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

Special Item No. 511210 Term Software Licenses
Force And Asset Search Tool (FAAST) – Annual Subscription based Asset visibility tool to Commands for material management support. FAAST is a web-based material management and property redistribution application. The application is accessed through a web-browser.

Special Item No. 54151 (54151) Maintenance of Software as a Service
Supporting functions include the Command specific upgrade, application (Command specific) modifications, online technical support, phone line support, customer –to-developer interface for enhancements/upgrades, online/email query support, functional applications support, website design/upkeep.

Special Item No. 54151 (54151S) Information Technology Professional Services
Personnel support to contract requirements, eg, Program Management, Application Programmer, Subject Matter Expertise, Program Analyst etc. Terminal Services, Network Engineering, Application Design, System Analysis, System Development, Network Monitoring, Hardware installation, Hardware monitoring, Security monitoring, Application installation, Hardware/software configuration, Data storage, Data backup, Continuity of operations plan (COOP), Website hosting, Operating System (OS) setup/restoration.

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 511210 TERM SOFTWARE LICENSES
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, online 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 – which is categorized under a difference SIN (54151).

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers
Operating System Software
Application Software
Electronic Commerce (EC) Software
Utility Software
Communications Software
Core Financial Management Software
Ancillary Financial Systems Software
Special Physical, Visual, Speech, and Hearing Aid Software

Microcomputers
Operating System Software
Application Software
Electronic Commerce (EC) Software
Utility Software
Communications Software
Core Financial Management Software
Ancillary Financial Systems Software
Special Physical, Visual, Speech, and Hearing Aid Software

NOTE: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interfaces 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.

SPECIAL ITEM NUMBER 54151 (54151) - MAINTENANCE OF SOFTWARE AS A SERVICE

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.

SPECIAL ITEM NUMBER 54151 (54151S) - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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

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

Ganuch, Inc.
150 Howell Road, Suite A, Tyrone, GA  30290
(678) 870-0100 • www.ganuch.com

Contract Number: GS-35F-0482W
Period Covered by Contract: 06/10/2020 to 06/09/2025

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # PS-0034 dated 16 AUG 2022.

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

[X] 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.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ganuch, Inc. 150 Howell Rd., Suite A, Tyrone, GA 30290

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: (770) 870-0100
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 Contract
Block 16: Data Universal Numbering System (DUNS) Number: 157664918
Block 30: Type of Contractor: Woman Owned Small Business

B. Other Small Business

Block 31: Woman-Owned Small Business - _______YES_______
Block 37: Contractor's Taxpayer Identification Number (TIN): _20-0052819_____________________
Block 40: Veteran Owned Small Business (VOSB): _______NO______________

**Copy the applicable letter and corresponding language from the following list**

4a. CAGE Code: _3Z8W3________
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:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>511210</td>
<td>15 Days</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

a. Prompt Payment: _0_% - Net 30 days from receipt of invoice or date of acceptance, whichever is later.
8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

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

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

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

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 511210 - Term Software Licenses

   Special Item Number 54151 - Maintenance of Software as a Service

   Special Item Number 54151S - Information Technology Professional Services

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-STD's), which are cited by ordering activities, shall be responded to promptly by the Contractor.

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

13.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STD'S):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STD'S) 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.
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.: Edge, Chrome). 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/software package submitted in response to requirements which result in orders under this schedule contract.
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:

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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act 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 33411 or 33411REF.

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:

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 511210) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 54151) 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 (770) 631-4091 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 7:00 AM to 5:00 PM Eastern Standard Time.

4. SOFTWARE MAINTENANCE

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

   X 1. Software Maintenance as a Product (SIN 511210)

      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.

   X 2. Software Maintenance as a Service (SIN 54151)
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 in 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 511210) AND MAINTENANCE (SIN 54151)
   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
   Intentionally omitted

7. TERM LICENSE CESSATION
   Intentionally omitted.

8. UTILIZATION LIMITATIONS - (SIN 511210 AND SIN 54151)
   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.
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.

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 restriction.

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.

"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.

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 (511210), 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 (511210), 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.

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.

The Contractor shall insert the discounted pricing for right-to-copy licenses.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

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

1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/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.

