

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

Special Item No. 132-51 Information Technology 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)
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

**RTGX**  
**8825 Stanford Blvd., Suite 306**  
**Columbia, MD. 21045**  
**Phone: 410-290-0092**  
**FAX: 443-546-1899**  
[www.rtgx.com](http://www.rtgx.com)

**General Services Administration  
Federal Supply Service**

Contract Number: GS-35F0410R

Period Covered by Contract: 03/14/2005 through 03/13/210

Pricelist current through Modification #14, Dated 03/14/2005.

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

**Information for Ordering Offices**  
 Information for Ordering Offices Applicable to All Special Item Numbers

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

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

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

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

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

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1. **Geographic Scope of Contract:** The geographic scope of the contract is the 48 contiguous states and the District of Columbia.

2. **Contractor's Ordering Address and Payment Information:**

RTGX  
 8825 Stanford Blvd., Suite 306  
 Columbia, MD. 21045  
 Phone: 410-290-0092  
 FAX: 443-546-1899  
[www.rtgx.com](http://www.rtgx.com)

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: Phone: 410-290-0092

3. **LIABILITY FOR INJURY OR DAMAGE**

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

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: 008953205  
 Block 30: Type of Contractor - A Small Disadvantaged Business.  
 Block 31: Woman-Owned Small Business - YES  
 Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2031377

**4a. CAGE Code: 1UND1**

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

5. **FOB Destination.**

6. **DELIVERY SCHEDULE**

**6a. TIME OF DELIVERY:** RTGX shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	30 Days

**6b. URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

8. **Trade Agreements Act of 1979, as amended:**

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

9. **Statement Concerning Availability of Export Packing:** Not Applicable

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.)**

**11a.** The Maximum Order value for the following Special Item Numbers (SINs) is **\$500,000:**  
**Special Item Number 132-51 - Information Technology (IT) Professional Services**

**11b.** The Maximum Order value for the following Special Item Numbers (SINs) is **\$25,000:**  
**Special Item Number 132-50 - Training Courses**

**11c.** The Maximum Order value for the following Special Item Numbers (SINs) is **\$10,000**  
**Special Item Number 132-12 – Repair Parts/Spare Parts ONLY**

Note: Maximum Orders do not apply to Special Item Numbers 132-12 Maintenance and Repair Service (except for Repair Parts/Spare Parts) or 132-34 Maintenance of Software.

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

**[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]**

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

**12a.** Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

**12b.** Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance;
- (7) Environmental and energy efficiency considerations.

**12c.** Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall Review additional Schedule Contractors'

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

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

- (1) Offer a new lower price for this requirement (the Price Reductions

clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**12d.** Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**12e.** Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

**12f.** Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**12g.** Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

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

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

14. **SECURITY REQUIREMENTS:** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.
15. **CONTRACT ADMINISTRATION FOR ORDERING OFFICES:** Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. **GSA Advantage!**

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

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

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

17. **PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

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

**18a.** 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.

**18b.** 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:

**NA**  


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

20. **BLANKET PURCHASE AGREEMENTS (BPAs)**

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on

the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clauses 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 requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.rtgx.com](http://www.rtgx.com)

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

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

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

**24a.** 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

**24b.** 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)**

**25a.** 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.

**25b.** 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.

**25c.** 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.

**TOP****Terms and Conditions Applicable (Special Item Number 132-51)**

Terms and conditions applicable to information technology (it) professional services (special item number 132-51)

**1. SCOPE**

**1a.** The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services exclusively to IT Services within the scope of this Information Technology Schedule.

**1b.** The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

**2. PERFORMANCE INCENTIVES**

**2a.** When using a performance based statement of work, performance incentives may be agreed upon between RTGX and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

**2b.** The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

**2c.** To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**2d.** The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

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

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

**3a.** When ordering services, ordering offices shall—

- (1) Prepare a Request (Request for Quote or other communication tool):
  - (i) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
  - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (2) Transmit the Request to Contractors:
- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
  - (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.
- (3) Evaluate Responses and Select the Contractor to Receive the Order:
- After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

**3b.** The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

- (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
  - (i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
  - (ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
- (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

**3c.** The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

**3d.** When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### 4. ORDER

**4a.** Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

**4b.** All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### 5. PERFORMANCE OF SERVICES

**5a.** The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

**5b.** The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

**5c.** The Agency 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.

**5d.** Any Contractor travel required in the performance of IT/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.

#### 6. INSPECTION OF SERVICES

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

#### 7. RESPONSIBILITIES OF THE CONTRACTOR

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

#### 8. RESPONSIBILITIES OF THE GOVERNMENT

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

#### 9. INDEPENDENT CONTRACTOR

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

#### 10. ORGANIZATIONAL CONFLICTS OF INTEREST

**10a.** 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 Government contract, without some restriction on 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.

