

officials or clinicians involved in the task area(s). Supervises multiple senior and mid-level project

managers. Provides expertise in meeting specific requirements associated with technical health information, health lines of business, or related clinical operational issues.

Interprets processes/issues relating to key aspects of program requirements to support solution process. Recommends or develops alternate solutions when applicable.

Education/Experience: Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree. Must have 10 to 15 years of project-related experience including at least five years experience managing multiple projects and staff of comparable scope to the effort assigned.

2. HIT Project Manager

Functional Responsibility: Plans, supervises, manages, and may participate technically in one or more HIT projects. Must have the ability to interact effectively with technical and/or health lines of business officials or clinicians involved in project task area(s).

Maintains project schedule, milestones, correspondence, and other programmatic or managerial tasks. Supervises project personnel. Interprets processes/issues relating to key aspects of project health information, health lines of business, or clinical requirements to support solution process. Recommends or develops alternate solutions when applicable.

Education/Experience: Bachelors Degree in a technical or business area discipline from an accredited college or university. Minimum professional experience must include five (5) years of demonstrated experience in managing related projects. Should possess knowledge of technical, business or policy issues pertaining to subject area(s) for which support is being provided.

3. HIT Enterprise Architect (Senior)

Functional Responsibilities: Experienced in designing and implementing health interoperable solutions. Provides integration architecture, application architecture, and software engineering guidance for healthcare business, management, data, and clinical solutions. Expert in health data choreographies, terminologies, vocabularies, and

standardization to achieve interoperable health data architectures. Directs and participates in all phases of HIT system development throughout the Software Development Lifecycle to provide business and clinical solutions at the enterprise level. Leads the development team in the planning, analysis, evaluation, application design, integration, documentation and implementation of applications and integration. Works directly with the customer to gather requirements during the planning phase of a project, and is the lead in developing the Prototype of an application developed by Information Concepts. During the development phase of a project, they direct the development team in an application's production. Additionally, they direct preparation of technical reports and related documentation, as well as recording and reporting the results to the customer and to senior staff.

Education/Experience: Bachelor's Degree from an accredited university or college with 12 years professional experience.

4. HIT Enterprise Architect

Functional Responsibilities: Experienced in designing and implementing health interoperable solutions. Provides integration architecture, application architecture, and software engineering guidance for healthcare business, management, data, and clinical solutions. Expert in health data choreographies, terminologies, vocabularies, and standardization to achieve interoperable health data architectures. Directs and participates in all phases of HIT system development throughout the Software Development Lifecycle to provide business and clinical solutions at the enterprise level. Leads the development team in the planning, analysis, evaluation, application design, integration, documentation and implementation of applications and integration. Works directly with the customer to gather requirements during the planning phase of a project, and is the lead in developing the Prototype of an application developed by Information Concepts. During the development phase of a project, they direct the development team in an application's production. Additionally, they direct preparation of technical reports and related documentation, as well as recording and reporting the results to the customer and to senior staff.

Education/Experience: Bachelor's Degree from an accredited university or college with 7 years professional experience.

5. HIT Architect

Functional Responsibility: Has broad, high-level knowledge of health information systems, health data standardization, and application architectures for HIT systems. Possesses the capability to direct, design, or develop HIT architecture plans, implementation or cutover plans, integration plans, or health data interoperability plans based on different clinical and healthcare business environments. Capable of supervising integrated teams of healthcare business, clinical, and technical staff working on highly complex network architecture projects.

Education/Experience: A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and 10 years experience or a Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems, or equivalent.

6. HIT Network Engineer (Senior)

Functional Responsibility: Performs a variety of network engineering tasks for HIT systems and applications, either independently or under supervision, which is broad in nature and is concerned with the design and implementation of integrated health networks, mobile application use in a clinical setting, and clinical hardware and software. Supervises team of HIT Network Engineers through project completion.

Education/Experience: Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required. With a PhD, 2 year of general experience is required.

7. HIT Network Engineer

Functional Responsibility: Under supervision performs a variety of network engineering tasks for HIT systems and applications, either independently or under supervision, which is broad in nature and is concerned with the design and implementation of integrated health networks, mobile application use in a clinical setting, and clinical hardware and software.. Performs with some latitude for unreviewed actions and decisions.

Education/Experience: Bachelor's Degree or equivalent and 3 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, one (1) year of general experience is required.

8. HIT Network Technician

Functional Responsibility: Works under supervision to perform a variety of network engineering tasks for HIT systems and applications, either independently or under supervision, which is broad in nature and is concerned with the design and implementation of integrated health networks, mobile application use in a clinical setting, and clinical hardware and software. Works under the supervision of a Sr. HIT Network Engineer or HIT Network Engineer.