   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 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 incurring 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**


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 Professional Services.
9. INDEPENDENT CONTRACTOR
All IT 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 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;

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(2) Subcontractors; and/or  
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

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

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT 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 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
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Ganuch, Inc. 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:

Hugh Cooper, Phone: (404) 952-1106, hugh.cooper@ganuch.com, Fax: (770) 632-1298
Joshua Kilgore, Phone (404) 952-1100, josh.kilgore@ganuch.com, Fax: (770) 632-1298
(Insert Customer Name)

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

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

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

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

Signatures

<table>
<thead>
<tr>
<th>Ordering Activity</th>
<th>Date</th>
<th>Contractor</th>
<th>Date</th>
</tr>
</thead>
</table>

150 Howell Road  Tyrone, GA  www.ganuch.com  phone:678.870.0100  fax:770.632.1298
Pursuant to GSA Federal Supply Schedule Contract Number(s) BLANKET PURCHASE AGREEMENT

The Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

(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 at the end of the contract period, whichever is earlier.

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

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

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

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

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

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(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 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 Schedule “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.
GANUCH, INC. LABOR RATES

GANUCH, INC.
GOVERNMENT & CONTRACTOR FACILITY RATES
(Current Year Through 06/09/2025)

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Project Manager</td>
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<tr>
<td>Program Manager</td>
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</tr>
<tr>
<td>Help Desk Technician I</td>
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<tr>
<td>Help Desk Technician II</td>
<td>$61.13</td>
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<tr>
<td>Help Desk Technician III</td>
<td>$66.43</td>
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<tr>
<td>Senior Help Desk Technician</td>
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<tr>
<td>Senior Help Desk Manager</td>
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<tr>
<td>Systems Administrator I</td>
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<tr>
<td>Systems Administrator II</td>
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<tr>
<td>Systems Administrator III</td>
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<tr>
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<td>Position</td>
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<td>----------------------------------------------</td>
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<tr>
<td>Systems Analyst II</td>
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<tr>
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GANUCH, INC. FAAST SUBSCRIPTION RATES

GANUCH, INC.
FAAST SUBSCRIPTION RATES
(Current Year Through 06/09/2025)

<table>
<thead>
<tr>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>ACOM FAAST</td>
</tr>
<tr>
<td>SUBCOM FAAST</td>
</tr>
<tr>
<td>NGSTATE FAAST</td>
</tr>
</tbody>
</table>
GSA LABOR POSITION DESCRIPTIONS

Commercial Job Title: Help Desk Technician I
Minimum/General Experience: A minimum of two years experience in automated information systems (AIS). This person must be experienced in using office automation software for word processing, spreadsheets, and the preparation of presentations. This person must have a thorough knowledge of technical terminology and a working knowledge of the AIS being supported.
Functional Responsibilities: This person is responsible for receiving user and customer requests for assistance and routing them to the appropriate personnel for resolution
Minimum Education: High school diploma or equivalent.
Equivalencies: GED equates to high school diploma.

Commercial Job Title: Help Desk Technician II
Minimum/General Experience: A minimum of three years experience in automated information systems (AIS). This person must be experienced in using office automation software for word processing, spreadsheets, and the preparation of presentations. This person must have a thorough knowledge of technical terminology and a working knowledge of the AIS being supported.
Functional Responsibilities: This person is responsible for receiving user and customer requests for assistance and routing them to the appropriate personnel for resolution
Minimum Education: High school diploma or equivalent.
Equivalencies: GED equates to high school diploma.

Commercial Job Title: Help Desk Technician III
Minimum/General Experience: A minimum of four years experience in automated information systems (AIS). This person must be experienced in using office automation software for word processing, spreadsheets, and the preparation of presentations. This person must have a thorough knowledge of technical terminology and a working knowledge of the AIS being supported.
Functional Responsibilities: This person is responsible for receiving user and customer requests for assistance and routing them to the appropriate personnel for resolution
Minimum Education: High school diploma or equivalent.
Equivalencies: GED equates to high school diploma.

Commercial Job Title: Senior Help Desk Technician
Minimum/General Experience: A minimum of six years experience in automated information systems (AIS). This person must be experienced in using office automation software for word processing, spreadsheets, and the preparation of presentations. This person must have a thorough knowledge of technical terminology and a working knowledge of the AIS being supported.
Functional Responsibilities: This person is responsible for receiving user and customer requests for assistance and routing them to the appropriate personnel for resolution
Minimum Education: High school diploma or equivalent.
Equivalencies: GED equates to high school diploma.

