



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

Special Item No. 132-51 Information Technology Professional Services

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.

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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 D316	IT Network Management Services

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

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

Athena Innovative Solutions, Inc.

901 North Glebe Road

Suite 810

Arlington, VA 22203

(703) 294-4375, Fax (703) 243-2665

Contract Number: **GS-35F-0486M**

Period Covered by Contract: **May 13, 2002 to May 12, 2007**

General Services Administration
Federal Supply Service

Pricelist current through Modification #PO-0002, effective 17 September 2005.

Schedule reflects novation in accordance with Modification #PO-0003, dated 12 January 2006.

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

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INFORMATION FOR ORDERING OFFICES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the 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!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract:

The geographic scope of contract is the 48 contiguous states and the District of Columbia.

2. Contractor's Ordering Address and Payment Information:

**Ordering and Payment Addresses: ATHENA INNOVATIVE SOLUTIONS, Inc.
c/o Matthew B. Worrick, Director of Contracts
901 North Glebe Road, Suite 810
Arlington, VA 22203**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(703) 294-4375

3. LIABILITY FOR INJURY OR DAMAGE

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
 Block 16: Data Universal Numbering System (DUNS) Number: **604070727**
 Block 30: Type of Contractor – B. Other Small Business

Block 31: Woman-Owned Small Business - **No**
 Block 36: Contractor's Taxpayer Identification Number (TIN): **76-0800945**

- 4a. CAGE Code: **45C42**
 4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	30 Days or as agreed upon

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

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.
 Prompt Payment 1% 10 days

Government Educational Institutions are offered the same discounts as all other Government customers.

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: **Outside the scope of this contract.**

10. Small Requirements: The minimum dollar value of orders to be issued is **\$100**.

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

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

Special Item Number 132-51 - Information Technology (IT) Professional Services

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

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

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

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

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

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

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

Review additional Schedule Contractors'

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

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

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

- d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

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

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

14. **SECURITY REQUIREMENTS.** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. **CONTRACT ADMINISTRATION FOR ORDERING OFFICES:** Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. **GSA Advantage!**

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

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

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

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

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

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

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

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

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

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

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

20. CONTRACTOR TEAM ARRANGEMENTS

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

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

22. 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:

Athena Innovative Solutions, Inc.
901 North Glebe Road, Suite 810
Arlington, VA 22203
Website: www.athenaisinc.com

****NOTE:** *Contractor should insert the contractor’s website or other location where full details can be found.***

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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

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

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

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

- (a) When ordering services, ordering offices shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and

level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

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

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

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

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

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

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

4. ORDER

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 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

5. PERFORMANCE OF SERVICES

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

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

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11 INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

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

PREAMBLE

(Name of Company) provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact **Matthew B. Worrick, (703) 294-4375, Fax (703) 243-2665, e-mail: mworrick@athenaisinc.com**.

BEST VALUE
 BLANKET PURCHASE AGREEMENT
 FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Agency	Date
--------	------

Contractor	Date
------------	------

BPA NUMBER _____

(CUSTOMER NAME)
 BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

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

Orders under a Team Arrangement are subject to terms and conditions 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 customer's 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.

GSA PRICE LIST

Job Titles	Hourly Rates
Senior Scientist	\$211.17
Executive Information Technology Manager	\$168.94
Senior Principal Computer Scientist	\$ 98.78
Principal Computer Scientist	\$ 94.09
Senior Principal Computer Programmer	\$ 98.78
Principal Computer Programmer	\$ 94.09
Senior Principal Analyst	\$ 94.56
Principal Analyst	\$ 89.87
Lead Analyst	\$ 85.17
Senior Analyst	\$ 80.48
Analyst	\$ 75.79
Senior Principal Engineer	\$ 98.78
Principal Engineer	\$ 94.09
Lead Engineer	\$ 89.40
Senior Engineer	\$ 84.40
Engineer	\$ 80.01
Junior Engineer	\$ 75.32
Principal Systems Architect	\$181.36
Senior Systems Engineer	\$89.99
Information Technology Manager	\$125.94
Administrative Assistant II	\$72.48
Administrative Assistant I	\$88.60

Senior Scientist

Minimum/General Experience: Sixteen or more years of management experience in the research, experimentation, identification and evaluation of problems and the creation of unique solutions in the field of mathematical, physical or biological or computer science. Highly competent in scientific principles, theories, research techniques, data collection and analytical methods and the concepts and methods and use of related automated programs. Very proficient in program, resource and contract management and in government acquisition procedures.

