



**COMSO, Inc.**

**6303 Ivy Lane, Suite 300  
Greenbelt, MD 20770**

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Small Business**

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## **GS-35F-0491M**

**Approved  
Federal Acquisition Service  
Information Technology  
Schedule Pricelist**

**General Purpose Commercial  
Information Technology  
Equipment, Software, and  
Services**





**FEDERAL ACQUISITION SERVICE  
 INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY**

**Applicable Special Item Numbers, FSC Classes, and FPDS**

<b>Special Item Number</b>	<b>FSC Class/FPDS Code</b>	<b>Products/Services</b>
132-51 – Information Technology Professional Services	FPDS Code D301 FPDS Code D302 FPDS Code D306 FPDS Code D307 FPDS Code D308 FPDS Code D310 FPDS Code D311 FPDS Code D316 FPDS Code D399	IT Facility Operation and Maintenance IT Systems Development Services IT Systems Analysis Services Automated Information Systems Design and Integration Services Programming Services IT Backup and Security Services IT Data Conversion Services IT Network Management Services Other Information Technology Services, Not Elsewhere Classified

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

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

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

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Contract Number: **GS-35F-0491M**  
 Period Covered by Contract: **April 16, 2002 through May 15, 2022**

General Services Administration  
 Federal Acquisition Service



Pricelist current through Modification PO-0026, dated March 22, 2017. Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service’s Home Page via the Internet at <http://www.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 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!<sup>TM</sup> on-line shopping service ([www.gsadvantage.gov](http://www.gsadvantage.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT**

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

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

Offerors are requested to check one of the following boxes:

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



## 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Agencies should address all orders to the following address.

GSA Program Manager  
COMSO, Inc.  
6303 Ivy Lane, Suite 300  
Greenbelt, MD 20770  
Phone: (301) 345-0046  
FAX: (301) 345-0047

Agencies should address all payments to the following address.

GSA Program Manager  
COMSO, Inc.  
6303 Ivy Lane, Suite 300  
Greenbelt, MD 20770  
Phone: (301) 345-0046  
FAX: (301) 345-0047

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: (301) 345-0046

## 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 Acquisition Service Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 18-855-2384

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

Block 31: Woman-Owned Small Business - Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1574299

4a. CAGE Code 0M3Y6

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:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (DAYS ARO)</u>
132-51, 132-51STLOC, 132-51RC	As agreed upon between the contractor and Ordering Activity

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

c. i **SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less):** the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit. *Not applicable to COMSO.*

ii **SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less):** the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.). *Not applicable to COMSO.*

iii **For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES:** the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor. *Not applicable to COMSO.*



## **7. DISCOUNTS:**

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

- a. Prompt Payment: 1% - 20 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: No quantity discount on services.
- c. Dollar Volume: None.
- d. Government Educational Institutions: Are offered the same discount as all other Government customers.
- e. Credit Card: 1%

## **8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED**

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

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

Not offered.

## **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.)

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

## **12. ORDERING PROCEDURES FOR FEDERAL ACQUISITION SERVICE SCHEDULE CONTRACTS.**

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

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

## **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

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



### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

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

## **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FAS-370) (NOV 2001)**

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

All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

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

## 15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

## 16. GSA Advantage!

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

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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

## 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## **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: None

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

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a



request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

**23. SECTION 508 COMPLIANCE**

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

- Yes
- No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): <http://www.comso.com>

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

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL ACQUISITION SERVICE 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 INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51, 132-51STLOC, 132-51RC)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 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.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

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

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

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--  
COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders





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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT 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;
  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 SERVICES AND PRICING

Provided are descriptions and pricing for each type of Information Technology Service offered.

**Table 16-1. Education/Experience Equivalencies**

<b>Degree Requirement</b>	<b>Experience/Degree Equivalencies</b>
High School Diploma or GED	AA counts as 1 year of additional experience BA/BS counts as 2 years of additional experience MA/MS/MBA counts as 4 years of additional experience Ph.D. counts as 6 years of additional experience
AA in General Business AA in English AA in Computer Science	BA/BS counts as 2 years of additional experience MA/MS/MBA counts as 4 years of additional experience Ph.D. counts as 6 years of additional experience 1 year of directly-related experience may be substituted for an Associate's Degree in appropriate discipline
Vendor Certification	There is no substitute for a required vendor certification
BA/BS in Computer Science or an associated discipline  BA/BFA/BS in Art, Design, Photography, or other similar discipline with an emphasis on graphic design  BA/BS in English or an associated discipline	AA in appropriate discipline subtracts 2 years of experience MA/MS in appropriate discipline counts as 2 years of additional experience Ph.D. In appropriate discipline counts as 4 years of additional experience BA/BS in an unrelated field subtracts 1 year of experience 2 years of directly-related experience may be substituted for a Bachelor's Degree in appropriate discipline

The term "hands-on" experience appears for certain entry-level labor categories. "Hands-on" experience is not limited to paid work experience. It may also include experience as a volunteer, intern, experience gained in the laboratory portion of a class, or experience gained in the execution of required projects.

The labor categories and associated hourly rates by site (COMSO site and customer site) are listed below. Labor category descriptions may be found on the pages following the hourly rate matrices.



## Approved IT Professional Services Pricelist

### 16-2. Onsite Rates

No.	Labor Category Title	GSA Price With IFF
<b>Onsite</b>		
1.1	Task Manager (Level 1)	\$101.39
1.2	Task Manager (Level 2)	\$112.39
1.3	Task Manager (Level 3)	\$116.48
2.1	Project Manager (Level 1)	\$126.60
2.2	Project Manager (Level 2)	\$136.55
2.3	Project Manager (Level 3)	\$136.75
3.1	Program Manager (Level 1)	\$141.74
3.2	Program Manager (Level 2)	\$151.32
3.3	Program Manager (Level 3)	\$181.10
4	Management Consultant	\$208.70
7.2	Multi-Media Technician (Level 2)	\$45.86
7.3	Multi-Media Technician (Level 3)	\$70.16
8.1	Technical Writer (Level 1)	\$52.57
8.2	Technical Writer (Level 2)	\$57.36
8.3	Technical Writer (Level 3)	\$78.52
10.2	CM Specialist (Level 2)	\$34.14
10.3	CM Specialist (Level 3)	\$49.61
11.1	QA Specialist (Level 1)	\$61.99
11.2	QA Specialist (Level 2)	\$77.49
11.3	QA Specialist (Level 3)	\$98.16
12.1	Testing Specialist (Level 1)	\$62.25
12.2	Testing Specialist (Level 2)	\$72.55
12.3	Testing Specialist (Level 3)	\$85.26
13.1	Programmer (Level 1)	\$65.23
13.2	Programmer (Level 2)	\$76.85
13.3	Programmer (Level 3)	\$92.54
14.1	Programmer/Analyst (Level 1)	\$79.48
14.2	Programmer/Analyst (Level 2)	\$85.48
14.3	Programmer/Analyst (Level 3)	\$106.76
15.2	Systems Requirement Analyst (Level 2)	\$51.04
15.3	Systems Requirement Analyst (Level 3)	\$58.69
16.1	Systems Analyst (Level 1)	\$79.87
16.2	Systems Analyst (Level 2)	\$92.09
16.3	Systems Analyst (Level 3)	\$106.55
17.1	Systems Engineer (Level 1)	\$85.26
17.2	Systems Engineer (Level 2)	\$99.23