Commercial Job Title: Help Desk Manager
Minimum/General Experience: A minimum of eight years in a customer assistance environment and at least two years supervisory experience.
Functional Responsibilities: Primary responsibilities are to supervise the daily operation of a customer assistance center; provide assistance to worldwide users of supported AIS; and maintaining the security and routing of user and customer assistance requests to the appropriate personnel. Additionally, this person is responsible for the submission of any required reports on user and customer problems.
Minimum Education: High school diploma.

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Page 27 of 38
Equivalencies: None.

**Commercial Job Title: Systems Administrator I**
*Minimum/General Experience:* A minimum of two years experience in administrating UNIX, Windows NT or open systems-compliant systems (or equivalent combination of education and experience).
*Functional Responsibility:* Assists with the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Assists with the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Provides assistance to users in accessing and using business systems.
*Minimum Education:* Bachelor's Degree in computer science, engineering, liberal arts, or equivalent training and/or experience.
*Equivalencies:* An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Systems Administrator II**
*Minimum/General Experience:* A minimum of three years experience in administrating UNIX, Windows NT or open systems-compliant systems (or equivalent combination of education and experience).
*Functional Responsibility:* Performs the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Performs the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Provides assistance to users in accessing and using business systems.
*Minimum Education:* Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
*Equivalencies:* An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Systems Administrator III**
*Minimum/General Experience:* A minimum of four years experience in administrating UNIX, Windows NT or open systems-compliant systems (or equivalent combination of education and experience).
*Functional Responsibility:* Performs the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Performs the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Provides assistance to users in accessing and using business systems.
*Minimum Education:* Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
*Equivalencies:* An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Senior Systems Administrator**
*Minimum/General Experience:* A minimum of six years experience in administrating UNIX, Windows NT or open systems-compliant systems (or equivalent combination of education and experience).
*Functional Responsibility:* Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Plans and monitors the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Plans and monitors assistance to users in accessing and using business systems.
*Minimum Education:* Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
*Equivalencies:* An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Principal Systems Administrator**
*Minimum/General Experience:* A minimum of eight years experience in administrating UNIX, Windows NT or open systems-compliant systems (or equivalent combination of education and experience).
*Functional Responsibility:* Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Plans and monitors the optimizing of system
operation and resource utilization, and performs systems capacity analysis and planning. Plans and monitors assistance to users in accessing and using business systems.

**Minimum Education:** Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Network Engineer I**

**Minimum/General Experience:** A minimum of two years of experience (or equivalent combination of education and experience) analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

**Functional Responsibility:** Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

**Minimum Education:** Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Network Engineer II**

**Minimum/General Experience:** A minimum of three years of experience (or equivalent combination of education and experience) analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

**Functional Responsibility:** Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

**Minimum Education:** Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Network Engineer III**

**Minimum/General Experience:** A minimum of four years of experience (or equivalent combination of education and experience) analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

**Functional Responsibility:** Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

**Minimum Education:** Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Commercial Job Title: Senior Network Engineer**

**Minimum/General Experience:** A minimum of six years of experience (or equivalent combination of education and experience) analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.
**Functional Responsibility:** Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

**Minimum Education:** Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

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**Commercial Job Title: Principal Network Engineer**

**Minimum/General Experience:** A minimum of eight years of experience (or equivalent combination of education and experience) analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

**Functional Responsibility:** Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

**Minimum Education:** Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

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**Commercial Job Title: Database Administrator I**

**Minimum/General Experience:** One to four years of progressive experience (or equivalent combination of education and experience) in systems analysis/programming. One year in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet users requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.

**Functional Responsibility:** Evaluates and recommends available DBMS products to meet users requirements. Determines file organization, indexing methods, and security procedures for specific user application.

**Minimum Education:** Bachelor’s Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

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**Commercial Job Title: Database Administrator II**

**Minimum/General Experience:** Two to six years of progressive experience (or equivalent combination of education and experience) in systems analysis/programming. Two years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet users requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.

**Functional Responsibility:** Evaluates and recommends available DBMS products to meet users requirements. Determines file organization, indexing methods, and security procedures for specific user application.

**Minimum Education:** Bachelor’s Degree in computer science, engineering, liberal arts or equivalent training and/or experience.