Functional Responsibility: Provides executive level program management of multiple major tasks of government contracts. Directs the research and development of procedures and protocols for conducting experiments, utilizing knowledge of principles and theories of various scientific, engineering and automation disciplines in determining data collection methods to be employed in research projects and surveys. Supervises the planning and design of experiments, using knowledge of mathematical, physical, biological and computer science concepts and approaches. Coordinates the identification and evaluation of scientific data to determine their effects, including verification and/or replication of outcomes. Using various software programs, oversees the collection and synthesis of data derived from measurements, monitoring and modeling. Directs the analysis of data to assess problems, establish standards and prepare critical reports; and oversees the planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Doctoral degree, masters degree with 15 years of relevant experience in an engineering, mathematical, physical, biological or computer science field.

Executive Information Technology Manager

Minimum/General Experience: Sixteen or more years of management experience in system analysis, planning, design, installation, maintenance or support of complex computer and telecommunication systems in broad areas such as acquisition/development of systems and equipment, engineering, financial management, logistics planning and facilities management. Competent in systems analysis techniques, concepts and methods and highly knowledgeable of available systems software, computer equipment and open system architecture. Proficient in program, resource, and contract management and government acquisition procedures.

Functional Responsibility: Provides executive level program management of multiple major tasks of government contracts. Directs the analysis of business, scientific and engineering requirements for the development of electronic data processing systems, advises on alternative approaches and implications thereof and oversees the development of innovative solutions for complex problems, including preparation of specifications. Supervises the planning, design, configuration control, installation, maintenance and logistic support of computer system related hardware and software applications in LAN/WAN and telecommunications networks. Supervises the test and evaluation of newly developed computer, telecommunication and related systems and the determination of design, equipment or programming changes for more effective operation. Directs the planning, design and operation and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Oversees the assembly of the appropriate technical staff to achieve the desired results and the planning and coordination of the work activity and training of that staff.

Minimum Education: Advanced degree or Bachelors degree with at least 18 years relevant experience in computer science or engineering field.

Senior Principal Computer Scientist

Minimum/General Experience: Twelve or more years of management experience in system analysis, planning, design, installation, maintenance or support of complex computer and telecommunication systems in broad areas such as acquisition/development of systems and equipment, engineering, financial management, logistics planning and facilities management. Competent in systems analysis techniques, concepts and methods and highly knowledge of available system software, computer equipment and open system architecture Proficient in program, resource, and contract management and government acquisition procedures.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Directs the analysis of business, scientific and engineering requirements for the development of electronic data processing systems, advises on alternative approaches and implications thereof and oversees the development of innovative solutions for complex problems, including preparation of specifications. Supervises the planning, design, configuration control, installation, maintenance and logistic support of computer system related hardware and software applications in LAN/WAN and telecommunication networks. Supervises the test and evaluation of newly developed computer, telecommunication and related systems and the determination of design. equipment or programming changes for more effective operation. Directs the planning, design and operation and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Oversees the planning and coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, a Bachelors degree with at least 15 years relevant experience or Associate degree with 20 years relevant experience in a computer science or engineering field.

Principal Computer Scientist

Minimum/General Experience: Ten or more years of management experience in system analysis, planning, design, installation, maintenance or support of complex computer and telecommunication systems in broad areas such as acquisition/development of systems and equipment, engineering, financial, management, logistics planning and facilities management. Highly experienced in systems analysis techniques, concepts and methods and highly knowledgeable of available system software, computer equipment and open system architecture. Significant experience in program, resource, and contract arrangement and government acquisition procedures.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Supervises the analysis of business, scientific and engineering requirements for the development of electronic data processing systems, advises on alternative approaches and implications thereof and oversees the development of innovative solutions for complex problems, including preparation of specifications. Directs the planning, design, configuration control, installation, maintenance and logistic support of computer system related hardware and software applications in LAN/WAN and telecommunication networks. Supervises the test and evaluation of newly developed computer, telecommunication and related systems and the determination of design, equipment or programming changes for more effective operation. Directs the planning, design and operation and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Translates advanced concepts into practical and effective applications using structured techniques. Oversees the planning and coordination of work activity and training of technical staff

Minimum Education: Advanced degree, a Bachelors degree with at least 12 years relevant

experience or Associate degree with 15 years relevant experience in a computer science or engineering field.