No.	Labor Category Title	GSA Price With IFF
Onsite		
17.3	Systems Engineer (Level 3)	\$118.20
18.1	Systems Programmer (Level 1)	\$90.18
18.2	Systems Programmer (Level 2)	\$103.97
18.3	Systems Programmer (Level 3)	\$122.06
19.1	Database Analyst (Level 1)	\$113.04
19.2	Database Analyst (Level 2)	\$125.82
19.3	Database Analyst (Level 3)	\$152.41
20.1	Functional Area Specialist (Level 1)	\$102.05
20.2	Functional Area Specialist (Level 2)	\$106.21
20.3	Functional Area Specialist (Level 3)	\$127.16
21.2	Web Applications Specialist (Level 2)	\$93.00
21.3	Web Application Specialist (Level 3)	\$131.12
22.2	Web Content Specialist (Level 2)	\$80.96
22.3	Web Content Specialist (Level 3)	\$116.70
23.2	Web Site Maintenance Specialist (Level 2)	\$85.91
23.3	Web Site Maintenance Specialist (Level 3)	\$116.37
24.2	Cert. Product Support Specialist (Level 2)	\$112.39
24.3	Cert. Product Support Specialist (Level 3)	\$144.23
25.2	Cert. Product Support Engineer (Level 2)	\$142.89
25.3	Cert. Product Support Engineer (Level 3)	\$183.36
26.2	Help Desk Specialist (Level 2)	\$54.11
26.3	Help Desk Specialist (Level 3)	\$65.87
27.1	Network Administrator (Level 1)	\$56.31
27.2	Network Administrator (Level 2)	\$75.55
27.3	Network Administrator (Level 3)	\$106.71
28.1	Network Technician (Level 1)	\$52.97
28.2	Network Technician (Level 2)	\$61.99
28.3	Network Technician (Level 3)	\$72.34
29.2	System Administrator (Level 2)	\$52.97
29.3	System Administrator (Level 3)	\$64.57
30.1	Information Assurance Specialist (Level 1)	\$88.48
30.2	Information Assurance Specialist (Level 2)	\$100.74
30.3	Information Assurance Specialist (Level 3)	\$113.15
32.1	Courseware Develop. Specialist (Level 1)	\$55.47
32.2	Courseware Develop. Specialist (Level 2)	\$64.57
32.3	Courseware Develop. Specialist (Level 3)	\$76.84



### 16-3. Offsite Rates

No.	Labor Category Title	GSA Price With IFF
<b>Offsite</b>		
1.1	Task Manager (Level 1)	\$105.53
1.2	Task Manager (Level 2)	\$113.39
1.3	Task Manager (Level 3)	\$118.97
2.1	Project Manager (Level 1)	\$146.28
2.2	Project Manager (Level 2)	\$151.11
2.3	Project Manager (Level 3)	\$171.01
3.1	Program Manager (Level 1)	\$151.53
3.2	Program Manager (Level 2)	\$185.57
3.3	Program Manager (Level 3)	\$185.65
4	Management Consultant	\$210.18
7.2	Multi-Media Technician (Level 2)	\$53.40
7.3	Multi-Media Technician (Level 3)	\$81.43
8.1	Technical Writer (Level 1)	\$57.94
8.2	Technical Writer (Level 2)	\$70.75
8.3	Technical Writer (Level 3)	\$81.43
10.2	CM Specialist (Level 2)	\$50.54
10.3	CM Specialist (Level 3)	\$57.78
11.1	QA Specialist (Level 1)	\$70.26
11.2	QA Specialist (Level 2)	\$88.50
11.3	QA Specialist (Level 3)	\$114.10
12.1	Testing Specialist (Level 1)	\$76.61
12.2	Testing Specialist (Level 2)	\$87.10
12.3	Testing Specialist (Level 3)	\$94.93
13.1	Programmer (Level 1)	\$75.10
13.2	Programmer (Level 2)	\$87.99
13.3	Programmer (Level 3)	\$110.90
14.1	Programmer/Analyst (Level 1)	\$92.77
14.2	Programmer/Analyst (Level 2)	\$95.07
14.3	Programmer/Analyst (Level 3)	\$120.09
15.2	Systems Requirement Analyst (Level 2)	\$60.07
15.3	Systems Requirement Analyst (Level 3)	\$67.19
16.1	Systems Analyst (Level 1)	\$94.58
16.2	Systems Analyst (Level 2)	\$104.93
16.3	Systems Analyst (Level 3)	\$120.03
17.1	Systems Engineer (Level 1)	\$97.53
17.2	Systems Engineer (Level 2)	\$113.76
17.3	Systems Engineer (Level 3)	\$132.82