**10b.** To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office 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 Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency 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.

**TOP**

**Best Value  
Blanket Purchase Agreement  
Federal Supply Schedule**

**RTGX**

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

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

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

**Signatures**

\_\_\_\_\_  
Agency  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
RTGX

**BPA NUMBER** \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- 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:

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____
_____	_____

- 2. Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULES / DATES</b>
_____	_____
_____	_____
_____	_____

- 3. The Government 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:

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____
_____	_____

- 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:
  - 8a.** Name of Contractor;
  - 8b.** Contract Number;
  - 8c.** BPA Number;
  - 8d.** Model Number or National Stock Number (NSN);
  - 8e.** Purchase Order Number;
  - 8f.** Date of Purchase;
  - 8g.** 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

8h. 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 customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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

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**RTGX Corporate Overview**

**RTGX Organization History and Overview**

Ross Technologies, Inc. (RTGX) is a Maryland based Corporation with offices in Columbia, Maryland. RTGX is a woman owned Maryland certified Minority Business Enterprise (MBE) Corporation. The company was founded in 1997 and has deep experience providing consulting services to Maryland Government, the Federal Government, and Commercial clients. RTGX is a committed partner to State and Federal Government and is sensitive to the challenges facing agency's including technology and budgetary. RTGX background in Business Process Engineering/Reengineering, Enterprise Architecture, Software Engineering, web enablement and Information Technology consulting makes RTGX a strong partner with resources that can assist our customers with critical business and technology thinking and solutions support. RTGX has built a reputation with our clients for getting the job done even under extreme schedule constraints. The company employs over 65 information technology professionals. RTGX specializes in a variety of consulting disciplines including:

Information Technology Consulting	Software Design and Development
E-government enablement	Business Process Engineering and Re-engineering
Information Assurance and Business Continuity Planning	Enterprise Architecture

RTGX is highly versed in the web enablement of government services through the reengineering of legacy applications or development and integration of new web based applications. RTGX's customers include a diverse mix of State and Local Government, Commercial and Federal Agencies. Representative RTGX customers include:

The Maryland State Department of Education	The Maryland State Department of Housing Community Development
The Maryland Workers' Compensation Commission	The Maryland Department of Juvenile Justice
United States International Trade Commission (USITC)	The National Security Agency (NSA)
The Office of Management and Budget (OMB)	The Federal Centers for Medicaid and Medicare
Sunbursts Hospitality Corporation	Folger Nolan Fleming Douglas

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**RTGX Labor Categories and Rates**

Ross Technologies, Inc. provides Information Technology services in several areas that include, but are not limited to: Information Assurance, Enterprise Systems Architecture, WEB Development, Program and Project Management, Software Engineering and Systems and Network Integration. RTGX provides Information Technology services to the DOD and Intelligence Agencies, State of Maryland Agencies, and commercial customers. The following Table lists The Special Item No. 132-51 IT Professional Services of Ross Technologies, Inc. with proposed GSA Schedule Price for each labor category. Each GSA Schedule Price has an associated 3%discounted price as well as a Price with ¾% IFF included.

ID	Labor Category Rates Base Year	Actual RTGX Labor Rates	3% Discounted GSA Schedule Price	RTGX GSA Schedule Price with ¾% IFF
1	Project Manager	96.48	93.59	94.29
2	Program Manager	126.80	123.00	123.92
3	Graphics Designer/Developer	85.00	82.45	83.07
4	Systems Architect	102.84	99.75	100.50
5	Systems Analyst	109.00	105.73	106.52
6	Test Engineer	101.01	97.98	98.71
7	Training Specialist	69.11	67.04	67.54
8	Business Process Engineer	115.99	112.51	113.35
9	Systems Engineer	109.54	106.25	107.05
10	Software Engineer	85.00	82.45	83.07
11	Database Specialist	100.00	97.00	97.73
12	Technical Writer	63.48	61.58	62.04
13	Web Developer	85.00	82.45	83.07
14	Systems Administrator	82.00	79.51	77.31
15	Network Engineer	89.00	86.33	86.98
16	Functional Consultant Level III	235.00	230.00	231.73
17	Technical Consultant III	235.00	230.00	231.73
18	Program Manager	180.00	175.00	176.31
19	Functional Consultant I	150.00	145.00	146.09
20	Technical Consultant I	150.00	145.00	146.09