Education/Experience: Bachelor's Degree or equivalent, or High School Diploma and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. There is no experience substitution for a High School Diploma; however a G.E.D. or other degree equivalency program is acceptable.

9. HIT Network Administrator

Functional Responsibility: Individual holding this position will install, maintain, trouble shoot, and monitor LANs/WANs and associated hardware and software for HIT networks, systems and applications.

Education/Experience: BS/BA Degree in Computer Science or related field. With seven years general experience of which at least five years is specialized, a degree is not required.

10. HIT Security Specialist (Senior)

Functional Responsibility: Analyzes and defines HIPAA security and privacy requirements. Designs, develops, and implements healthcare security and privacy solutions that meet statutory and organizational requirements. Responsible for integration and implementation of the security solution. Performs vulnerability/risk analyses and Privacy Impact Assessments (PIAs) of HIT systems and applications during all phases of the system development life cycle.

Education/Experience: Bachelors degree in computer science, MIS, engineering or equivalent with eight (8) years of experience may be substituted for the technical degree. At least 5 years of experience in defining network security requirements for local and wide area networks, evaluation of approved network security product capabilities, configuring standard communications protocols, detecting and analyzing network vulnerabilities, and developing proper computer system security solutions.

11. HIT Security Specialist

Functional Responsibility: Analyzes and defines HIPAA security and privacy requirements. Designs, develops, and implements healthcare security and privacy solutions that meet statutory and organizational requirements. Responsible for integration and implementation of the security solution. Performs vulnerability/risk analyses and Privacy Impact Assessments (PIAs) of HIT systems and applications during all phases of the system development life cycle.

Education/Experience: Bachelors Degree with a minimum 4 years of experience. At least 2 years of experience in defining network security requirements for local and wide area networks, evaluating approved network security product capabilities, configuring standard communications protocols, detecting and analyzing network vulnerabilities, and developing proper computer system security solutions.

12. HIT Application Developer (Senior)

Functional Responsibility: Under general supervision, develops health information applications and solutions based upon client technical, business, and clinical requirements. May supervise agile development teams of one or more HIT Application Developers and leads requirements for development projects as required. Modifies application architecture to include the software, hardware, and data communications to support cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Provides daily supervision and direction to staff.

Education/Experience: BA/BS Degree or equivalent and 5 years of general experience. Three (3) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, six (2) years of general experience is required.

13. HIT Application Developer (Intermediate)

Functional Responsibility: Under general supervision, modifies moderately complex health information applications and solutions based upon client technical, business, and clinical requirements from detailed specification. Codes, tests, debugs and documents and maintains those programs.

Education/Experience: BA./BS Degree or equivalent and 3 years of general experience. Two (2) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, one (1) years of general experience is required.

14. HIT Application Developer

Functional Responsibility: Under immediate supervision, modifies health information applications and solutions from detailed specifications. Codes, tests, debugs, documents and maintains those programs.

Education/Experience: BA/BS Degree or equivalent and 1 year of general experience

15. Health Data Specialist I

Functional Responsibility: Supports medical filing, coding and auditing. Determines the proper categorization based upon medical terminology, indexing methods, and clinical procedures. Supports backup and archival policies and procedures and compliance with HIPAA regulations.

Education/Experience: Associate Degree from an accredited university or college with 3 years professional experience

16. Data Specialist II

Functional Responsibility: Supports medical filing, coding and auditing. Determines the proper categorization based upon medical terminology, indexing methods, and clinical procedures. Supports backup and archival policies and procedures and compliance with HIPAA regulations.

Education/Experience: Associate Degree from an accredited university or college with 6 years professional experience.

17. Data Specialist III

Functional Responsibility: Supports medical filing, coding and auditing. Determines the proper categorization based upon medical terminology, indexing methods, and clinical procedures. Develops and leads backup and archival policies and procedures and compliance with HIPAA regulations.

Education/Experience: Bachelor's Degree from an accredited university or college with 3 years professional experience.

18. Health Data Entry Specialist

Functional Responsibility: Supports medical filing, coding and auditing. Operates data entry and verifier equipment for HIT systems and operations. Typical duties include performing health data entry into formats for business and clinical reporting. Performs data entry verification.