<b>No.</b>	<b>Labor Category Title</b>	<b>GSA Price With IFF</b>
<b>Offsite</b>		
18.1	Systems Programmer (Level 1)	\$94.84
18.2	Systems Programmer (Level 2)	\$119.77
18.3	Systems Programmer (Level 3)	\$132.66
19.1	Database Analyst (Level 1)	\$138.12
19.2	Database Analyst (Level 2)	\$156.04
19.3	Database Analyst (Level 3)	\$171.19
20.1	Functional Area Specialist (Level 1)	\$107.38
20.2	Functional Area Specialist (Level 2)	\$120.80
20.3	Functional Area Specialist (Level 3)	\$135.33
21.2	Web Applications Specialist (Level 2)	\$95.74
21.3	Web Application Specialist (Level 3)	\$149.21
22.2	Web Content Specialist (Level 2)	\$85.95
22.3	Web Content Specialist (Level 3)	\$131.92
23.2	Web Site Maintenance Specialist (Level 2)	\$96.94
23.3	Web Site Maintenance Specialist (Level 3)	\$136.44
24.2	Cert. Product Support Specialist (Level 2)	\$120.82
24.3	Cert. Product Support Specialist (Level 3)	\$156.15
25.2	Cert. Product Support Engineer (Level 2)	\$170.92
25.3	Cert. Product Support Engineer (Level 3)	\$185.52
26.2	Help Desk Specialist (Level 2)	\$66.27
26.3	Help Desk Specialist (Level 3)	\$67.75
27.1	Network Administrator (Level 1)	\$60.42
27.2	Network Administrator (Level 2)	\$88.50
27.3	Network Administrator (Level 3)	\$119.74
28.1	Network Technician (Level 1)	\$60.44
28.2	Network Technician (Level 2)	\$70.95
28.3	Network Technician (Level 3)	\$82.64
29.2	System Administrator (Level 2)	\$61.99
29.3	System Administrator (Level 3)	\$70.91
30.1	Information Assurance Specialist (Level 1)	\$100.22
30.2	Information Assurance Specialist (Level 2)	\$111.03
30.3	Information Assurance Specialist (Level 3)	\$132.06
32.1	Courseware Develop. Specialist (Level 1)	\$63.62
32.2	Courseware Develop. Specialist (Level 2)	\$70.75
32.3	Courseware Develop. Specialist (Level 3)	\$84.94

## Labor Category Descriptions

### 1.1. Task Manager (Level 1).

Minimum/General Experience: 5 years of systems development experience.

Functional Responsibility: Serves as the management lead for a specific aspect of a Task Order. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising task team members to ensure the timely completion of all task deliverable entities.

Minimum Education: A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### 1.2. Task Manager (Level 2).

Minimum/General Experience: 7 years of systems development experience including 2 years of technical task management experience.

Functional Responsibility: Serves as the management lead for more than one specific aspect of a Task Order. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising task team members to ensure the timely completion of all task deliverable entities.

Minimum Education: A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### 1.3. Task Manager (Level 3).

Minimum/General Experience: 9 years of systems development experience including 4 years of technical task management experience.

Functional Responsibility: Serves as the management lead for one large or several small specific aspects of a Task Order. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising task team members to ensure the timely completion of all task deliverable entities.

Minimum Education: A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### 2.1. Project Manager (Level 1).

Minimum/General Experience: 8 years of systems development experience including 3 years of task management experience.

Functional Responsibility: Serves as COMSO's manager on one Task Order/Project of moderate complexity, and is COMSO's authorized interface with the Government Contracting Officer's Technical Representative regarding all technical Task Order/Project issues. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising Task Order/Project team members to ensure the timely completion of all Task Order/Project deliverable entities.

Minimum Education: A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.





## **2.2. Project Manager (Level 2).**

**Minimum/General Experience:** 12 years of systems development experience including 3 years of task management experience including 4 years of project management experience.

**Functional Responsibility:** Serves as COMSO's manager on one Task Order/Project of moderate to great complexity, and is COMSO's authorized interface with the Government Contracting Officer's Technical Representative regarding all technical Task Order/Project issues. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising Task Order/Project team members to ensure the timely completion of all Task Order/Project deliverable entities.

**Minimum Education:** A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **2.3. Project Manager (Level 3).**

**Minimum/General Experience:** 16 years of systems development experience including 3 years of task management experience including 8 years of project management.

**Functional Responsibility:** Serves as COMSO's manager on one Task Order/Project of great complexity, and is COMSO's authorized interface with the Government Contracting Officer's Technical Representative regarding all technical Task Order/Project issues. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising Task Order/Project team members to ensure the timely completion of all Task Order/Project deliverable entities.

**Minimum Education:** A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **3.1. Program Manager (Level 1).**

**Minimum/General Experience:** 12 years of combined task and project management and systems development experience.

**Functional Responsibility:** Serves as COMSO's manager on one or more Task Orders/Projects (depending upon complexity), and is COMSO's authorized interface with the Government Contracting Officer's Technical Representative regarding all technical Task Order/Project issues. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising Task Order/Project team members to ensure the timely completion of all Task Order/Project deliverable entities. One or more Task Managers may report to Program Manager.

**Minimum Education:** A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **3.2. Program Manager (Level 2).**

**Minimum/General Experience:** 14 years of combined task and project management and systems development experience including 4 years of program management experience.

**Functional Responsibility:** Serves as COMSO's manager on two or more moderately complex Task Orders/Projects, and is COMSO's authorized interface with the Government Contracting Officer's Technical Representative regarding all technical Task Order/Project issues. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising Task Order/Project team members to ensure the timely completion of all Task Order/Project deliverable entities. One or more Task Managers may report to Program Manager.



Minimum Education: A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **3.3. Program Manager (Level 3).**

Minimum/General Experience: 18 years of combined task and project management and systems development experience including 8 years of program management experience.

Functional Responsibility: Serves as COMSO's manager on two or more complex Task Orders/Projects, and is COMSO's authorized interface with the Government Contracting Officer's Technical Representative regarding all technical Task Order/Project issues. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising Task Order/Project team members to ensure the timely completion of all Task Order/Project deliverable entities. Several Task Managers may report to Program Manager.

Minimum Education: A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **4. Management Consultant.**

Minimum/General Experience: 12 years of systems development management, systems development, and/or systems analysis experience.

Functional Responsibility: Advises project and customer management regarding all management aspects of computerized application systems definition, development, implementation, and maintenance, including the implementation of CMM-compliant processes for the successful, measurable completion of such activities. Participates in specific areas of such efforts deemed to require consultant expertise.

May act as the program manager for large, complex computerized application development projects, providing management leadership, guidance, and coordination among all project offices, tasks, and subcontractors for all aspects of the project and overseeing the construction and implementation of plans and schedules for all phases and components of the effort.

Minimum Education: A BA/BS degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **7.2. Multi-Media Technician (Level 2).**

Minimum/General Experience: 2 years of experience using microcomputer-based graphics tools; including graphics or other multi-media preparation experience.

Functional Responsibility: Prepares graphics or other materials for documents, presentations, courseware, Web pages, or other multi-media products, as well as in required production tasks.

Minimum Education: A BA/BFA/BS degree in Art, Design, Photography, or other discipline with an emphasis on graphic design.

### **7.3. Multi-Media Technician (Level 3).**

Minimum/General Experience: 5 years of experience using microcomputer-based graphics tools; including graphics or other multi-media preparation experience.