Table 1 Ross Technologies Labor Categories and Rates

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**RTGX Labor Categories with Descriptions**

All personnel proposed and employed on this contract shall meet the minimum requirements of the appropriate Labor Category specified in this Attachment. **Note that experience may be substituted for Degree Requirements, as delineated in the following Table.** The first column indicates the Degree Requirements specified for the various **Labor Categories**. The second column indicates the number of years of **relevant** experience that shall be added to the specified **Experience Requirement** to qualify for that Labor Category in lieu of the Education requirements. For this purpose, relevant is defined as work that is identical to the type of work that will be assigned to the proposed employee. Incumbency in a position will substitute as full qualification for re-compete programs.

Specified Degree Requirement	Years to Add
Masters	Add four years if candidate possesses a Bachelors Degree. Add six years if the candidate possesses an Associates Degree.
Bachelors	Add two years if candidate possesses an Associates Degree. Add six years if the candidate possesses a High School Diploma.
Associates or Equivalent	Add two years if the candidate possesses a High School Diploma.
High School Diploma	Add four years if the candidate does not possess a High School Diploma.

ID	Labor Category	Category Description
1	Project Manager	<p>Minimum/General Experience: Nine years proven program management, including at least eight years of ADP, telecommunications, or other advanced technology systems management experience. Must be capable of leading projects that involve the successful management of teams composed of information technology professionals and/or other technical disciplines who have been involved in analysis, design, integration, testing, documenting, converting, extending and implementing automated information and/or other advanced technology systems. Must have proven skills relevant to the delivery/task order to be managed.</p> <p>Functional Responsibility: Performs day-to-day management of overall program/contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Must be capable of negotiating and making binding decisions for the company.</p> <p>Minimum Education: Bachelor's degree or higher in engineering, scientific, computer science, operations research, business, or a related field.</p>
2	Program Manager	<p>Minimum/General Experience: Seven years proven program management, including at least six years of ADP, telecommunications, or other advanced technology systems management experience. Must be capable of leading programs that involve the successful management of teams composed of information technology professionals and/or other technical disciplines who have been involved in analysis, design, integration, testing, documenting, converting, extending and implementing automated information and/or other advanced technology systems. Must have proven skills relevant to the delivery/task order to be managed.</p> <p>Functional Responsibility: Performs day-to-day management of overall program/contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Must be capable of negotiating and making binding decisions for the company.</p> <p>Minimum Education: Bachelor's degree or higher in engineering,</p>

		scientific, computer science, operations research, business, or a related field.
3	Graphics Designer/Developer	<p>Minimum/ General Experience: At minimum, one year of specialized experience using commercial automated word processing (e.g., . WordPerfect, Word), graphics systems ( e.g., PowerPoint, Corel Draw, Harvard Graphics, Freelance), and desktop publishing systems (e.g., Page Maker, Quark, Ventura). Demonstrated ability to work under only general direction.</p> <p>Functional Responsibility: Creates publication cover designs, hand drawn and computer-generated illustrations and graphics including tables, charts, logos and other artwork. Performs page layout for technical documents, newsletters, web sites, brochures, posters and other types of documents. Produces camera-ready copy in hard copy and/or electronic format for printing.</p> <p>Minimum Education: A high school diploma and a minimum of two years experience in office administration and developing graphic/artistic presentations for publications and documents(preferably technical documentation), and web sites.</p>
4	Systems Architect	<p>Minimum/General Experience: Scientist who independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment.</p> <p>Functional Responsibilities: Plans and performs systems and networking engineering research, design development, and other assignments in conformance with system and network design, engineering, and customer specifications. May perform other duties, as assigned.</p> <p>Minimum Education: Master's Degree or equivalent and 6 years of general experience. A Bachelor's Degree and 9 years of general experience is equivalent to a Master's Degree or a High School Diploma (or equivalent) and 12 years of general experience is considered equivalent to a Master's Degree. With a Doctorate, eight (5) years of general experience is acceptable.</p>
5	Systems Analyst	<p>Minimum/General Experience: Analyzes business procedures and problems to refine data and convert it to programmable form for electronic data processing. Confers with personnel of organizational units involved to ascertain specific output requirements, such as types of breakouts, degree of data summarization, and format for management reports. Studies existing data handling systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Specifies in detail logical and/or mathematical operations to be performed by various equipment units and/or comprehensive computer programs, and operations to be performed by personnel in system. Conducts special studies and investigations pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals relative to the establishment and functioning of complete operational systems. May prepare programs for computer use.</p> <p>Functional Responsibility: Provides systems design in a specialized and highly complex design area, e.g., interrelated business statistics and/or projections, scientific systems, mathematical models, or similar unprecedented computer systems. Identifies problems and specific issues in assigned area and prepares overall project recommendations from an EDP standpoint, including feasible advances in EDP technology; upon acceptance, determines a design strategy that anticipates directions of change; designs and monitors necessary testing and implementation plans. Performs work such as: Studies broad areas of projected work processes which cut across the</p>