Education/Experience: High School diploma or equivalent. Ability to operate currently installed data entry equipment. Demonstration of capability with regard to quantity and quality;

19. HIT Consultant (Senior)

Functional Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex HIT systems. Makes recommendations and advises on organization-wide system improvements, optimization or customization in the following specialties: health information systems architecture; clinical data and operations; healthcare billing and insurance,; interoperability and health data exchange; health data security and privacy; or healthcare program governance.

Education/Experience: Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree. Must have 10 to 15 years of project-related experience including at least five years experience managing multiple projects and staff of comparable scope to the effort assigned.

20. HIT Consultant

Functional Responsibility: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex HIT systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: health information systems architecture; clinical data and operations; healthcare billing and insurance,; interoperability and health data exchange; health data security and privacy; or healthcare program governance.

Education/Experience: Bachelors degree. Must have 10 years of experience in the IT field. At least 8 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

21. HIT Consultant (Junior)

Functional Responsibility: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex HIT systems. Assists other HIT Consultants with analysis and evaluation and with the preparation of recommendations for HIT system improvements, optimization, development, and/or maintenance efforts in the following specialties: health information systems architecture;

clinical data and operations; healthcare billing and insurance, interoperability and health data exchange; health data security and privacy; or healthcare program governance.
Education/Experience: Bachelors degree. Must have 5 years of experience in the IT field. At least 4 years of combined new and related older technical experience in the IT field directly related to the required area of expertise

22. Administrative Assistant

Functional Responsibility: Provides administrative-type support to technical and management-level personnel. Familiar with healthcare vocabularies, abbreviations, taxonomies. Familiar with healthcare delivery and HIT focused organizations such as Health Level 7 (HL7). Able to support HIT projects to include, but not limited to, documentation planning and support, HIT project administration, general office support, meeting support, human resource planning, event planning and administration, travel planning, etc.

Education/Experience: High School Diploma or G.E.D. or other equivalent degree program.

23. Senior Administrative Specialist

Functional Responsibility: Specializes in coordinating and planning office administration and supporting HIT projects. Reports directly to a healthcare related organization or client, usually at the client location, to support its healthcare or HIT operations as required.

Familiar with healthcare vocabularies, abbreviations, taxonomies. Familiar with healthcare delivery and HIT focused organizations such as Health Level 7 (HL7). Able to support HIT projects to include, but not limited to, documentation planning and support, HIT project administration, general office support, meeting support, human resource planning, event planning and administration, travel planning, etc.

Education/Experience: Bachelor's Degree.

24. HIT Technical Writer

Functional Responsibility: Assists in collecting and organizing system technical, operational, and clinical use information required for preparation of user's manuals, training materials, installation guides, and other reports and deliverables to support HIT systems and clinical use. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Education/Experience: Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

25. Research Analyst/Technician

Familiar with and able to practice good laboratory housekeeping. Performs the collection of scientific health data in a laboratory setting. Participates in the analysis of data; collection and processing of samples or tissue; and compiling and managing large data sets. Prepare figures for posters, manuscripts, and presentations. Maintains literature database of relevant scientific articles. Able to maintain laboratory equipment, computers and software. Able to prepare chemical solutions, use of microscopes, use of pipettors,

laboratory safety, and other tasks common to the laboratory setting. Has demonstrated knowledge of basic computer programs (i.e., word processing, spreadsheets, statistics software programs, imaging software, and reference management programs) and have the capacity to learn specialized computer programs.

Education/Experience: BA/BS and 2 years of related experience.

26. Research Scientist

Extensive knowledge of and experience with conducting and leading research efforts in a scientific field. Potential research areas include pharmacology, immunology, toxicology, biology, or neuroscience. Develops and plans test methods and procedures. Leads experimental design, data compilation, and analysis of data. Leads teams of Research Analysts/Technicians in the performance of their duties and their professional growth. Proficient with various advanced software packages that are designed for the collection and analysis of data in a laboratory setting. Experienced in establishing and overseeing a scientific testing laboratory, performing assessments, publishing manuscripts, and able to serve as a Principal Investigator. Presents research findings at scientific meetings, addresses emerging research topics necessary to provide advances in healthcare, and publishes findings in peer-reviewed journals or technical conferences.

Education/Experience: PhD and 2 years of related experience.

27. Biostatistician (Senior)

Leads statistical biomedical, bioengineering, or clinical trials by providing study design expertise via protocol development and review of case report forms, selection of endpoints, sample size calculations, randomization, and the development of statistical analysis plans (SAP). Leads the conduct of multiple statistical analysis and inference, writing and presenting reports summarizing findings in support of enterprise analysis, population health, or product development. Leads and directs SAS programming and analysts. Reviews and approves findings and derived datasets that summarize results for presentation, FDA approvals, or clinical trials. Possesses extensive knowledge of common statistical techniques and statistical programming. Possesses expertise in study design and analysis of crossover, longitudinal data analysis, generalized linear mixed models, data standards, and Bayesian methods and simulations.

