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

Special Item No. 132-51 Information Technology Professional Services
Special Item No. 132-34 Maintenance of Software as a Service

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

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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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Seattle, WA 98104
Phone 800-651-7142
FAX 425-738-1107

www.AccelBI.com

Contract Number: GS-35F-0518W_____

Period Covered by Contract: _July 2nd 2010 to – July 1st 2020_____

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #012_____, dated April 30th 2015_.

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

TABLE OF CONTENTS

1. INFORMATION FOR ORDERING ACTIVITIES 5

SPECIAL NOTICE TO AGENCIES: SMALL BUSINESS PARTICIPATION 5
1. GEOGRAPHIC SCOPE OF CONTRACT: 5
2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION: 5
3. LIABILITY FOR INJURY OR DAMAGE 6
4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279: 6
5. FOB ORIGIN 6
6. DELIVERY SCHEDULE 6
7. DISCOUNTS: PRICES SHOWN ARE NET PRICES; BASIC DISCOUNTS HAVE BEEN DEDUCTED 6
8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED: 7
9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: 7
10. SMALL REQUIREMENTS 7
11. MAXIMUM ORDER (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.) 7
12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS 7
13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: 7
13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): 7
13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): 7
14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003) 8
15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: 9
16. GSA ADVANTAGE! 9
17. PURCHASE OF OPEN MARKET ITEMS 9
18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS 10
19. OVERSEAS ACTIVITIES 10
20. BLANKET PURCHASE AGREEMENTS (BPAS) 10
21. CONTRACTOR TEAM ARRANGEMENTS 10
22. INSTALLATION, DEINSTALLATION, REINSTALLATION 10
23. SECTION 508 COMPLIANCE. 11
24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES. 11
25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5) 11
26. SOFTWARE INTEROPERABILITY. 12
27. ADVANCE PAYMENTS 12

2. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) 13

1. SCOPE 13
2. PERFORMANCE INCENTIVES I-FSS-60 PERFORMANCE INCENTIVES (APRIL 2000) 13
3. ORDER 13
4. PERFORMANCE OF SERVICES 13
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989) 14
6. INSPECTION OF SERVICES 14
7. RESPONSIBILITIES OF THE CONTRACTOR 14
8. RESPONSIBILITIES OF THE ORDERING ACTIVITY 14
9. INDEPENDENT CONTRACTOR 15
10. ORGANIZATIONAL CONFLICTS OF INTEREST 15
11. INVOICES 15

12. PAYMENTS **15**
13. RESUMES **16**
14. INCIDENTAL SUPPORT COSTS **16**
15. APPROVAL OF SUBCONTRACTS **16**

3. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING 17

DESCRIPTION OF IT PROFESSIONAL SERVICES **17**
Commercial Job Title: IT Budget and Financial Analyst ***17***
Commercial Job Title: IT Business Analyst ***18***
Commercial Job Title: Systems Analyst ***19***
Commercial Job Title: IT Security Analyst ***20***
Commercial Job Title: IT Project Manager ***21***
Commercial Job Title: Technology Architect ***22***
Commercial Job Title: C/S, Web & N-Tier Application Developer ***23***
Commercial Job Title: Database Developer / Data Analyst/Data Warehouse Specialist ***25***
Commercial Job Title: Desktop Applications Developer/Trainer ***26***
Commercial Job Title: GIS Applications Developer ***27***
Commercial Job Title: General Mainframe Developer ***28***
Commercial Job Title: ERP Applications Developer ***28***
Commercial Job Title: ERP Functional Analyst ***30***
Commercial Job Title: Network and Systems Administrator ***31***
Commercial Job Title: Database Administrator ***32***
Commercial Job Title: Software Quality Assurance Analyst ***33***
Commercial Job Title: External IV &V Analyst ***34***
Commercial Job Title: Workstation Support Specialist ***35***
Commercial Job Title: Disaster Recovery Analyst ***36***
Commercial Job Title: Enterprice Content Management Specialist ***37***
Commercial Job Title: Product Manager ***37***
Commercial Job Title: Technical Architect ***38***
Commercial Job Title: Interaction Designer / User Researcher / Usability Tester ***38***
Commercial Job Title: Visual Designer ***39***
Commercial Job Title: Writer / Content Designer / Content Strategist ***40***
Commercial Job Title: Frontend Web Developer ***40***
Commercial Job Title: Backend Web Developer ***40***
Commercial Job Title: DevOps Engineer ***41***
Commercial Job Title: Security Engineer ***41***
Commercial Job Title: Delivery Manager ***41***
Commercial Job Title: Agile Coach ***42***
Commercial Job Title: Digital Performance Analyst ***43***
Category 132-34 Erwin Data Modeler ***45***
PRICES **45**

4. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS ... 49

1. INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

[X] The Geographic Scope of Contract will be domestic and overseas delivery.
[ ] The Geographic Scope of Contract will be overseas delivery only.
[ ] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Accel BI
701 Fifth Ave Suite 4200
Seattle WA 98104

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:

1800-651-7142x501

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 79-706-7126
Block 30: Type of Contractor – A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): 91-2080160

4a. CAGE Code: 4QY83

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

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)

132-51 Delivery will be based upon the agreement between Accel BI Corporation and the Ordering Agency

132-34 Delivery will be based upon the agreement between Accel BI Corporation and the Ordering Agency

b. URGENT REQUIREMENTS:

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

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

a. Prompt Payment: _0.05% - _NET 15 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity None

c. Dollar Volume **0.002% discount on single orders over $100,000**. The 0.05% discount is off of GSA Net price

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

e. Other Prompt payment discount not applicable to credit card purchases

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is $100.

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 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

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

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

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

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

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

19. OVERSEAS ACTIVITIES

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

Not Appplicable

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

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

www.AccelBI.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

2. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51, 132-34 MAINTENANCE OF SOFTWARE AS A SERVICE)

1. SCOPE

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

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

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

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

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

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (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 (OCT 2008) (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.

3. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

DESCRIPTION OF IT PROFESSIONAL SERVICES

COMMERCIAL JOB TITLE: IT BUDGET AND FINANCIAL ANALYST

Functional Responsibility

Developing Information Technology Feasibility Study, Investment Plan . Creating budget estimates with specific experience in systems developed in a Industry standard environment such as MS .Net or J2EE, Developing Decision Packages, Working with large complex governmental accounting IT systems, including: Developing procedures/ methods; process improvement, Implementing Total Quality Management principles and practices in an IT environment, Developing and implementing new and revised workflows Writing the business and information systems procedures and documentation

Minimum Education: Bachelor Degree and/or demonstrated equivalent experince

Minimum/General Experience:

Junior: 1-2 years of experience in the analysis functional responsibility and events that meet the specific statement of work for the services to be provided. Performs minimum of tasks and works under general supervision.

The Junior level staff have demonstrated, through the quality of their work, an above average aptitude for the required skills, a professional commitment to getting their work done and personal qualities that contribute to a positive team environment. Staff shall be able to adapt to new and unfamiliar concepts and tools. Junior level staff are expected to participate in meetings or discussion groups.

Journey: 3-4 years of experience in the analysis of functional area, activities, and events that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan and accomplish goals.

The Journey level staff have demonstrated, through the quality of their work, an above average aptitude for the required skills, a professional commitment to getting their work done and personal qualities that contribute to a positive team environment. Journey level, shall be able to adapt to new and unfamiliar concepts and tools with minimal assistance. Journey level staff are expected to participate in meetings or discussion groups and interact with technical staff.

Senior: 5-7 years of experience in the analysis of functional area, activities, and events that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of complex tasks. May lead and direct the work of others. Ability to clearly demonstrate that their experience includes, but is not limited to: increasing levels of responsibilities and demonstrated excellent knowledge, skills and abilities associated with the functional responsibility and statement of work proposed, as well as extensive supervisory responsibility. Possess effective client interaction skills, and ability to translate business requirements into a strong system design, plus exhibit a professional commitment to getting their work done and possess personal qualities that contribute to the positive work team environment.

Expert : 8+ years of experience in the analysis of business processes, activities, and events that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the chosen field and are subject-matter experts. Typically hold advanced degrees and certifications.