Senior Principal Computer Programmer

Minimum/General Experience: Twelve or more years of management experience in the analysis, design, development, installation or support of complex ADP and telecommunication software programs in broad multi-user areas such as acquisition/development of systems and equipment, engineering, financial management, logistics planning and facilities management. Competent in programming techniques and work processes and highly knowledgeable of programming languages, open systems architecture and computer equipment. Proficient in program, resource, and contract management and government acquisition procedures.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Directs the analysis of requirements, development of specifications and flowcharts, performance of programming tasks and implementation of complex programs, including LAN/WAN networks and comprehensive databases. Supervises the development of alternative design approaches, recommends redesign of programs and oversees the modification of programs for more effective operation. Directs the installation, testing, documentation, maintenance and preparation of operating instructions of programs. Translates advanced concepts into practical and effective applications using structured techniques. Oversees the planning and coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, a Bachelors degree with at least 15 years relevant experience or Associate degree with 20 years relevant experience in a computer science, information systems, engineering or a related field.

Principal Computer Programmer

Minimum/General Experience: Ten or more years of management experience in the analysis, design, development, installation or support of complex ADP and telecommunication software programs in broad multi-user areas such as acquisition/development of systems and equipment, engineering, financial management, logistics planning and facilities management. Competent in programming techniques and work processes and highly knowledgeable of programming languages, open systems architecture and computer equipment. Significant experience in program, resource, and contract management and government acquisition procedures.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Directs the analysis of requirements, development of specifications and flowcharts, performance of programming tasks and implementation of complex programs, including LAN/WAN and telecommunication networks and comprehensive databases. Supervises the development of alternative design approaches, recommends redesign of programs and oversees the modification of programs for more effective operation. Directs the installation, testing, documentation, maintenance and preparation of operating instructions of programs. Translates advanced concepts into practical and effective applications using structured techniques. Oversees the planning and coordination of work activity and training of technical staff

Minimum Education: Advanced degree, a Bachelors degree with at least 12 years relevant experience or Associate degree with 15 years relevant experience in a computer science, information systems, engineering or a related field.

Senior Principal Analyst

Minimum/General Experience: Twelve or more years of management experience in the analysis, evaluation, planning, design, development, implementation and support of various ADP, telecommunication and/or hardware systems. Competent in systems analysis principles and methods, including requirements, risk, cost-benefit and economic analysis. Competent in government systems/equipment acquisition and development processes and life cycle support. May be fluent in specified foreign languages. Proficient in program, financial, resource and contract management.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Directs the systems analysis, requirements determination, cost-benefit and risk assessment, quality control, and human resource, financial and program management in support of information technology and related projects. Supervises the identification of alternative approaches and implications thereof and oversees the development of innovative solutions to complex problems. Oversees feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures. Directs the determination and management of life cycle support of ADP, telecommunication and hardware systems, including logistic support analysis, integrated logistic support, computer resources, configuration, provisioning, training, technical documentation, etc. Translates advanced concepts into practical and effective solutions using structured techniques. Oversees the planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, a Bachelor's degree with at least 12 years relevant experience, or Associate degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

Principal Analyst

Minimum/General Experience: Ten or more years of management experience in the analysis, evaluation, planning, design, development, implementation and support of various ADP, telecommunication and/or hardware systems. Competent in systems analysis principles and methods, including requirements, risk, cost-benefit and economic analysis. Highly experienced in government systems/equipment acquisition and development processes and life cycle support. May be proficient in specified foreign languages. Significant experience in program, financial, resource and contract management.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Directs the systems analysis, requirements determination, cost-benefit and risk assessment, quality control, and human resource, financial and program management in support of information technology and related projects. Supervises the identification of alternative approaches and implications thereof and oversees the development of innovative solutions to complex problems. Oversees feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures. Directs the determination and management of life cycle support of ADP, telecommunication and hardware systems, including logistic support analysis, integrated logistic support, computer resources, configuration, provisioning, training, technical documentation, etc. Translates advanced concepts into practical and effective solutions using structured techniques. Oversees the planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, a Bachelors degree with at least 12 years relevant experience, or Associate degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related

Lead Analyst

Minimum/General Experience: Eight or more years of management experience in the analysis, evaluation, planning, design, development, implementation and support of various ADP, telecommunication and/or hardware systems. Demonstrated experience in systems analysis principles and methods, including requirements, risk, cost-benefit and economic analysis. Experienced in government systems/equipment acquisition and development processes and life cycle support. May be experienced in specified foreign languages. Experienced in program, financial, resource and contract management.