Education/Experience: PhD and 4 years of related experience with a minimum of 1-year experience as a Biostatistician in medical research.

28. Biostatistician

Participates in statistical biomedical, bioengineering, or clinical trials. Conducts statistical analysis and inference, writing and presenting reports summarizing findings in support of enterprise analysis, population health, or product development. Able to perform statistical programming and analysis. Develops datasets that summarize results for presentation, FDA approvals, or clinical trials. Possesses extensive knowledge of common statistical

techniques and statistical programming. Specialize in the application of statistics and/or computer technology to biological studies applying the use of statistical software packages such as SAS, BMDP, SPSS, or PL/1.

Education/Experience: MA/MS and 4 years of related experience.

29. Informatics Specialist/Bioinformation

Provide expertise in the application of technology to areas of interest to government health organizations including Medical Informatics or Public Health Informatics. Provide expertise across a wide variety of IT areas as applied to public health, including information retrieval technology, decision science, public health science, and education. Provide expertise in public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations; with national and/or international standards development activities such as HL7, X12, W3C; and in the application of advanced scientific visualization technology to public health science and practice.

Education/Experience: BA/BS and 5 years of related experience.

30. Informaticist

Provide high level expertise in the application of technology to areas of interest to government health organizations including Medical Informatics or Public Health Informatics; statistics, bio-statistics, mathematics; specific tools and data resources relevant to the federal health mission including SAS, Epi Info, etc.; applying sound quantitative data and methods to support deployment of resources for massive public health surveillance, prevention and intervention campaigns and related health activities. Provide expertise across a wide variety of IT areas as applied to public health, including information retrieval technology, decision science, web technology, data mining, expert systems, networking, public health science, and education. Provide expertise in the integration of a variety of heterogeneous public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations; with national and/or international standards development activities such as HL7, X12, W3C; and in the application of advanced scientific visualization technology to public health science and practice.

Education/Experience: BA/BS and 7 years of related experience.

31. Informaticist (Senior)

Lead medical and health informatics efforts and system design, providing high level expertise in the application of technology including Medical Informatics or Public Health Informatics; statistics, bio-statistics, mathematics; specific tools and data resources relevant to the federal health mission including SAS, Epi Info, etc.; applying sound quantitative data and methods to support deployment of resources for massive public health surveillance, prevention and intervention campaigns and related health activities. Provide expertise across a wide variety of IT areas as applied to public health, including information retrieval technology, decision science, web technology, data mining, expert systems, networking, public health science, and education.

Lead data architecture and system integration/interoperability studies as the Principal Investigator. Provide expertise in the integration of a variety of heterogeneous public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations; with national and/or international standards development activities such as HL7, X12, W3C; and in the application of advanced scientific visualization technology to public health science and practice.

Education/Experience: MA/MS and 10 years of related experience.

32. Patient Records Clerk

Ability to conduct supervised patient records operations to include retrieving, filing, maintaining and storing records. Ability to demonstrate a general understanding of applicable laws and regulations on medical records.

Education/Experience: 3 years of related experience.

33. Patient Records Expert

Ability to provide accurate and current advice on all aspects of automated patient records systems to include establishing and managing complete patient records systems. Ability to provide accurate and current advice on records coding, access, organization, retention, storage, retrieval, and destruction. Ability to advise on patient record room operations including staff qualifications, training, productivity, work methods and medical records quality control programs. Ability to provide accurate and current advise on applicable laws and regulations on medical records and medical records systems. Ability to perform on-going analysis of operations, systems, equipment and procedures and recommend ways to improve patient record systems.

Education/Experience: 8 years of related experience.

34. Patient Records Specialist

Ability to provide accurate and current advise and training on procedures related to manual and automated patient records systems to include access, organization, retention, storage, retrieval, and destruction of patient records. Ability to demonstrate a broad understanding of applicable laws and regulations on medical records.
Education/Experience: 5 years of related experience.

35. Physician/MD

Ability to provide accurate and current advise on a variety of health care and patient treatment issues. Ability to advise on the diagnosis and treatment of diseases and the prevention of disease. Ability to advise on the prescription of medications, diagnostic testing procedures, medical instruments, medical equipment, and medical decision-making.