Functional Responsibility: Prepares graphics or other materials for documents, presentations, courseware, Web pages, or other multi-media products, as well as in required production tasks. May also provide leadership and guidance for a team of graphics/multi-media support personnel and technical writers. As a team leader, builds plans and schedules for assigned work.



Minimum Education: A BA/BFA/BS degree in Art, Design, Photography, or other discipline with an emphasis on graphic design.

### **8.1. Technical Writer (Level 1).**

Minimum/General Experience: 3 years of experience writing and editing; grammatical skills, proficiency in the use of word processing, graphics, and/or desktop publishing packages.

Functional Responsibility: Works with other technical writers providing a variety of documentation support services to a project, including assisting technical staff in ascertaining content, organization, and format of technical documentation; writing technical documentation with input from technical personnel; editing documentation written by others for grammar, spelling, coherence, and clarity; and coordinating production of documentation.

Minimum Education: An AA degree in English or an associated discipline or its equivalent. Associated disciplines include: Journalism, History, Library Science, Philosophy, Law, and Political Science. An individual with an AA degree in any discipline, and 20 credit hours of study in English or an associated discipline is considered to have an equivalent degree.

### **8.2. Technical Writer (Level 2).**

Minimum/General Experience: 3 years of writing and editing experience; grammatical skills, proficiency in the use of word processing, graphics, and/or desktop publishing.

Functional Responsibility: Provides a variety of documentation support services to a project, including assisting technical staff in ascertaining content, organization, and format of technical documentation; writing technical documentation with input from technical personnel; editing documentation written by others for grammar, spelling, coherence, and clarity; and coordinating production of documentation.

Minimum Education: A BA/BS degree in English or an associated discipline or its equivalent. Associated disciplines include: Journalism, History, Library Science, Philosophy, Law, and Political Science. An individual with a BA/BS degree in any discipline, and 30 credit hours of study in English or an associated discipline is considered to have an equivalent degree.

### **8.3. Technical Writer (Level 3).**

Minimum/General Experience: 6 years of writing and editing experience; grammatical skills, proficiency in the use of word processing, graphics, and/or desktop publishing.

Functional Responsibility: Provides a variety of documentation support services to a project, including assisting technical staff in ascertaining content, organization, and format of technical documentation; writing technical documentation with input from technical personnel; editing documentation written by others for grammar, spelling, coherence, and clarity; and coordinating production of documentation. Provides leadership and guidance for teams of technical writers and graphics/multi-media support personnel. These teams may support a single project or multiple projects. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS degree in English or an associated discipline or its equivalent. Associated disciplines include: Journalism, History, Library Science, Philosophy, Law, and Political Science. An individual with a BA/BS degree in any discipline, and 30 credit hours of study in English or an associated discipline is considered to have an equivalent degree.

### **10.2. Configuration Management Specialist (Level 2).**

Minimum/General Experience: 2 years of configuration management or quality assurance experience, proficiency using microcomputer-based tools (e.g., word processing packages and database applications).

Functional Responsibility: Performs configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings.

Minimum Education: High School Diploma or GED.

### **10.3. Configuration Management Specialist (Level 3).**

Minimum/General Experience: 5 years of configuration management or quality assurance experience, proficiency using microcomputer-based tools (e.g., word processing packages and database applications).

Functional Responsibility: Defines the project configuration management plan and devises configuration management procedures that implement the requirements of the configuration management plan. Ensures that the project configuration management plan and procedures are implemented in the manner and spirit in which they were defined. Performs configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings. Also provides leadership and guidance for teams of configuration management specialists. These teams may support a single project or multiple projects. As a team leader, builds plans and schedules for assigned work.

Minimum Education: High School Diploma or GED.

### **11.1. Quality Assurance Specialist (Level 1).**

Minimum/General Experience: 4 years of computer programming, systems analysis, and/or configuration management.

Functional Responsibility: Works with other quality assurance specialists in the performance of project quality assurance tasks, including ensuring that QA procedures are implemented and followed by the project team members and in collecting data required for the computation of define quality metrics, and calculating those measurements at defined project intervals.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **11.2. Quality Assurance Specialist (Level 2).**

Minimum/General Experience: 6 years of computer programming, systems analysis, and/or configuration management.

Functional Responsibility: Participates in the definition of the project quality assurance plan and the associated procedures required for the implementation of that plan, including the definition of metrics to be used to measure the success of various facets of the project effort.

Ensures that QA procedures are implemented and followed by the project team members. Works with project management and development personnel to address and resolve quality issues such as software quality, data quality, or other such issues as they are identified. For small projects, may have signature authority for QA concurrence that QA standards have been met.

Collects data required for the computation of defined quality metrics, and calculates those measurements at defined project intervals.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **11.3. Quality Assurance Specialist (Level 3).**

Minimum/General Experience: 9 years of computer programming, systems analysis, and/or configuration management.

Functional Responsibility: Defines the project quality assurance plan and the associated procedures required for the implementation of that plan, including the definition of metrics to be used to measure the success of various facets of the project effort.

Is responsible for ensuring that QA procedures are implemented and followed by the project team members. Works with project management and development personnel to address and resolve quality issues such as software quality,

data quality, or other such issues as they are identified. Has signature authority for QA concurrence that QA standards have been met.

Collects data required for the computation of defined quality metrics, and calculates those measurements at defined project intervals.

May provide technical leadership and guidance for a small team of quality assurance, configuration management, and/or testing specialists. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **12.1. Testing Specialist (Level 1).**

Minimum/General Experience: 2 years of “hands-on” experience using microcomputer-based tools, such as word processing packages and database applications.

Functional Responsibility: Works with project testing and quality assurance specialists in performing testing tasks such as developing individual test scenarios, executing test scenarios, documenting test scenario results, and/or contributing to the Test Report documenting the results of a set of individual test scenarios (e.g., the System Test Report or the User Acceptance Test Report).

Minimum Education: An AA degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with an AA degree in any discipline and 20 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **12.2. Testing Specialist (Level 2).**

Minimum/General Experience: 4 years of experience using microcomputer-based tools, such as word processing packages and database applications including experience in testing, quality assurance, and/or configuration management.

Functional Responsibility: Performs testing tasks such as contributing to the development of test plans, developing individual test scenarios, executing test scenarios, documenting test scenario results, and documenting the results of a set of individual test scenarios in a Test Report (e.g., the System Test Report or the User Acceptance Test Report).