		<p>organization's established EDP systems.</p> <p>Minimum Education: BS degree and 2 years experience, or 6 years experience.</p>
6	Test Engineer	<p>Minimum/General Experience: Responsible for generating test plans and performs internal engineering validation of software releases.</p> <p>Functional Responsibility: Replicate problems reported by customers and the development group. Interact closely with the development engineers in the resolution of problems with the software releases.</p> <p>Minimum Education: 5 years of relevant experience or Bachelors degree and 2 years relevant experience.</p>
7	Training Specialist	<p>Minimum/General Experience: Conducts research necessary to develop and revise training courses and prepares appropriate training catalogs.</p> <p>Functional Responsibility: Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses.</p> <p>Minimum Education: 6 years of relevant experience or Bachelors degree and 2 years relevant experience or Masters degree and 1 year relevant experience</p>
8	Business Process Engineer	<p>Minimum/General Experience: 2 years combined experience in line, project or general management; functional expertise in the business area; business process, systems and financial analysis.</p> <p>Functional Responsibility: Identifies the mission of the business; possesses the necessary skills to develop or lead the development of a stable activity model for the business; can document or lead the documentation of the core processes currently in use within the business; analyzes the activities within processes for added value, redundancy and consistency with process objective; defines performance measures that are outcome based and develops appropriate metrics as well as measurement methodologies; identifies opportunities for automation and/or integration that support the business' mission and goals.</p> <p>Minimum Education: Bachelor's Degree and 1 years experience or 4 years equivalent experience.</p>
9	Systems Engineer	<p>Minimum/General Experience: Five years of professional experience including three years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this category have demonstrated leadership qualities.</p> <p>Functional Responsibility: Individuals at this level are assigned as leaders for projects of substantial size and importance. They participate actively in company-sponsored research and provide technical and leadership contributions to contract and other tasks.</p> <p>Minimum Education: Qualifications at this level include an Bachelor's degree. Five years of applicable experience may be substituted for an Bachelor's degree.</p>
10	Software Engineer	<p>Minimum/General Experience: Two (2) or more years relevant experience.</p> <p>Functional Responsibility: A Software Engineer provides consultation and services on technical issues of a non-routine and complex nature and may provide direction to junior level technical or non-technical personnel on an assigned project. Also performs software</p>

		<p>engineering tasks of a moderately complex nature which require both standard and non-standard design and advanced software engineering techniques. In addition, he/she: Determines customer's requirements for final program or system. Plans and conducts technical projects. Plans projects including the evaluation of current limitations; defines and selects the most appropriate concepts and approaches; designs and implements moderate to major installations; resolves typical problems; and analyzes requirements. Designs software tests and analyzes problems and test results. Participates in developing test strategy and oversees major but specialized areas of testing. Reviews errors noted in system operation, determines the basis for errors and prepares documents detailing how to correct errors. Corrects small errors and tests corrections. Prepares modifications to system or key sections of the project. Develops multimedia training programs and presentations on a wide range of subjects.</p> <p>Minimum Education: A Bachelor's degree in an appropriate technical discipline is required.</p>
11	Database Specialist	<p>Minimum/General Experience: 4 years or more experience in the related field.</p> <p>Functional Responsibility: Provides highly technical expertise and guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Establishes procedures for operation of the database and database management systems. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May include experience with database systems such as Sybase, Oracle, SQL Server, and Informix.</p> <p>Minimum Education: Bachelor's degree and 5 years of IT experience. Two years of additional IT experience may be substituted for each year of degree-level education.</p>
12	Technical Writer	<p>Minimum/General Experience: Two years of experience performing technical writing, research, and editing functions. Knowledge of contemporary word processing and publishing applications.</p> <p>Functional Responsibility: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, newsletters, promotional publications, articles for publication, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing administrative functions. Must demonstrate the ability to work independently or under only general direction.</p> <p>Minimum Education: Bachelors degree or equivalent.</p>
13	Web Developer	<p>Minimum/General Experience: Two (2) - five (5) years experience. Proficient in web server development.</p> <p>Functional Responsibility: Must have excellent verbal and written communication skills. Develops and maintains web pages using tools such as Java Server Pages, ASP, Java, Perl, Cold Fusion, HTML authoring suites, CGI, etc. Must have a working knowledge of graphics production suites.</p> <p>Minimum Education: Associates degree with 1 year applicable experience or 3 years applicable experience. Other degrees with applicable experience can be substituted.</p>
14	Systems Administrator	<p>Minimum/General Experiences: Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.</p>