Education/Experience: Must possess a Doctor of Medicine or Doctor of Osteopathy degree from a school in the U.S. or Canada approved by a recognized accrediting body in the year of the applicant's graduation. 10 years of related experience.

36. Health Cost Analyst – Senior

Ability to lead collection and analysis of healthcare operations and clinical data for financial reporting. Demonstrated ability to supervise or lead a team of cost/junior analysts. Ability to satisfy all cost analysis activities. Demonstrated experience and ability to independently apply common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Demonstrated experience and ability to interpret and apply principles of Office of Management and Budget and Department of Defense cost estimating circulars including DoD 5000. Demonstrated experience and ability to apply cost estimating tools such as SEER, ACE-IT or their methodologies to required cost estimation tasks.

Responsible for reporting status of cost analysts/estimating activities to the Program Manager.

Education/Experience: BA/BS and 7 years of related experience.

37. Health Cost Analyst – Middle

Ability to perform supervised collection and analysis of healthcare operations and clinical data for financial reporting. Demonstrated experience and ability to apply cost analysis techniques with minimal oversight. Satisfies all Junior Cost Analyst capabilities. Capable of conducting common investment analysis, including: Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Demonstrated experience and ability to apply guidance found in Office of Management and Budget and Department of Defense cost estimating circulars including DoD 5000. Demonstrated experience and ability to use common cost estimating tools.

Education/Experience: BA/BS and 5 years of related experience.

38. Health Cost Analyst – Junior

Ability to perform supervised collection and analysis of healthcare operations and clinical data for financial reporting. Demonstrated experience and ability to use cost methodologies and cost modeling applications, including spreadsheets. Demonstrated ability to apply basic principles of cost analysis such as time value of money, net present value, real US nominal dollars and other common cost estimating practices.

Education/Experience: 3 years of related experience.

39. HIT Quality Assurance Specialist

Performs healthcare data quality, remediation or audits, or healthcare application quality control tasks. Demonstrated experience and ability to apply quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing with minimal oversight. Demonstrated experience and ability to use software engineering processes and methodologies. Demonstrated experience and ability to apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software life cycle. Ability to develop and present software quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and participating in system reviews and testing.

Education/Experience: 3 years of related experience.

40. HIT Quality Assurance Manager

Ability to lead healthcare data quality, remediation or audits, or healthcare application quality control tasks. Demonstrated experience and ability to supervise or lead a team of Quality Assurance specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Demonstrated experience and ability to evaluate, recommend, and use software engineering processes and methodologies. Demonstrated experience and ability to determine and apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Ability to develop and present software and system quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a complex

program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision.

Education/Experience: BA/BS and 8 years of related experience.

41. HIT Quality Assurance Manager – Junior

Ability to lead healthcare data quality, remediation or audits, or healthcare application quality control tasks. Ability to determine the resources required for quality control.

Ability to maintain the level of quality throughout the software and system life cycle.

Duties include assistance with development and implementation of a complex program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency.

Education/Experience: BA/BS and 5 years of related experience.

42. HIT Quality Assurance Analyst

Provides technical and administrative direction for personnel performing healthcare data quality, remediation or audits, or healthcare application development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Education/Experience: 3 years of related experience.

43. BPR Specialist – Senior

Demonstrated experience and ability to lead or supervise a team of healthcare operations and clinical business process reengineering specialists in healthcare operations and clinical process modernization and improvement projects in a supervised setting. Understands HIT technologies and applications, and how to apply them to support healthcare organizational change. Leads all processes to utilize health information technologies to support healthcare business and clinical operational requirements. Ability to apply facilitation techniques, training, methodology development and evaluation across all phases of the modernization and improvement project. Ability to identify and recommend best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to apply process improvement and reengineering methodologies and principles to conduct process modernization projects. Ability to effectively transition existing project and project teams, and facilitate project teams in the accomplishment of project activities and objectives. Ability to provide group facilitation, interviewing, and training, and provide additional forms of knowledge transfer. Key coordinator among

multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist. Education/Experience: BA/BS and 10 years of related experience.

44. BPR Specialist – Middle

Ability to apply process improvement and reengineering methodologies and principles to assist in healthcare operations and clinical process modernization and improvement projects with minimal oversight. Understands HIT technologies and applications, and how to apply them to support healthcare organizational change. Able to map health information technologies to healthcare business and clinical operational requirements. Supports healthcare organizational change by supporting HIT training and assisting organizations with adoption of HIT, training, and other forms of knowledge transfer. Ability to apply training, methodology development and evaluation across all phases of the healthcare modernization and improvement project. Ability to identify best practices, change management and business management techniques, organizational development, activity and health data modeling, or health information system development methods and practices. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist.