Functional Responsibility: Provides program management of individual small to medium scale government contracts or associated comprehensive tasks. Oversees and conducts systems analysis, requirements determination, cost-benefit and risk assessment, quality control, and human resource, financial and program management in support of information technology and related projects. Supervises and conducts the identification of alternative approaches and implications thereof and oversees the development of innovative solutions to complex problems. Coordinates feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures. Oversees and performs the determination and management of life cycle support of ADP, telecommunication and hardware systems, including logistic support analysis, integrated logistic support, computer resources, configuration, provisioning, training, technical documentation, etc. Participates in the translation of advanced concepts into practical and effective solutions using structured techniques. Provides planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, a Bachelor's degree with at least 10 years relevant

experience, Associate degree with 12 years relevant experience or high school degree with 14 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

Senior Analyst

Minimum/General Experience: Five or more years of management experience in the analysis, evaluation, planning, design, development, implementation and support of various ADP, telecommunication and/or hardware systems. Knowledgeable of systems analysis principles and methods, including requirements, risk, cost-benefit and economic analysis. Knowledgeable of government systems/equipment acquisition and development processes and life cycle support. May have some capability in a specified foreign language. Some experience in program, financial, resource and contract management.

Functional Responsibility: Provides program management of individual tasks of government contracts. Guides and provides technical expertise in determination, cost-benefit and risk assessment, quality control, and human resource, financial and program management in support of information technology and related projects. Participates in the identification of alternative approaches and implications thereof and oversees the development of solutions to complex problems. Coordinates and conducts feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures. Oversees and performs the determination and management of life cycle support of ADP, telecommunication and hardware systems, including logistic support analysis, integrated logistic support, computer resources, configuration, provisioning, training, technical documentation, etc. Participates in the translation of advanced concepts into practical and effective solutions using structured techniques. Provides the planning and coordination of work activity and training of technical staff.

Minimum Education: Bachelor's degree, Associate degree with seven years relevant experience or high school degree with nine years relevant experience in computer science,

information systems, business administration, finance, accounting, engineering or a related field.

Analyst

Minimum/General Experience: Three or more years of experience in analysis, evaluation, planning, design, development, implementation and support of various ADP, telecommunication and/or hardware systems. Knowledgeable of systems analysis principles and methods, such as requirements, risk, cost-benefit and economic analysis. Limited experience in government systems/equipment acquisition and development processes and life cycle support. May have limited capability in a specified foreign language. Familiar with program, financial, resource and contract management.

Functional Responsibility: Provides technical expertise in systems analysis, requirements determination, cost-benefit and risk assessment, quality control, and human resource, financial and program management in support of information technology and related projects. Participates in the identification of alternative approaches and implications thereof and develops solutions to complex problems. Performs feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures. Determines life cycle support of ADP, telecommunication and hardware systems, including logistic support analysis, integrated logistic support, computer resources, configuration, provisioning, training, technical documentation, etc. Coordinates the work activity and conducts training of junior technical staff.

Minimum Education: Bachelor's degree, Associate degree with five years relevant experience or high school degree with seven years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

Senior Principal Engineer

Minimum/General Experience: Twelve or more years of management experience in the analysis, planning, design, development, installation, reengineering and/or support of integrated systems. Competent in the application of engineering concepts, principles, methods, processes and procedures. Proficient in program, resource and contract management, engineering support and acquisition/development of systems and equipment.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, analysis, design, development, installation and testing of integrated systems to ensure conformity to functional specifications and requirements. Directs requirements analysis and validation to determine performance requirements, functional analysis and verification to translate concepts into design criteria, synthesis of requirements into product solutions and modeling to evaluate functional architecture and design solutions Oversees tradeoff studies, the identification of alternative design approaches and implications thereof and the development of innovative solutions to complex problems. Supervises the preparation of engineering standards, procedures and detailed engineering packages, including specifications, drawings, interface and technical documents. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks, including the development and integration of industrial processes. Supervises the design, development and conduct of tests to evaluate systems/equipment for compliance to specifications and adherence to safety criteria. Directs the operation, maintenance, repair and testing of equipment and systems in field installations. Oversees special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Oversees planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, Bachelor's degree with at least 15 years relevant experience, Associate degree with 20 years relevant experience in an engineering or a related field.