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **12.3. Testing Specialist (Level 3).**

Minimum/General Experience: 5 years of experience using microcomputer-based tools, such as word processing packages and database applications for testing, quality assurance, and/or configuration management.

Functional Responsibility: Develops test plans, develops individual test scenarios, executes test scenarios, documents test scenario results, and compiles Test Reports documenting the results of a set of individual test scenarios (e.g., the System Test Report or the User Acceptance Test Report).

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **13.1. Programmer (Level 1).**

Minimum/General Experience: 1 year of “hand-on” experience in computer programming techniques.

Functional Responsibility: Performs design, coding, testing, and program-level documentation of computerized applications. Enhances and maintains software for such applications, and assists in the preparation of input and test data for these applications.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **13.2. Programmer (Level 2).**

Minimum/General Experience: 4 years of computer programming experience.

Functional Responsibility: Performs design, coding, testing, and program-level documentation of computerized applications. Enhances and maintains software for such applications, and assists in the preparation of input and test data for these applications. May provide technical leadership and guidance for a small team of programmers. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **13.3. Programmer (Level 3).**

Minimum/General Experience: 8 years of computer programming experience.

Functional Responsibility: Performs design, coding, testing, and program-level documentation of highly complex computerized applications. Enhances and maintains software for such applications, and assists in the preparation of input and test data for these applications.

Provides technical leadership and guidance for teams of programmers. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **14.1. Programmer/Analyst (Level 1).**

Minimum/General Experience: 4 years of computer programming experience and/or systems analysis experience.

Functional Responsibility: Works as a team member with other programmers, analysts, and programmer/analysts and develops requirements and technical specifications; performs analysis, design, coding, and testing of software components, databases, and applications processing; prepares program-level and customer-level documentation products; prepares input and test data; and enhances and maintains software for computerized capabilities.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **14.2. Programmer/Analyst (Level 2).**

Minimum/General Experience: 7 years of computer programming experience and/or systems analysis experience.

Functional Responsibility: Develops requirements and technical specifications; performs analysis, design, coding, and testing of software components, databases, and applications processing; prepares program-level and customer-level documentation products; prepares input and test data; and enhances and maintains software for a wide range of computerized capabilities.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **14.3. Programmer/Analyst (Level 3).**

Minimum/General Experience: 9 years of computer programming experience and/or systems analysis experience.

Functional Responsibility: Develops requirements and technical specifications; performs analysis, design, coding, and testing of software components, databases, and applications processing; prepares program-level and customer-level documentation products; prepares input and test data; and enhances and maintains software for a wide range of computerized capabilities. May also provide technical leadership and guidance for a small team of programmers, analysts, and/or programmer/analysts. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **15.2. Systems Requirement Analyst (Level 2).**

Minimum/General Experience: 3 years of systems requirements analysis experience.

Functional Responsibility: Develops requirements and technical specifications; prepares program-level and customer-level documentation products; and prepares input and test data.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **15.3. Systems Requirement Analyst (Level 3).**

Minimum/General Experience: 5 years of systems requirements analysis experience.

Functional Responsibility: Develops requirements and technical specifications; prepares program-level and customer-level documentation products; and prepares input and test data. May also provide technical leadership and guidance for a small team of system requirements analysts. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **16.1. Systems Analyst (Level 1).**

Minimum/General Experience: 4 years of computer programming experience and exposure to systems analysis techniques.

Functional Responsibility: Works as a team member with other system analysts. Assists in identification and analysis of system requirements, identification and definition of data elements, layout of interactive application screens, and preparation of SDLC documentation. Works with more senior analysts in the specification of system testing requirements and end user training requirements.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **16.2. Systems Analyst (Level 2).**

Minimum/General Experience: 6 years of computer programming experience and exposure to systems analysis techniques including 3 years of systems analysis experience.

Functional Responsibility: Participates in identification and analysis of system requirements, identification and definition of data elements, layout of interactive application screens, specification of system testing requirements, specification of end user training requirements, and preparation of SDLC documentation. Works with development personnel to resolve requirements issues, testing issues, and implementation issues. May assist more senior analysts in system planning activities and specialized studies.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **16.3. Systems Analyst (Level 3).**

Minimum/General Experience: 9 years of computer programming experience and exposure to systems analysis techniques including 6 years of systems analysis experience.

Functional Responsibility: Participates in identification and analysis of system requirements, identification and definition of data elements, layout of interactive application screens, specification of system testing requirements, specification of end user training requirements, and preparation of SDLC documentation. Works with development personnel to resolve requirements issues, testing issues, and implementation issues. May assist more senior analysts in system planning activities and specialized studies. Also participates in systems planning activities, such as test and implementation planning. As needed, participates in/conducts specialized studies. May also provide technical leadership and guidance for a small team of analysts. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **17.1. Systems Engineer (Level 1).**

Minimum/General Experience: 4 years of general and progressively responsible experience performing computer systems architecture and engineering activities.

Functional Responsibility: Analyzes information requirements. Assists in establishing standards for information systems procedures. Provides technical guidance and solutions to system engineering challenges. Performs analyses, studies, and reviews for architecture, standards, and system life cycle activities. Analytically and systematically evaluates problems of workflows, organization, planning, interoperability, portability, and scalability and develops appropriate corrective actions.



**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **17.2. Systems Engineer (Level 2).**

**Minimum/General Experience:** 6 years of general and progressively responsible experience performing computer systems architecture and engineering activities.

**Functional Responsibility:** Analyzes information requirements. Assists in establishing standards for information systems procedures. Provides technical guidance and solutions to system engineering challenges. Performs analyses, studies, and reviews for architecture, standards, and system life cycle activities. Analytically and systematically evaluates problems of workflows, organization, planning, interoperability, portability, and scalability and develops appropriate corrective actions. May also provide technical leadership and guidance for a small team of systems engineers. As a team leader, builds plans and schedules for assigned work.

**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **17.3. Systems Engineer (Level 3).**

**Minimum/General Experience:** 9 years of general and progressively responsible experience performing computer systems architecture and engineering activities.

**Functional Responsibility:** Analyzes information requirements. Assists in establishing standards for information systems procedures. Provides technical guidance and solutions to system engineering challenges. Performs analyses, studies, and reviews for architecture, standards, and system life cycle activities. Analytically and systematically evaluates problems of workflows, organization, planning, interoperability, portability, and scalability and develops appropriate corrective actions. Provides technical leadership and guidance for teams of systems engineers. As a team leader, builds plans and schedules for assigned work.