Education/Experience: BA/BS and 8 years of related experience.

45. BPR Specialist – Junior

Ability to apply process improvement and reengineering methodologies and principles to assist in healthcare operations and clinical process modernization and improvement projects in a supervised setting. Understands HIT technologies and applications, and how to apply them to support healthcare organizational change. Able to map health information technologies to healthcare business and clinical operational requirements. Supports healthcare organizational change by supporting HIT training and assisting organizations with adoption of HIT, training, and other forms of knowledge transfer. Duties include supervised activity and health data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Education/Experience: BA/BS and 5 years of related experience.

46. Health Management Analyst -Senior

Demonstrated experience and ability to lead or supervise a team of specialists and other management staff to incorporate healthcare operations and HIT requirements into new or existing health information management systems. Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to healthcare operations and clinical needs to determine systems requirements as they

apply to the client's management systems. Ability to review Health IT requirements to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in client problem-solving and in the recommendation process. Ability to identify best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing. Excellent interpersonal skills.

Education/Experience: BS in a management related discipline. 8 years of related experience.

47. Health Management Analyst – Middle

Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to analyze healthcare operations and clinical needs to determine systems requirements as they apply to the client's management systems. Ability to review Health IT requirements to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in client problem-solving and in the recommendation process. Ability to identify best practices, effect re-engineering, change management, business management techniques, organizational development, activity. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing. Excellent interpersonal skills.

Education/Experience: BS (or equivalent experience) in management related discipline. 2 years of related experience.

48. Health Management Analyst – Junior

Assists with the assessment and application of multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to assist with informal reviews at pre-determined points throughout the project life cycle. Ability to analyze healthcare operations and clinical needs to determine systems requirements as they apply to the client's management systems. Ability to review Health IT requirements and participate in client problem-solving and in the recommendation process. Ability to assist in the creation and assessment of performance measurements. Ability to communicate effectively orally or in writing. Good interpersonal skills.

Education/Experience: BS (or equivalent experience) in management related discipline. 1 year of related experience.

49. HIT Systems Analyst – Senior

Demonstrated ability to oversee analyst staff and analyze and evaluate health information and clinical systems to independently define problems, data availability, report requirements and system design issues. Demonstrated ability to provide technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Demonstrated ability to define system objectives and prepare system design specifications to meet user requirements and satisfy interface problems. Ability to coordinate with the Program Manager to ensure solutions to problems and user satisfaction. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation.

Education/Experience:

50. HIT Systems Analyst – Middle

Demonstrated ability to analyze and evaluate health information and clinical systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Ability to develop plans for IT systems from project inception to conclusion. Ability to analyze the problem and the information to be processed, define the problem and develop system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.

Education/Experience: BA/BS and 8 years of related experience.

51. HIT Systems Analyst – Junior

Ability to assist in research and analysis of health information and clinical systems to define problems, data availability and report requirements. Ability to research and analyze requirements for information systems from a project's inception to its conclusion. Ability to research required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization.

Education/Experience: BA/BS and 5 years of related experience.

52. Configuration Management Specialist

Demonstrated ability to lead or supervise a team of configuration management specialists involved with managing the configuration of HIT systems. Demonstrated experience and ability to provide configuration baseline control throughout the life cycle of highly complex health information systems as well as clinical software and hardware elements. Ability to maintain allocated, functional and physical baseline control and ability to perform audit support of healthcare functional and technical requirements. Understands healthcare vocabularies and data elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline. Prepares directives for change authorization and implementation.

Education/Experience: BA/BS and 5 years of related experience.

53. Configuration Management Specialist – Junior

Ability to establish and/or maintain a system to record modifications to hardware, software or documentation for managing the configuration of HIT systems. Understands healthcare vocabularies and data elements, and familiar with clinical devices, hardware, and HIT clinical systems. Ability to maintain allocated, functional and physical baseline control and ability to perform audit support of healthcare functional and technical requirements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline.

Education/Experience: 3 years of related experience.

54. HIT Project Control Planner – Senior

Demonstrated experience and ability to independently prepare, analyze and develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple contracts and subcontracts for HIT projects. Demonstrated experience and ability to use spreadsheets and complex project management tools and systems to track deliverables, financial transactions, and management information. Ability to manage financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.

Education/Experience: BA/BS and 5 years of related experience.