COMMERCIAL JOB TITLE: IT BUSINESS ANALYST

Functional Responsibility:

Works in functional area such as **Functional Analysis, Needs Assessment, Business Process Improvement, Business subject knowledge, Requirements Analysis, Business Processes.** Responsible for working with stakeholders, users and customers to document strategies required for process improvements for current business processes (business process reengineering) and deriving strategies on the new environment. Provide market research on conditions that impact the overall operational efficiency of an organization and identifying symptoms for process improvement. Derive metrics to improve processes and Conducting , JAD sessions , Collection and document requirements using UML, process flows, use cases, interview skills, workshop facilitation, and investigation of current state.

Minimum Education: Bachelor Degree and/or demonstrated equivalent experince

Minimum/General Experience:

Junior: 1-2 years of experience in the analysis functional responsibility and events that meet the specific statement of work for the services to be provided. Performs minimum of tasks and works under general supervision**.** The Junior level staff have demonstrated, through the quality of their work, an above average aptitude for the required skills, a professional commitment to getting their work done and personal qualities that contribute to a positive team environment. Staff shall be able to adapt to new and unfamiliar concepts and tools. Junior level staff are expected to participate in meetings or discussion groups.

Journey: 3-4 years of experience in the analysis of functional area, activities, and events that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan and accomplish goals.

The Journey level staff have demonstrated, through the quality of their work, an above average aptitude for the required skills, a professional commitment to getting their work done and personal qualities that contribute to a positive team environment. Journey level, shall be able to adapt to new and unfamiliar concepts and tools with minimal assistance. Journey level staff are expected to participate in meetings or discussion groups and interact with technical staff.

Senior: 5-7 years of experience in the analysis of functional area, activities, and events that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of complex tasks. May lead and direct the work of others. Ability to clearly demonstrate that their experience includes, but is not limited to: increasing levels of responsibilities and demonstrated excellent knowledge, skills and abilities associated with the functional responsibility and statement of work proposed, as well as extensive supervisory responsibility. Possess effective client interaction skills, and ability to translate business requirements into a strong system design, plus exhibit a professional commitment to getting their work done and possess personal qualities that contribute to the positive work team environment.

Expert : 8+ years of experience in the analysis of business processes, activities, and events that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the chosen field and are subject-matter experts. Typically hold advanced degrees and certifications.

COMMERCIAL JOB TITLE: SYSTEMS ANALYST

Functional Responsibility:

Create detailed specifications by participating in JAD (Joint Application Development) sessions with stakeholders, end users and IT staff to determine and document system requirements for data, workflow, logical processes, hardware and operating system environments, interfaces with other systems. Conduct technology studies, reviews and provide project planning. Responsible for conducting an engineering assessment and impact analysis of hardware and software to an existing environment. Write and maintain documentation to describe program development, logic, coding,testing, changes, and corrections. Must be well versed in understanding structuredanalysis and design methodologies for the translation of systems requirements from business needs.

Skills and experience includes but not limited to

- Using information engineering methods, object oriented analysis and design methods (OOAD)
- Identifying and documenting business needs and strategies, requirements for business process improvement and information systems projects
- Facilitating requirements planning and analysis & design sessions
- Completing data models using entity relationship diagrams and/or UML class diagrams and documenting detailed data requirements in data dictionaries
- Proficient in use of information engineering tools (e.g. CASE tools)
- Proficient in the creation of SQL Scripts to be used for database creation and/or modification and migration of legacy data to new designs
- Ensuring domain, edit, security and relational integrity requirements
- Documenting system functions and operational procedures
- Contributing to project management tasks including planning and preparing analysis, design, cost benefit analysis, and feasibility studies
- Using GUI tools for prototyping and developing test plans

Minimum Education: Bachelor Degree and/or demonstrated equivalent experince

Minimum/General Experience:

Junior: 1-2 years of experience in the analysis, design, document and integration of information systems that meet the specific statement of work for the services to be provided. Performs a minimum tasks and works under general supervision.

Journey: 3-4 years of experience in the analysis, design, document and integration of information systems that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan and accomplish goals.

Senior: 5-7 years of experience in the analysis, design, document and integration of information systems that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of complex tasks. May lead and direct the work of others.

Expert : 8+ years of experience in the analysis of business processes, activities, and events that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the chosen field and are subject-matter experts. Typically hold advanced degrees and certifications.