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

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**Commercial Job Title: Database Administrator III**

**Minimum/General Experience:** Three to eight years of progressive experience (or equivalent combination of education and experience) in systems analysis/programming. Three years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet users requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.
Functional Responsibility: Evaluates and recommends available DBMS products to meet users requirements. Determines file organization, indexing methods, and security procedures for specific user application.
Minimum Education: Bachelor’s Degree in computer science, engineering, liberal arts or equivalent training and/or experience
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Senior Database Administrator
Minimum/General Experience: Four to ten years of progressive experience (or equivalent combination of education and experience) in systems analysis/programming. Five years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet user’s requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.
Functional Responsibility: Evaluates and recommends available DBMS products to meet user’s requirements. Determines file organization, indexing methods, and security procedures for specific user application.
Minimum Education: Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Principal Database Administrator
Minimum/General Experience: Six to twelve years of progressive experience (or equivalent combination of education and experience) in systems analysis/programming. Five years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet user’s requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.
Functional Responsibility: Evaluates and recommends available DBMS products to meet user’s requirements. Determines file organization, indexing methods, and security procedures for specific user application.
Minimum Education: Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Programmer I
Minimum/General Experience: A minimum of two years of experience (or equivalent combination of education and experience) performing software engineering activities relative to the design and development of existing software and new or existing systems or subsystem software.
Functional Responsibility: Works under close supervision performing software engineering assignments relative to the modification and/or development of software systems. Assists more senior engineers in the formulation and development of systems or subsystems architecture, requirements, and design documents. Assists in performing software algorithm development, design, coding, and documentation work of systems. Assists in the evaluation of subcontractor software activities, so as to ensure compliance with software engineering standards.
Minimum Education: Bachelor’s Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Programmer II
Minimum/General Experience: A minimum of three years of experience (or equivalent combination of education and experience) performing software engineering activities relative to the design and development of existing software and new or existing systems or subsystems software.
Functional Responsibility: Works under close supervision performing software engineering assignments relative to the modification and/or development of software systems. Assists more senior engineers in the formulation and development of systems or subsystems architecture, requirements, and design documents. Assists in performing software algorithm development, design, coding, and documentation work of systems. Assists in the evaluation of subcontractor software activities, so as to ensure compliance with software engineering standards.
Minimum Education: Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Programmer III
Minimum/General Experience: A minimum of four years of experience (or equivalent combination of education and experience) performing difficult and complex software engineering activities relative to the design and development of existing software and new or existing systems or subsystems software.
Functional Responsibility: Works under limited supervision in performing difficult and complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems. Evaluates subcontractor software activities, so as to ensure compliance with software engineering standards.
Minimum Education: Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Programmer Lead
Minimum/General Experience: Six to fifteen years of experience (or equivalent combination of education and experience) performing highly complex software engineering activities using "state-of-the-art." software engineering concepts and software techniques.
Functional Responsibility: Works independently of any direct supervision and may provide technical direction and guidance to lower-level professional software personnel involved in performing difficult and highly complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems to ensure compliance with software engineering standards. Investigates, interprets, and evaluates highly complex system software requirements, and recommends specific modifications and areas requiring further intensive study. Investigates, analyzes, and compares existing systems or subsystems software, and makes specific recommendations to increase their scope and performance to meet client's specific requirements and ensure achievement of assigned technical activities, as required.
Minimum Education: Bachelor's Degree in computer science, engineering, liberal arts or equivalent training and/or experience.
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Information Systems Security Analyst I
Minimum/General Experience: A minimum two years of specialized experience (or equivalent combination of education and experience) in defining computer security requirements for high-level applications, evaluating approved security product capabilities, and developing solutions to MLS problems.
Functional Responsibility: Analyzes and defines security requirements for 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 include risk assessment.
Minimum Education: B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

Commercial Job Title: Information Systems Security Analyst II
Minimum/General Experience: A minimum three years of specialized experience (or equivalent combination of education and experience) in defining computer security requirements for high-level applications, evaluating approved security product capabilities, and developing solutions to MLS problems.
Functional Responsibility: Analyzes and defines security requirements for 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 include risk assessment.
Minimum Education: B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

Commercial Job Title: Information Systems Security Analyst III
Minimum/General Experience: A minimum four years of specialized experience (or equivalent combination of education and experience) in defining computer security requirements for high-level applications, evaluating approved security product capabilities, and developing solutions to MLS problems.
Functional Responsibility: Analyzes and defines security requirements for 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 include risk assessment.
Minimum Education: B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

Commercial Job Title: Information Systems Security Manager
Minimum/General Experience: A minimum of 8 years of experience (or equivalent combination of education and experience), with at least 5 years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to multilevel security (MLS) problems.
Functional Responsibility: Analyzes and defines security requirements for 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 include risk assessment. Provides daily supervision of, and direction to, staff.
Minimum Education: B.A. or B.S. degree in computer science, engineering, liberal arts
Equivalencies: An additional two years of experience may substitute for the required bachelor’s degree.