55. HIT Project Control Specialist

Demonstrated experience and ability to independently prepare, analyze and develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple contracts and subcontracts for HIT projects with minimal oversight. Demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information. Manages financial and/or administrative aspects of assigned contracts and

deliverables. Tracks and validates all client financial information, maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders.

Demonstrates writing and oral communication skills.

Education/Experience: 3 years of related experience.

56. Health Information Systems Training Specialist

Demonstrated experience and ability to develop, plan, and provide sophisticated Health Information System, clinical end-user training on highly complex computer hardware, application software, new systems, or related procedures. Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all course materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Education/Experience: 5 years of related experience.

57. Knowledge Management Specialist

Assists with the application of information and knowledge management to healthcare operations and business improvement practices to re-engineer methodologies/principles, information systems, and healthcare operations modernization projects. Assist with the application, as appropriate, of activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and clinical and operational performance measurement techniques. Assists with the development and application of organization-wide information models for use in designing and building integrated, shared software and database management systems. Assists with logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Education/Experience: BA/BS and 8 years of related experience.

58. Medical Billing/Account Management Specialist

Ability to provide accurate and current advise on medical operations to include patient records and billing, staffing, technician training, as well as inputting, processing, acquiring and communicating patient data. Able to provide accurate and current advice on all aspects of ordering; collection, billing, labeling, processing, and transporting specimens within a hospital or clinic environment. Ability to assure the integrity of computer files and patient data; and conduct laboratory billing activities; patient registration; and other clinical operations and support.

Education/Experience: 5 years of related experience.

59. Test Engineer

Demonstrated experience and ability to supervise a team of test specialists and manage test programs for HIT systems and software. Familiar with healthcare data elements and vocabularies. Functional responsibilities include, but are not limited to, working with developers, end users and organizations to create test plans and test scripts for HIT systems. Coordinate with test sites and other team participants to plan test events and create reports. Responsibilities may including tracking problems and reports on errors that are identified. Configure necessary hardware and operating environments as needed to complete assigned testing. Provide comprehensive technical expertise on HIT products, operating systems, software, hardware, systems and networks and specialized environments. Writing or assisting in the development of test plans and test procedures. Manages defect database.

Education/Experience: BA/BS and 5 years of related experience.

60. Test Technician

Ability to test HIT systems and software using pre-determined test scripts. Familiar with HIT system languages and technologies. Familiar with healthcare data elements and vocabularies. Ability to understand the test cycle, test plans, safety reviews, and detailed test results reporting. Able to effectively work, under supervision, with healthcare organizations and clinicians to support successful testing of requirements. Must have a general understanding of test methodologies. Able to support test program manager for routine components of test programs. Able to clearly write test procedure documents and test results. Able to conduct supervised analysis efforts to dissect output data, provide results and recommendations. Able to assess system performance against stated requirements.

Education/Experience: 5 years of related experience.

61. Computer Security Systems Engineer – Senior

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment of Health IT systems, to include HIPAA, Privacy Impact Assessments (PIAs), and risk of Personal Health Information (PHI). Provides daily supervision and direction to staff.

Education/Experience: BA/BS and 8 years of related experience.

62. Computer Security Systems Engineer – Middle

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk

analyses which also includes risk assessment of Health IT systems, to include HIPAA, Privacy Impact Assessments (PIAs), and risk of Personal Health Information (PHI).
Education/Experience: BA/BS and 5 years of related experience.

63. Computer Security Systems Engineer – Junior

Assists with analysis and definition of security requirements for Multilevel Security (MLS) issues. Assists with the design, development, engineering, and implementation of solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Assists with risk analyses including risk assessment of Health IT systems, to include HIPAA, Privacy Impact Assessments (PIAs), and risk of Personal Health Information (PHI). Able to work independently with minimal supervision.
Education/Experience: BA/BS and 3 years of related experience.

SIN 132-56 SCHEDULE PRICLIST

(Effective 03/09/2020 to 03/08/2025)