Principal Engineer

Minimum/General Experience: Ten or more years of management experience in the analysis, planning, design, development, installation, reengineering and/or support of integrated systems. Highly experienced in the application of engineering concepts, principles, methods, processes and procedures. Significant experience in program, resource and contract management, engineering support and acquisition/development of systems and equipment.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, analysis, design, development, installation and testing of integrated systems to ensure conformity to functional specifications and requirements. Directs requirements analysis and validation to determine performance requirements, functional analysis and verification to translate concepts into design criteria, synthesis of requirements into product solutions and modeling to evaluate functional architecture and design solutions. Oversees tradeoff studies, the identification of alternative design approaches and implications thereof and the development of innovative solutions to complex problems. Supervises the preparation of engineering standards, procedures and detailed engineering packages, including specifications, drawings, interface and technical documents. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks, including the development and integration of industrial processes. Supervises the design, development and conduct of tests to evaluate systems/equipment for compliance to specifications and adherence to safety criteria. Directs the operation, maintenance, repair and testing of equipment and systems in field installations. Oversees special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Oversees planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, Bachelors degree with at least 12 years relevant experience, or Associate degree with 15 years relevant experience in an engineering or a related field.

Lead Engineer

Minimum/General Experience: Eight or more years of management experience in the analysis, planning, design, development, installation, reengineering and/or support of integrated systems. Demonstrated experience in the application of engineering concepts, principles, methods, processes and procedures. Experienced in program, resource and contract management, engineering support and acquisition/development of systems and equipment.

Functional Responsibility: Provides program management of individual small to medium scale government contracts or associated comprehensive tasks, Oversees/conducts the research, analysis, design, development, installation and testing of integrated systems to ensure conformity to functional specifications and requirements. Supervises/performs requirements analysis and validation to determine performance requirements, functional analysis and verification to translate concepts into design criteria, synthesis of requirements into product solutions and modeling to evaluate functional architecture and design solutions. Oversees/performs tradeoff studies, the identification of alternative design approaches and implications thereof and the development of innovative solutions to complex problems. Coordinates the preparation of engineering standards, procedures and detailed engineering packages, including specifications, drawings, interface and technical documents. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks, including the development and integration of industrial processes. Oversees/performs the design, development and conduct of tests to evaluate systems/equipment for compliance to specifications and adherence to safety criteria. Coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Participates in special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Provides planning, direction and

coordination of work activity and training of technical staff.

Minimum Education: Advanced degree, Bachelor's degree with at least 10 years relevant experience, Associate degree with 12 years relevant experience or high school degree with 14 years relevant experience in an engineering or a related field.

Senior Engineer

Minimum/General Experience: Five or more years of management experience in the analysis, planning, design, development, installation, reengineering, and/or support of integrated systems. Knowledgeable of engineering concepts, principles, methods, processes and procedures. Some experience in program, resource and contract management, engineering support and acquisition/development of systems and equipment.

Functional Responsibility: Provides program management of individual task(s) of government contracts. Guides and performs the research, analysis, design, development, installation and testing of integrated systems to ensure conformity to functional specifications and requirements. Oversees and conducts requirements analysis and validation to determine performance requirements, functional analysis and verification to translate concepts into design criteria, synthesis of requirements into product solutions and modeling to evaluate functional architecture and design solutions, Participates in tradeoff studies, the identification of alternative design approaches and implications thereof and the development of innovative solutions to complex problems. Coordinates the preparation of and prepares engineering standards, procedures and detailed engineering packages, including specifications, drawings, interface and technical documents. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Oversees and provides the development and integration of industrial processes. Guides and conducts the design, development and conduct of tests to evaluate systems/equipment for compliance to specifications and adherence to safety criteria. Coordinates and performs the operation, maintenance, repair and testing of equipment and systems in field installations. Provides planning and coordination of work activity and training of technical staff.

Minimum Education: Bachelor's degree, Associate degree with seven years relevant experience or high school degree with nine years relevant experience in an engineering or a related field.

Engineer

Minimum/General Experience: Three or more years of experience in the analysis, planning, design, development, installation, reengineering and/or support of integrated systems.