Commercial Job Title: Principal Information Systems Security Manager
Minimum/General Experience: This position requires a minimum of 8 years of experience, with at least 5 years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to multilevel security (MLS) problems.
Functional Responsibility: Analyzes and defines security requirements for 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 include risk assessment. Provides daily supervision of, and direction to, staff.
Minimum Education: B.A. or B.S. degree in computer science, engineering, liberal arts

Commercial Job Title: Systems Analyst I
Minimum/General Experience: A minimum of three years of computer experience (or equivalent combination of education and experience), in assignments of a technical nature working under close supervision and direction. At least one year of experience in analyzing and programming applications on large-scale or mid-tier computers (or LAN-based) with a minimum of 1 year of experience designing and programming moderately complex IT systems.
Functional Responsibility: Develops requirements for information systems from a project's inception to its conclusion. Develops required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system.
Minimum Education: B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

Commercial Job Title: Systems Analyst II
Minimum/General Experience: A minimum of four years of computer experience (or equivalent combination of education and experience), in assignments of a technical nature working under close supervision and direction. At
least one year of experience in analyzing and programming applications on large-scale or mid-tier computers (or LAN-based) with a minimum of 1 year of experience designing and programming moderately complex IT systems. 

**Functional Responsibility:** Develops requirements for information systems from a project's inception to its conclusion. Develops required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system.

**Minimum Education:** B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

**Commercial Job Title: Systems Analyst III**

**Minimum/General Experience:** A minimum of five years of computer experience in information systems design and management. Must demonstrate an ability to work independently, or under only general direction, on requirements that are moderately complex to analyze, plan, program, and implement. At least three years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in database management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods; 1 year of system analysis experience designing technical applications on computer systems; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and record management duties. Develops plans for IT systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.

**Minimum Education:** B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

**Commercial Job Title: Senior Systems Analyst**

**Minimum/General Experience:** A minimum of six years of computer experience working independently or under general direction on complex application problems involving all phases of system analysis. At least four years of experience in the analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in database management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Incumbent must be able to coordinate with the Program Manager to ensure solutions problems and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Minimum Education:** B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

**Commercial Job Title: Principal Systems Analyst**

**Minimum/General Experience:** A minimum of eight years of computer experience working independently or under general direction on complex application problems involving all phases of system analysis. At least five years of experience in the analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in database management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Incumbent must be able to coordinate with the Program Manager to ensure solutions problems and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Minimum Education:** B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.
major systems installations. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff. 

**Minimum Education:** B.A. or B.S. degree in computer science, engineering, liberal arts or three years of equivalent experience in a related field.

**Commercial Job Title: Functional Analyst II**

**Minimum/General Experience:** A minimum of three years of experience (or equivalent combination of education and experience), one year of which must be specialized. Specialized experience required includes developing functional requirements and data elements for complex, integrated ADP systems. General experience required includes: demonstrated ability to work independently or with only general direction.

**Functional Responsibilities:** The junior functional analyst recommends improvements or modifications in sequence of operations, equipment utilization, and related matters. This person examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements that will satisfy the total program need; translates user requirements into system specifications, data management plans, configuration management plans, life cycle management documentation, integrated logistics support plans, and related operational summaries; assists in the design, development, analysis, testing and maintenance of logical and physical databases; writes specification manuals and user documentation for client or user personnel, and gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

**Minimum Education:** Requires a bachelor’s degree in computer science, engineering, liberal arts

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Functional Analyst III**

**Minimum/General Experience:** Seven years of experience (or equivalent combination of education and experience) is required, three of which must be specialized. Specialized experience required includes: developing functional requirements and data elements for complex, integrated ADP systems. General experience required includes demonstrated ability to work independently or with only general direction.