		<p>Functional Responsibility: Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.</p> <p>Minimum Education: Bachelor's Degree or equivalent and 2 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree no experience is required.</p>
15	Network Engineer	<p>Minimum/General Experience: Two years related experience in networking efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, network resources and facilities management. Individuals in this skill category understand and practice the best practices promoted by the Software Engineering Institute as they relate to communications engineering.</p> <p>Functional Responsibility: Individuals at this level perform similar working-level functions to those performed by a Network Engineer III. Qualified to effect RTGX's disciplined process that provides assurance to senior management that software development projects comply with both RTGX sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.</p> <p>Minimum Education: Qualifications include an undergraduate degree, with course work in electrical engineering, communications or a computer science-related discipline. Five years of applicable experience may be substituted for an undergraduate degree.</p>
16	Functional Consultant Level III	<p>Minimum/General Experience: 15 years proven program management, including at least eight years of managing various information technology, research and analysis, telecommunications, or other advanced technology systems management experience. Must be capable of leading projects that involve the successful management of teams composed of information technology professionals and/or other technical disciplines who have been involved in analysis, design, integration, testing, documenting, converting, extending and implementing automated information and/or other advanced technology systems. Must have proven skills relevant to the delivery/task order to be managed.</p> <p>Functional Responsibility: Performs day-to-day management of overall program/contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Must be capable of negotiating and making binding decisions for the company.</p> <p>Minimum Education: Bachelor's degree or higher in engineering, scientific, computer science, operations research, business, or a related field.</p>
17	Technical Consultant III	<p>Minimum/General Experience: Up to and possibly exceeding fifteen years of experience with large complex engineering systems and/or subsystems. Expertise is applied across multiple engineering solutions such as aerospace, electrical information, computer, software, telecommunications, information security, and network.</p> <p>Functional Responsibility: Provides leadership for engineering of systems, system elements, interfacing systems, components, devices and/or processes. Applies best industry practices and standards, leading-edge technology, and innovative solutions to intractable problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops comprehensive solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to</p>

		<p>meet fiscal, technological, and schedule constraints</p> <p>Minimum Education: Masters degree or greater or up to and possibly exceeding fifteen years of job related experience in a technical or management discipline</p>
18	Program Manager	<p>Minimum/General Experience: Up to and possibly exceeding Fifteen years of experience with large complex systems, providing technical leadership. A solid understanding of architecture and technologies across systems, applications and/or requirements.</p> <p>Functional Descriptions: Plans, coordinates, and generally participates in solving technical aspects of complex information technology projects. Provides technical leadership and guidance to resolve complex technical problems.</p> <p>Minimum Education: Bachelors degree or greater or up to and possibly exceeding ten years of job related experience in a technical or management discipline.</p>
19	Functional Consultant I	<p>Minimum/General Experience: Where designated as the primary project manager, manage the project and work to ensure that the project plan is being properly executed. Preparation of all project management deliverables. Provide timely risk identification and mitigation, issue identification and resolution, and facilitation and completion of Niku processes/deliverables. Track/resolve/escalate Clarity issues, manage project scope, schedule and costs. Provide weekly project status reports. Attend steering committee meetings on request.</p> <p>Functional Responsibility: Serves as the project manager for a large, complex project (or a group of large task orders affecting the same program) and works with Government program/project authorities and representatives on technical and program/project issues. Responsible for the overall management of the project/specific task order(s) and ensuring that the technical solutions and schedules for the project and individual task order are implemented in a quality and timely manner. Organizes, directs, and coordinates planning and production of all activities associated with the assigned project/task order(s). Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Demonstrates writing and oral communications skills.</p>
20	Technical Consultant I	<p>Minimum/General Experience: Up to and possibly exceeding fifteen years of experience with large complex engineering systems and/or subsystems. Expertise is applied across multiple engineering solutions such as aerospace, electrical information, computer, software, telecommunications, information security, and network.</p> <p>Minimum Education: Bachelor's degree or greater or up to and possibly exceeding fifteen years of job related experience in a technical or management discipline</p>

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