Knowledgeable of engineering concepts, principles, methods, processes and procedures.

Familiar with program, resource and contract management, engineering support and acquisition/development of systems and equipment.

Functional Responsibility: Provides technical expertise in the research, analysis, design, development, installation and testing of integrated systems to ensure conformity to functional specifications and requirements. Performs requirement analysis and validation to determine performance requirements, functional analysis and verification to translate concepts into design criteria, synthesis of requirements into product solutions and modeling to evaluate functional architecture and design solutions. Conducts tradeoff studies, the identification of alternative design approaches and implications thereof and the development of innovative solutions to complex problems. Prepares engineering standards, procedures and detailed engineering packages, including specifications, drawings, interface and technical documents. Utilizes basic computer-assisted engineering and design software and equipment to perform engineering tasks. Develops and integrates industrial processes. Participates in design, development and conduct of tests to evaluate systems/equipment for compliance to specifications and adherence to safety criteria. Performs the operation, maintenance, repair and testing of equipment and systems in field installations. Coordinates work activity and conducts training of junior technical staff.

Minimum Education: Bachelor's degree, Associate degree with five years relevant experience or high school degree with seven years relevant experience in an engineering or a related field.

Junior Engineer

Minimum/General Experience: Two or less years of experience in a technical or engineering field. Experience in operating personal computer systems.

Functional Responsibility: Provides support for the research, analysis, design, development, installation and testing of integrated systems to ensure conformity to functional specifications and requirements. Assists in the requirements analysis and validation to determine performance requirements, functional analysis and verification to translate concepts into design criteria, synthesis of requirements into product solutions and modeling to evaluate functional architecture and design solutions. Assists in the preparation of engineering standards, procedures and detailed engineering packages, including specifications, drawings, interface and technical documents. Utilizes basic computer-assisted engineering and design software and equipment to perform engineering tasks. Assists in the development and integration of industrial processes. Assists in the conduct of tests to evaluate systems/equipment for compliance to specifications and adherence to safety criteria. Assists in the operation, maintenance, repair and testing of equipment and systems in field installations.

Minimum Education: Bachelor's degree, Associate degree with four years relevant experience or high school degree with six years relevant experience in an engineering or a related field.

Principal Systems Architect

Minimum/General Experience: Fifteen or more years of management and technical experience in system analysis, planning, design, installation, maintenance or support of complex computer and telecommunication systems in broad areas such as acquisition/development of systems and equipment, engineering, financial management, logistics planning and facilities management. Competent in systems analysis techniques, concepts and methods and highly knowledge of available system software, computer equipment and open system architectures. Proficient in program, resource, and contract management and government acquisition procedures.

Functional Responsibility: Provides technical direction for the design and implementation of system architectures to meet mission objectives for multiple major tasks of government contracts. Directs the analysis of business, scientific and engineering requirements for the development of electronic data processing systems, advises on alternative approaches and implications thereof and oversees the development of innovative solutions for complex problems, including preparation of specifications. Supervises the planning, design, configuration control, installation, maintenance and logistic support of computer system related hardware and software applications in LAN/WAN and telecommunications networks in a multi-vendor environment. Ensures that architectures are designed to support interoperability among disparate systems and provide information sharing services across those systems. Supervises the testing and evaluation of newly developed computer, telecommunication and related systems and the determination of design, equipment or programming changes for more effective operation. Directs the planning, design and operation and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Oversees the assembly of

the appropriate technical staff to achieve the desired results and the planning and coordination of the work activity and training of that staff.

Minimum Education: Bachelors degree, or Associates degree with at least three years of additional relevant experience in computer science, information science or engineering field.

Senior Systems Engineer

Minimum/General Experience: Ten or more years of management experience in the identification, analysis, and evaluation of problems and the creation of unique interdisciplinary solutions meeting both the technical and the business/mission needs of the customer. Highly knowledgeable of the roles, functions, capabilities, and procedures of various governmental entities, particularly those of the intelligence community. May possess specialized functional or technical knowledge, regional expertise, or operational experience directly relating to customer requirements. May be fluent in specified foreign languages. Proficient in planning, monitoring and tracking government contract activities, including prime and subcontract activities and deliverables and proficient in program, resource, and contract management.