**Functional Responsibilities:** The functional analyst recommends improvements or modifications in sequence of operations, equipment utilization, and related matters. This person examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements that will satisfy the total program need. This person translates user requirements into system specifications, data management plans, configuration management plans, and life cycle management documentation; integrated logistics support plans, and related operational summaries. The functional analyst assists in the design, development, analysis, testing, and maintenance of logical and physical databases; writes specification manuals and user documentation for client or user personnel; gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

**Minimum Education:** Requires a bachelor’s degree in computer science, engineering, liberal arts

**Equivalencies:** An additional two years of specialized experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Functional Analyst IV**

**Minimum/General Experience:** Ten years of experience (or equivalent combination of education and experience) or a minimum of seven years of experience is required, five of which must be specialized. Specialized experience required includes: superior functional knowledge of task-order specific requirements, or developing functional requirements for complex, integrated ADP systems. General experience required includes: demonstrated ability to work independently or with only general direction.

**Functional Responsibilities:** The functional analyst performs advanced and complex systematic reviews of selected functions to determine application and design of systems or models. This person participates in various testing functions (such as, string and acceptance tests) to verify that results are correct. This person develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy; trains clients or user personnel in the operation and capabilities of proposed models; provides functional guidance on more complex projects; and may supervise and provide technical direction to lower level functional and data analysts.

**Minimum Education:** Requires a bachelor’s degree in computer science, engineering, liberal arts

**Equivalencies:** An additional two years of specialized experience may substitute for the required bachelor’s degree.
Commercial Job Title: Functional Analyst V
Minimum/General Experience: Twelve years of experience (or equivalent combination of education and experience) or a minimum of 10 years of experience is required, seven of which must be specialized. Specialized experience required includes: superior functional knowledge of task-order specific requirements, or developing functional requirements for complex, integrated ADP systems. General experience required includes: demonstrated ability to work independently or with only general direction.

Functional Responsibilities: The functional analyst performs advanced and complex systematic reviews of selected functions to determine application and design of systems or models. This person participates in various testing functions (such as, string and acceptance tests) to verify that results are correct. This person develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy; trains clients or user personnel in the operation and capabilities of proposed models; provides functional guidance on more complex projects; and may supervise and provide technical direction to lower level functional and data analysts.

Minimum Education: Requires a bachelor’s degree in computer science, engineering, liberal arts
Equivalencies: An additional two years of specialized experience may substitute for the required bachelor’s degree.

Senior Functional Analyst
Minimum/General Experience: Fourteen (14) years of experience (or equivalent combination of education and experience) or a minimum of seven years of experience is required, five of which must be specialized. Specialized experience required includes: superior functional knowledge of task-order specific requirements, or developing functional requirements for complex, integrated ADP systems. General experience required includes: demonstrated ability to work independently or with only general direction.

Functional Responsibilities: The senior functional analyst performs advanced and complex systematic reviews of selected functions to determine application and design of systems or models. This person participates in various testing functions (such as, string and acceptance tests) to verify that results are correct. This person develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy; trains clients or user personnel in the operation and capabilities of proposed models; provides functional guidance on more complex projects; and may supervise and provide technical direction to lower level functional and data analysts.

Minimum Education: Requires a bachelor’s degree in computer science, engineering, liberal arts
Equivalencies: An additional two years of specialized experience may substitute for the required bachelor’s degree.

Principal Functional Analyst
Minimum/General Experience: Eighteen (18) years of experience (or equivalent combination of education and experience) or a minimum of seven years of experience is required, five of which must be specialized. Specialized experience required includes: superior functional knowledge of task-order specific requirements, or developing functional requirements for complex, integrated ADP systems. General experience required includes: demonstrated ability to work independently or with only general direction.

Functional Responsibilities: The principal functional analyst performs advanced and complex systematic reviews of selected functions to determine application and design of systems or models. This person participates in various testing functions (such as, string and acceptance tests) to verify that results are correct. This person develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy; trains clients or user personnel in the operation and capabilities of proposed models; provides functional guidance on more complex projects; and may supervise and provide technical direction to lower level functional and data analysts.

Minimum Education: Requires a bachelor’s degree in computer science, engineering, liberal arts
Equivalencies: An additional two years of specialized experience may substitute for the required bachelor’s degree.