		RATE
	LABOR CATEGORIES	W/IFF
1	HIT Program Manager	\$210.58
2	HIT Project Manager	\$162.74
3	HIT Enterprise Architect (Senior)	\$254.25
4	HIT Enterprise Architect	\$157.93
5	HIT Architect	\$179.48
6	HIT Network Engineer (Senior)	\$143.88
7	HIT Network Engineer	\$117.28
8	HIT Network Technician	\$76.57
9	HIT Network Administrator	\$107.69
10	HIT Security Specialist (Senior)	\$165.11
11	HIT Security Specialist	\$143.58
12	HIT Application Developer (Senior)	\$162.72
13	HIT Application Developer (Intermediate)	\$131.61
14	HIT Application Developer	\$107.69
15	Health Data Specialist I	\$57.43
16	Health Data Specialist II	\$89.74
17	Health Data Specialist III	\$110.67
18	Health Data Entry Specialist	\$51.45
19	HIT Consultant (Senior)	\$312.06
20	HIT Consultant	\$249.65
21	HIT Consultant (Junior)	\$187.24
22	Administrative Assistant	\$55.03
23	Senior Administrative Specialist	\$70.59
24	HIT Technical Writer	\$68.37
25	Research Analyst/Technician	\$78.94
26	Research Scientist	\$107.42
27	Biostatistician (Senior)	\$127.15
28	Biostatistician	\$109.72
29	Informatics Specialist/Bioinformatician	\$85.46
30	Informaticist	\$98.89
31	Informaticist (Senior)	\$196.00
32	Patient Records Clerk	\$36.69
33	Patient Records Expert	\$110.82
34	Patient Records Specialist	\$70.23

35	Physician/MD	\$257.02
36	Health Cost Analyst - Senior	\$107.88
37	Health Cost Analyst - Middle	\$81.78
38	Health Cost Analyst - Junior	\$67.23
39	HIT Quality Assurance Specialist	\$48.63
40	HIT Quality Assurance Manager	\$99.46
41	HIT Quality Assurance Manager - Junior	\$84.27
42	HIT Quality Assurance Analyst	\$69.67
43	BPR Specialist - Senior	\$114.17
44	BPR Specialist - Middle	\$91.42
45	BPR Specialist - Junior	\$76.69
46	Healthcare Management Analyst - Senior	\$115.11
47	Healthcare Management Analyst - Middle	\$85.33
48	Healthcare Management Analyst - Junior	\$69.12
49	HIT Systems Analyst - Senior	\$83.28
50	HIT Systems Analyst - Middle	\$73.44
51	HIT Systems Analyst - Junior	\$60.01
52	Configuration Management Specialist	\$68.71
53	Configuration Management Specialist - Junior	\$58.12
54	HIT Project Control Planner - Senior	\$99.71
55	HIT Project Control Specialist	\$73.32
56	Health Information Systems Training Specialist	\$81.13
57	Knowledge Management Specialist	\$158.33
58	Medical Billing/Account Management Specialist	\$48.86
59	Test Engineer	\$80.09
60	Test Technician	\$58.48
61	Computer Security Systems Engineer - Senior	\$148.52
62	Computer Security Systems Engineer - Middle	\$110.27
63	Computer Security Systems Engineer - Junior	\$86.08

The Augmented REality Sandtable (ARES)

**IT Services for Installation,
Programming, Configuration and
HelpDesk Support
(SIN: 132-51)**

**Price List
(CONUS Sales Only)**

The Augmented REality Sandtable (ARES) IT Services

Product	Product ID	Price (USD)	System Parts	Part ID
ARES Install	<i>ESC-ARES-INSTALL</i>	\$19,920.00	One day on-site installation, programming, configuration, calibration, and system test for any ARES system (Table, Prototype, VR Room). Includes one day of operator training (max 10 students) and one day of technical systems training (max 5 students).	ARES-INSTALL
ARES Technical Support	<i>ESC-ARES-TECHSPT</i>	\$8,000.00	1 year phone and email support (no on-site technical support provided)	ARES- TECHSPT

The Augmented REality Sandtable (ARES) System Components

Service Item	Product ID	Price (USD)
ARES 7 Foot Table Bundle	<i>ESC-ARES-7FT-TABLE</i>	\$21,535.00
ARES Floor Prototype Bundle	<i>ESC-ARES-FLOOR-PROTOTYPE</i>	\$29,120.00
ARES VR Room Bundle	<i>ESC-ARES-VR-ROOM</i>	\$19,125.00
ARES Computer	<i>ESC-ARES-Computer</i>	\$8,706.00
VR HEADSET	<i>ESC-HTC</i>	\$1,940.00

Additional Terms and Conditions:

1. All sales and use of ARES products are subject to a software license agreement and other terms and conditions of sale.
2. Point of Origin is Orlando, Florida, United States of America.
3. Subject to parts availability and travel and shipping delays, product delivery shall be made NLT 90 days after receipt of order (A.R.O.) to CONUS locations only.
4. These products require software configuration by Vendor, which is included in the list price of each product. On-site installation and setup may be required and is a separate item.
5. All list prices are FOB Destination (CONUS only). *Shipping is included in prices.*