Functional Responsibility: Provides executive level program management of multiple major tasks of government contracts. Directs systems analysis, requirements determination, cost-benefit and risk assessment, quality control, and human resource, financial and program management in support of projects. Provides expert insights into problems and the options for their resolution. Reviews processes and procedures and directs the collection and analysis of data to define and assess problems. Supervises the identification and analysis of courses of action and the implications thereof and oversees the development of innovative, achievable solutions to complex problems. Translates advanced concepts into practical and effective solutions. Oversees the planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Bachelor's degree with at least ten years relevant experience, or Associate degree with two additional years of relevant experience in management, engineering, information systems, or a related field.

Information Technology Manager

Minimum/General Experience: Ten or more years of experience in security or law enforcement developing and implementing policies and procedures for internal security, personnel management, administration and physical security support in an operational environment preferably associated with large and complex organizations and/or agencies, with an emphasis on their application to information technology assets and infrastructure.

Demonstrated experience in the areas of personnel and physical security as well as force protection, anti-terrorism, vulnerability/risk assessment methodologies, emergency and consequence management programs. Competent in the preparation and analysis of reports, documents and correspondence in order to perform effective oversight of the activities of subordinates, with a demonstrated ability to utilize multiple software tools in support of **these** efforts. Must be thoroughly familiar with the specific administrative business competencies of the company in order to provide necessary contractual oversight. Proven organizational, written and communication skills.

Functional Responsibility: Serve as subject matter expert concerning all aspects of physical and personnel security. Provides executive level program management for the planning, direction and coordination of all activities related to security, antiterrorism and crises/consequence management programs.

Minimum Education: A Master's degree or Bachelor's degree with four additional years of relevant experience.

Administrative Specialist II

Minimum/General Experience: Ten or more years experience in the administrative, conference and general office support of scientific, engineering, business or government professionals. Proficient in the preparation and production of various documents, reports, correspondence and proposals. Competent in administrative terminology, procedures and processes of government activities. Proficient in planning, organizing and management of conferences. Highly knowledgeable of and competent in the use of current word processing and graphics computer systems and various software applications. Experience in maintaining and administering a technical library. Proven organizational and written and oral communication skills. Experience in planning, managing and monitoring contract tasks and activities.

Functional Responsibility: Supervises administrative support in the preparation, word processing, formatting, proofing, editing, assembling and distribution of correspondence, reports, presentations, spreadsheets, databases, proposals and other documents. Composes correspondence and reports and advises on proper style, syntax and usage to ensure quality and effectiveness. Oversees the site selection, agenda and material development, travel logistics and arrangement, facility negotiation, speaker and guest coordination and general on-site support of conferences and meetings. Directs the preparation of travel orders, vouchers and periodic reports and oversees the establishment and maintenance of files, correspondence logs and action item reports. Supervises the acquisition, cataloging, classification, circulation and research of technical library material and related Library services. Directs the development and implementation of administrative policies/procedures. Oversees the planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Associates degree with at least 10 years relevant experience or high school degree with at least 3 additional years relevant experience in a business, English, secretarial, clerical, office management or related field.

Administrative Specialist I

Minimum/General Experience: Six or more years experience in the administrative, conference and general office support of scientific, engineering, business or government professionals. Demonstrated experience in the preparation and production of various documents, reports, correspondence and proposals. Knowledgeable of administrative terminology, procedures and processes of government activities. Demonstrated experience in planning, organizing and management of conferences. Knowledgeable of and experienced in the use of current word processing and graphics computer systems and various software applications. Experienced in maintaining and administering a technical library. Experienced in planning, managing and monitoring contract tasks and activities.

Functional Responsibility: Guides and provides administrative support in the preparation, word processing, formatting, proofing, editing, assembling and distribution of correspondence, reports, presentations, spreadsheets, databases, proposals and other **documents**. **Assists in** composing routine correspondence and reports and suggests proper style, syntax and usage to ensure quality and effectiveness. Coordinates and performs the site selection, agenda and material development, travel logistics and arrangement, facility negotiation, speaker and guest coordination and general on-site support of conferences and meetings. Coordinates and prepares travel orders, vouchers and periodic reports and the establishment and maintenance of files, correspondence logs and action item reports. Guides and performs the acquisition, cataloging, classification, circulation and research of technical library material and related library services. Provides the planning and coordination of work activity and training of technical staff.

Minimum Education: Associate degree or high school degree with at least two additional years relevant experience in a business, English, secretarial, clerical, office management or related field.