**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **18.1. Systems Programmer (Level 1).**

**Minimum/General Experience:** 3 years of programming experience.

**Functional Responsibility:** Analyzes, designs, codes, and tests systems software components, databases, and applications possessing a wide range of capabilities.

**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **18.2. Systems Programmer (Level 2).**

**Minimum/General Experience:** 6 years of programming experience including 3 years of systems programming experience.

**Functional Responsibility:** Analyzes, designs, codes, and tests systems software components, databases, and applications possessing a wide range of capabilities. Also, creates and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs.

**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An



individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **18.3. Systems Programmer (Level 3).**

Minimum/General Experience: 9 years of programming experience including 6 years of systems programming experience.

Functional Responsibility: Analyzes, designs, codes, and tests systems software components, databases, and applications possessing a wide range of capabilities. Also, creates and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs. May also provide technical leadership and guidance for a team of systems programmers. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **19.1. Database Analyst (Level 1).**

Minimum/General Experience: 4 years of experience in mainframe and/or client/server database administration.

Functional Responsibility: Responsible for the establishment and maintenance of mainframe and client server database environments. Performs physical database design, performance monitoring and tuning, data modeling, normalization, documentation of standards and procedures, assistance to application developers, backup and recovery, and consulting on mainframe and client server database issues. Also performs database administration functions including 24-hour on-call support. Provides direction and guidance to development teams and other administrative functions.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **19.2. Database Analyst (Level 2).**

Minimum/General Experience: 7 years of experience in mainframe and/or client/server database administration.

Functional Responsibility: Responsible for the establishment and maintenance of mainframe and client server database environments. Performs physical database design, performance monitoring and tuning, data modeling, normalization, documentation of standards and procedures, assistance to application developers, backup and recovery, and consulting on mainframe and client server database issues. Also performs database administration functions including 24-hour on-call support. Provides direction and guidance to development teams and other administrative functions. May also provide technical leadership and guidance for a small team of database analysts. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **19.3. Database Analyst (Level 3).**

Minimum/General Experience: 10 years of experience in mainframe and/or client/server database administration.

Functional Responsibility: Advises project and customer management regarding all aspects of the establishment and maintenance of mainframe and client server databases, including database design, performance monitoring and tuning, data modeling, and database normalization. Consults on highly complex mainframe and client server database issues, and provides direction and guidance to development teams and other administrative functions.

Manages teams of database analysts for the performance of all database administration functions including 24-hour on-call support. These teams may support one or multiple projects. As a team leader, is responsible for all plans and schedules regarding database analysis tasks.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **20.1. Functional Area Specialist (Level 1).**

Minimum/General Experience: 4 years of experience in the specific area of functional expertise as well as exposure to and familiarity with systems analysis and design concepts and processes. Examples of areas of functional expertise include: bank closing procedures, Internal Revenue Service business processes, meteorological and hydrologic forecasting, as well as similar expertise critical to the design and development of efficient, highly functional computer systems.

Functional Responsibility: Contributes specific knowledge of the specified area of expertise, and works with project staff members in the identification and analysis of requirements and the specification of the systems design that satisfies the requirements for systems involving the specific area of expertise.

Minimum Education: A BA/BS in Computer Science, Information Systems, Engineering, Business, or other related scientific, functional or technical discipline, to include: Computer Engineering, Electrical Engineering, Mathematics, Physics, Statistics, Accounting, Decision and Information Sciences, Finance, Management, Operations and Quality Management, Marketing, Human Resource Management, and Logistics.

### **20.2. Functional Area Specialist (Level 2).**

Minimum/General Experience: 7 years of experience in the specific area of functional expertise as well as exposure to and familiarity with systems analysis and design concepts and processes. Examples of areas of functional expertise include: bank closing procedures, Internal Revenue Service business processes, meteorological and hydrologic forecasting, as well as similar expertise critical to the design and development of efficient, highly functional computer systems.

Functional Responsibility: Acts as a subject matter expert, contributing in depth, specific knowledge of all aspects of the specified area of expertise, and works with project staff members in the identification and analysis of requirements and the specification of the system design that satisfies the requirements for systems involving the specific area of expertise.

Minimum Education: A BA/BS in Computer Science, Information Systems, Engineering, Business, or other related scientific, functional or technical discipline, to include: Computer Engineering, Electrical Engineering, Mathematics, Physics, Statistics, Accounting, Decision and Information Sciences, Finance, Management, Operations and Quality Management, Marketing, Human Resource Management, and Logistics.

### **20.3. Functional Area Specialist (Level 3).**

Minimum/General Experience: 10 years of experience in the specific area of functional expertise as well as exposure to and familiarity with systems analysis and design concepts and processes. Examples of areas of functional expertise include: bank closing procedures, Internal Revenue Service business processes, meteorological and hydrologic forecasting, as well as similar expertise critical to the design and development of efficient, highly functional computer systems.

Functional Responsibility: Is a recognized expert in the specific field of endeavor, and consults with project management and technical personnel regarding all aspects of the functional area as they relate to system requirements and system design constraints for the support of aspects of that functional area.

Minimum Education: A BA/BS in Computer Science, Information Systems, Engineering, Business, or other related scientific, functional or technical discipline, to include: Computer Engineering, Electrical Engineering, Mathematics, Physics, Statistics, Accounting, Decision and Information Sciences, Finance, Management, Operations and Quality Management, Marketing, Human Resource Management, and Logistics.

## **21.2. Web Application Specialist (Level 2).**

Minimum/General Experience: 3 years of Web application development experience.

Functional Responsibility: Participates in the design of Web-based applications and in the preparation of the design documentation. Codes, tests, and documents web-based application software based upon software specifications and designs. Uses sound application software engineering principles to ensure that developed code is modifiable, efficient, reliable, understandable, and fault tolerant.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **21.3. Web Application Specialist (Level 3).**

Minimum/General Experience: 5 years of Web application development experience.

Functional Responsibility: Designs Web-based applications and prepares design documentation. Codes, tests, and documents Web-based application software based upon software specifications and designs. Uses sound application software engineering principles to ensure that developed code is modifiable, efficient, reliable, understandable, and fault tolerant.

May provide technical leadership and guidance for a team of Web application specialists and Web content specialists. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **22.2. Web Content Specialist (Level 2).**

Minimum/General Experience: 2 years of Web application content development experience.