Commercial Job Title: Project Manager
Minimum/General Experience: Ten years of experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, progressive functional software development experience and management of contracts.
**Functional Responsibilities:** Primary responsibilities are managing functional and technical projects and serving as the focal point for questions about projects. Included in these responsibilities are: maintaining the coordination and direction of the project during all phases of the project’s life cycle; formulating statements of management and business problems and devising solutions to the problems; evaluating proposed automated information systems to determine feasibility and costs; and managing a team to successfully accomplish the project.

**Minimum Education:** Requires a bachelor’s degree in computer science, engineering, liberal arts, and seven years of experience (or equivalent combination of education and experience).

**Equivalencies:** An additional two years of experience may substitute for the required bachelor’s degree.

**Commercial Job Title: Program Manager**

**Minimum/General Experience:** Ten to fifteen years of experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, progressive experience in managing projects, contracts, funds, and resources (including personnel).

**Functional Responsibilities:** Duties may include contract management, large project management, and interface with the customer. The program manager must be capable of planning, directing, and coordinating the work of technical personnel including requirement determination, system/program specification, system/program design-analysis, documentation, conversion, training, and installation/extension of AIS. This person is responsible for
implementing a quality assurance program to ensure that services and products conform to applicable standards and are done IAW Government regulations.

**Minimum Education:** Requires a bachelor’s degree in computer science, engineering, liberal arts

**Equivalencies:** An additional two years of specialized experience may be substituted for the required bachelor’s degree.

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**Commercial Job Title: Enterprise Resource Processing Specialist (ERP) I**

**Minimum/General Experience:** Position requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Experience and education may be substituted and interchangeable on a year for year basis to satisfy these requirements.

**Functional Responsibilities:** Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

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**Commercial Job Title: Enterprise Resource Processing Specialist (ERP) II**

**Minimum/General Experience:** Position requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Experience and education may be substituted and interchangeable on a year for year basis to satisfy these requirements.

**Functional Responsibilities:** Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Can work under direct supervision or can perform projects independently with remote supervision by a superior/manager.

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**Commercial Job Title: Enterprise Resource Processing Specialist (ERP) III**

**Minimum/General Experience:** Position requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Experience and education may be substituted and interchangeable on a year for year basis to satisfy these requirements.

**Functional Responsibilities:** Provides and/or directs the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Generally works independent of direct supervision or may provide supervision to lower level ERP Specialists.

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**Commercial Job Title: Subject Matter Expert (SME) I**

**Minimum/General Experience:** This position requires a bachelor's degree with at least 10-12 years of experience in the field of expertise. If appropriate, experience and education may be substituted and interchangeable on a year for year basis to satisfy these requirements. **Functional Responsibilities:** Top Division Information Technology Executive. Establishes and directs the strategic long term goals, policies and procedures for a division's information technology department. Determines a division's long-term systems needs and hardware acquisitions to accomplish the business objectives. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management. Functions as the top-level expert in their functional field.

150 Howell Road   Tyrone, GA   www.ganuch.com   phone:678.870.0100   fax:770.632.1298
Commercial Job Title: Subject Matter Expert (SME) II

Minimum/General Experience: Position requires at minimum a Bachelors degree and more that 12 years experience in their subject matter field. Oftentimes this individual has an advanced degree. Experience may substitute for education if the given field is predominately supported by experiential factors versus educational factors.

Functional Responsibilities: A Subject Matter Expert is an individual who understands a business process or area well enough to answer questions from people in other groups who he is trying to help. It is most commonly used to describe the people who explain the current process to IT and then answer their questions as they try to build a technology system to automate or streamline the process.

Commercial Job Title: Subject Matter Expert (SME) III

Minimum/General Experience: Requires at minimum a Bachelor’s degree and over 15 years comparative experience in their given field, if that particular subspecialty has, in fact existed for fifteen years. Oftentimes these individuals possess multiple advanced degrees. Experience may substitute for education if the given field is predominately supported by experiential factors versus educational factors.

Functional Responsibilities: The Subject Matter Expert is that individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization. This SME might be a software engineer, a helpdesk support operative, an accounts manager, a scientific researcher: in short, anybody with in-depth knowledge of the subject you are attempting to document. You need to talk to SMEs in the research phase of a documentation project (to get your facts straight) and you need to involve them in the technical validation of your drafts (to make sure that your interpretation of information matches theirs). This level of SME often represents the highest level of achievement of an individual in a given field. Generally within the top 5 or 6 individuals of a particular specialty.