Functional Responsibility: Identifies and analyzes requirements for Web applications. Prepares functional flows based upon identified requirements, and identifies key requirements, such as the need for additional data security, within these functional flows. Designs screen layouts for the functional flows. Prepares web application documentation products including requirements specifications, design specifications, and functional test plans and scenarios.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **22.3. Web Content Specialist (Level 3).**

Minimum/General Experience: 5 years of Web application content development experience.

Functional Responsibility: Identifies and analyzes requirements for Web applications. Prepares functional flows based upon identified requirements, and identifies key requirements, such as the need for additional data security, within these functional flows. Designs screen layouts for the functional flows. Prepares web application documentation products including requirements specifications, design specifications, and functional test plans and scenarios. May also provide technical leadership and guidance for a team of Web content specialists and Web application specialists. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **23.2. Web Site Maintenance Specialist (Level 2).**

Minimum/General Experience: 2 years of Web site maintenance experience.

Functional Responsibility: Researches causes of reported Web site problems, and resolves these problems. Updates the Web site data, as necessary, then tests the updated site application to ensure that no further anomalies have been introduced. Updates documentation products, as appropriate, to reflect updates made to the application.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **23.3. Web Site Maintenance Specialist (Level 3).**

Minimum/General Experience: 6 years of Web site maintenance experience.

Functional Responsibility: Researches causes of reported Web site problems, and resolves these problems. Updates the Web site data, as necessary, then tests the updated site application to ensure that no further anomalies have been introduced. Updates documentation products, as appropriate, to reflect updates made to the application. May also provide technical leadership and guidance for a team of Web site maintainers. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **24.2. Certified Product Support Specialist (Level 2).**

Minimum/General Experience: 7 years of IT experience, including 3 years experience providing expert-level support for the product(s) in which vendor certification has been attained. Vendor certifications include Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase, with new certification programs being added on a constant basis.

Functional Responsibility: Consults on the installation, configuration, and use of the vendor product(s) in which vendor certification has been attained. Works with help desk, system programming, and other support staff to isolate and resolve anomalies detected in this product(s).

Minimum Education: Vendor certification in one or more specific products from Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase or similar recognized vendor certification.

### **24.3. Certified Product Support Specialist (Level 3).**

Minimum/General Experience: 8 years of IT experience, including 5 years experience of providing expert-level support for the product(s) in which vendor certification has been attained, including re-certification as updated product releases are made public. Vendor certifications include Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase, with new certification programs being added on a constant basis.

Functional Responsibility: Consults on the installation, configuration, and use of the vendor product(s) in which vendor certification has been attained. Works with help desk, system programming, and other support staff to isolate and resolve anomalies detected in this product(s). May also coordinate the activities of teams of certified product support specialists covering a range of products installed and used by the particular project or site. As a team leader, builds plans and schedules for assigned work.

Minimum Education: Vendor certification in one or more specific products from Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase or similar recognized vendor certification.

## **25.2. Certified Product Support Engineer (Level 2).**

Minimum/General Experience: 7 years of IT experience, including 3 years experience providing expert-level support for the product set in which vendor certification has been attained. Vendor product set certifications include Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase, with new certification programs being added on a constant basis.

Functional Responsibility: Consults on the installation, configuration, interaction, and use of the vendor products in which vendor certification has been attained. Works with help desk, system programming, and other support staff to isolate and resolve anomalies detected in this product set.

Minimum Education: Vendor certification in one or more specific products from Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase or similar recognized vendor certification, plus a BS/BA in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **25.3. Certified Product Support Engineer (Level 3).**

Minimum/General Experience: 9 years of IT experience, including 5 years experience providing expert-level support for the product set in which vendor certification has been attained, including re-certification as updated product releases are made public. Vendor product set certifications include Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase, with new certification programs being added on a constant basis.

Functional Responsibility: Consults on the installation, configuration, interaction, and use of the vendor products in which vendor certification has been attained. Works with help desk, system programming, and other support staff to isolate and resolve anomalies detected in this product set. May also coordinate the activities of teams of certified product support specialists and engineers covering a range of products installed and used by the particular project or site. As a team leader, builds plans and schedules for assigned work.

Minimum Education: Vendor certification in one or more specific products from Microsoft, Oracle, SAS, PeopleSoft, SAP, Certified Internet Webmaster (CIW), Comp TIA, Avaya, Cisco, IBM, Java, Lotus, Lucent, Novell, and Sybase or similar recognized vendor certification, plus a BS/BA in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **26.2. Help Desk Specialist (Level 2).**

Minimum/General Experience: 2 years of help desk and/or programming experience or other technical background/skills.

Functional Responsibility: Records help desk requests; answers queries regarding supported products; resolves reported anomalies or escalates their resolution to product experts; and records the resolution of help desk requests, including the time required to satisfy the request and the outcome of the request.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **26.3. Help Desk Specialist (Level 3).**

Minimum/General Experience: 5 years of help desk and/or programming experience or other technical background/skills..

Functional Responsibility: Records help desk requests; answers queries regarding supported products; resolves reported anomalies or escalates their resolution to product experts; and records the resolution of help desk requests, including the time required to satisfy the request and the outcome of the request. May also coordinate the



activities of a team of help desk specialists supporting a specific product or set of products. As a team leader, builds plans and schedules for assigned work..

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **27.1. Network Administrator (Level 1).**

Minimum/General Experience: 2 years of network administration experience in support of installation, operation, and maintenance of telecommunication networks and systems.

Functional Responsibility: Works as a team member with other network administrator in all aspects of network management. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. Supports the installation, operation, and maintenance of telecommunication networks and systems.

Minimum Education: High School Diploma or GED.

### **27.2. Network Administrator (Level 2).**

Minimum/General Experience: 5 years of network administration experience in support of installation, operation, and maintenance of telecommunication networks and systems.

Functional Responsibility: Provides assistance in all aspects of network management from network design through implementation and the maintenance or upgrading of existing networks. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. Provides technical support for, and coordinates, the installation, operation, and maintenance of telecommunication networks and systems.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **27.3. Network Administrator (Level 3).**

Minimum/General Experience: 8 years of network administration experience in support of installation, operation, and maintenance of telecommunication networks and systems.

Functional Responsibility: Provides assistance in all aspects of network management from network design through implementation and the maintenance or upgrading of existing networks. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. Provides technical support for, and coordinates, the installation, operation, and maintenance of telecommunication networks and systems. May also coordinate the activities of a team of network administrators. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **28.1. Network Technician (Level 1).**

Minimum/General Experience: 4 years of experience as a technician performing PC troubleshooting, PC assembly, operating system, and/or software installation.

Functional Responsibility: Works directly with other technicians or network administrators. Assists in installing PC operating system and applications software, and in configuring PCs to run in their assigned environment.

Minimum Education: High School Diploma or GED.

## **28.2. Network Technician (Level 2).**

Minimum/General Experience: 6 years of experience as a technician performing PC troubleshooting, PC assembly, operating system, and/or software installation.

Functional Responsibility: Diagnoses and resolves network configuration, design, and PC hardware/software problems. Installs PC operating system and applications software, and configures PCs to run in their assigned environment.

Minimum Education: An AA degree in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with an AA degree in any discipline and 20 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **28.3. Network Technician (Level 3).**

Minimum/General Experience: 8 years of experience as a technician performing PC troubleshooting, PC assembly, operating system, and/or software installation.

Functional Responsibility: Diagnoses and resolves network configuration, design, and PC hardware/software problems. Installs PC operating system and applications software, and configures PCs to run in their assigned environment. May also provide technical leadership and guidance for a customer support/network installation team. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BS/BA in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

## **29.2. System Administrator (Level 2).**

Minimum/General Experience: 4 years of experience as a system administrator, installing hardware and software, and/or conducting system upgrades, and/or evaluating and installing system patches, and/or resolving software related problems, and/or performing system backups and recovery, and/or maintaining user accounts and data files, and/or ensuring data integrity.

Functional Responsibility: Installs hardware and software, conducts system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains user accounts, data files and monitors system configuration to ensure data integrity. Conducts training; maintains documentation; and provides front line support for IT-related problems.

Minimum Education: High School Diploma or GED.

## **29.3. System Administrator (Level 3).**

Minimum/General Experience: 6 years of experience as a system administrator, including setting system administration standards, and/or maintaining operating systems configurations, including 1 year supervising and/or training junior System Administrators.

Functional Responsibility: Sets system administration standards, maintains operating systems configuration and supervises and trains junior System Administrators. Analyzes and resolves complex problems associated with server hardware, applications and software integration. May also provide technical leadership and guidance for a team of system administrators. As a team leader, builds plans and schedules for assigned work.

Minimum Education: High School Diploma or GED.

## **30.1. Information Assurance Specialist (Level 1).**

Minimum/General Experience: 2 years of computer programming and/or system analysis experience, including designing, developing, and implementing firewalls, and/or participation in system security certifications and project evaluations, and/or assisting with anti-virus planning, risk analysis, and incident response.

Functional Responsibility: In conjunction with other information security specialists, supports project information assurance efforts such as designing, developing, and implementing firewalls; participating in system



security certifications and project evaluations; and assisting with anti-virus planning, risk analysis, and incident response.

**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **30.2. Information Assurance Specialist (Level 2).**

**Minimum/General Experience:** 5 years of computer security experience to include formulation and assessment of information technology security policy, and/or preparation of security plans, and/or network penetration testing, and/or anti-virus planning assistance and risk analysis, and/or design, development and implementation of firewalls.

**Functional Responsibility:** Formulates and assesses information technology security policy to include business impact. Prepares security plans for employing an enterprise-wide security architecture to include the design of cryptographic solutions where appropriate. Assesses and audits network penetration testing. Provides anti-virus planning assistance, risk analysis, and incident response. Provides security engineering support for application development, including system security certifications and project evaluations. As needed, designs, develops, and implements firewalls and conducts evaluations of security code.

**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **30.3. Information Assurance Specialist (Level 3).**

**Minimum/General Experience:** 7 years of computer security experience to include formulation and assessment of information technology security policy, and/or preparation of security plans, and/or network penetration testing, and/or anti-virus planning assistance and risk analysis, and/or design, development and implementation of firewalls.

**Functional Responsibility:** Formulates and assesses information technology security policy to include business impact. Prepares security plans for employing an enterprise-wide security architecture to include the design of cryptographic solutions where appropriate. Assesses and audits network penetration testing. Provides anti-virus planning assistance, risk analysis, and incident response. Provides security engineering support for application development, including system security certifications and project evaluations. As needed, designs, develops, and implements firewalls and conducts evaluations of security code. May also provide technical leadership and guidance for a small team of information assurance specialists. As a team leader, builds plans and schedules for assigned work.

**Minimum Education:** A BA/BS in Computer Science or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **32.1. Courseware Development Specialist (Level 1).**

**Minimum/General Experience:** 2 years of experience in the creation and/or preparation of user-specific training materials such as tutorials and/or on-line training exercises.

**Functional Responsibility:** Works with other courseware developers in building the materials necessary to support user-specific training for the operation of specialized computer systems.

**Minimum Education:** A BA/BS in Computer Science, BS Educ. or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **32.2. Courseware Development Specialist (Level 2).**

Minimum/General Experience: 5 years of courseware development and/or training experience.

Functional Responsibility: Analyzes user training needs and designs and develops courseware materials to be used for user-specific training in the use of specialized computer systems.

Minimum Education: A BA/BS in Computer Science, BS Educ. or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.

### **32.3. Courseware Development Specialist (Level 3).**

Minimum/General Experience: 8 years of courseware development and/or training experience.

Functional Responsibility: Analyzes user training needs and designs and develops courseware materials to be used for user-specific training in the use of specialized computer systems. Also provides technical direction and coordination to a small team of courseware developers. As a team leader, builds plans and schedules for assigned work.

Minimum Education: A BA/BS in Computer Science, BS Educ. or an associated discipline or its equivalent. Associated disciplines include: Computer Engineering, Electrical Engineering, Mathematics, Physics and Statistics. An individual with a BA/BS degree in any discipline and 30 or more credit hours of study in Computer Science, at the undergraduate or graduate level, is considered to have an equivalent degree.



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

**PREAMBLE**

COMSO, 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

Daniel S. Weidner  
Telephone: (301) 345-0046  
E-mail: [dweidner@comso.com](mailto:dweidner@comso.com)  
FAX: (301) 345-0047



**SUGGESTED FORMAT FOR BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL ACQUISITION SERVICE SCHEDULE**

**COMSO, Inc.**

In the spirit of the Federal Acquisition Streamlining Act, (ordering activity) and COMSO, Inc., enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Acquisition Service Schedule Contract GS35F-0491M.

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:

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



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

**COMSO INC.  
SUGGESTED FORMAT FOR BLANKET PURCHASE AGREEMENT**

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

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

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

- (2) Delivery:

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

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

- (4) This BPA does not obligate any funds.

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

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

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

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

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"**

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

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

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

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

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

Here is a general outline on how it works:

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