COMMERCIAL JOB TITLE: IT SECURITY ANALYST

Functional Responsibility:

Provide Information Systems Security and Information Assurance support. Develop and maintain knowledge and experience concerning accreditation standards and requirements, collaborate with system development personnel, provide guidance, ensure incorporation of information assurance within the system architecture at all stages of program development, provide technical review and analysis support during the accreditation process, provide technical Information Security support, document each system accreditation, coordinate all reviews with appropriate stakeholders, and maintain current accreditation status of each IT asset.

Skills and experience includes but not limited to

- Comprehensive knowledge and experience with server and/or mainframe operating systems, network protocols, and computer security. Experience with the following: Antivirus tools, Intrusion Prevention tools (behavior software), and firewalls (e.g. Cisco)

- Ability Perform Web Application Penetration Testing services to identify issues related to:
    - Vulnerabilities and risks in web applications
    - Known and unknown vulnerabilities (0-day) to combat against the threat until security vendor provides the appropriate solution.
    - Technical vulnerabilities: URL manipulation, SQL injection, cross site scripting, back-end authentication, password in memory, session hijacking, web server configuration, credential management etc,
    - Business Risks: Day-to-Day threat analysis, unauthorized logins, Personal information modification, pricelist modification, unauthorized funds transfer, breach of customer trust etc.

- Shall able to develop and teach computer security training courses as part of enterprise-wide security awareness program

Minimum/General Experience:

Junior: 1-3 of years of Information Systems Security and Information Assurance experience that meet the specific statement of work for the services to be provided. Performs aminimum tasks and works under general supervision.

Journey: 4-6 of years of Information Systems Security and Information Assurance experience that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan and accomplish goals.

Senior: 7-10 of years of Information Systems Security and Information Assurance experience that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of complex tasks.

Expert: 10+ of years of Information Systems Security and Information Assurance experience that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts. Typically hold advanced degrees and security certifications.

COMMERCIAL JOB TITLE: IT PROJECT MANAGER

Functional Responsibility:

Manage projects, tasks and/or subtasks. Advise and assists project staff on execution of specific project requirements. Responsible for management of complete project or specific task elements of a project. Implements directives and schedules necessary to ensure effective project management. Possess a detailed knowledge of concepts, practices and procedures in several activity, technical and management fields. Provides technical consulting on complex projects and provides detailed guidance and direction to project staff.

Skills and experience includes but not limited to

Must be well versed in full software systems development life cycle, enterprise software implementation, strategic information planning, business process reengineering, structure and management practices. Management experience of software projects and technical staff.

- Managing information systems projects consistent with the client's PMO policies and Project management Framework
- Development of detailed IT project work plans and planning activities
- Lead teams of IT technical staff, Defining team roles and responsibilities
- Designing processes and methods that align with the clients templates and model standards
- Communicating with and facilitating decision making among stakeholders
- Defining project work to an appropriate level of detail.
- Managing IT budgets and project schedules, Assigning and monitoring completion of tasks
- Acquiring staff and computing resources, Guiding and providing mentoring for IT project leaders and staff, Identifying appropriate technologies
- Identifying project risks and ways to mitigate these risks,Writing IT feasibility studies
- Developing plans for analysis, design, construction, testing, implementation, quality assurance, and systems acceptance,Experience in large-scale systems implementation project management role.
- Facilitate conflict resolution,Project status reporting and Executive Sponsor briefing
- Communication and coordination with next higher level of management on project

Minimum Education: Bachelor Degree and 5+ yrs of experience in information technology field. Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:

Junior:1-2 years of experience in IT project management role managing projects, tasks and/or subtasks that meet the specific statement of work for the services to be provided.

Journey: 3-4 years of experience in IT project management role managing projects, tasks and/or subtasks that meet the specific statement of work for the services to be provided. Relies on experience and judgment to plan, manage and accomplish goals.

Senior: 7- 10 years of experience in IT project management role managing projects, tasks and/or subtasks that meet the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan, manage and accomplish goals.

Expert: 8+ years of experience in IT project management role managing projects that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts. Typically hold advanced degrees and PMP certifications.

COMMERCIAL JOB TITLE: TECHNOLOGY ARCHITECT

Functional Responsibility:

Design and architect software systems and applications. Lead a team of software developers to architect, design software systems. Write product requirement documents, define product functionality, implement and negotiate feature sets. Ensures that design implementation is optimized to provide the most efficient use of system resources including database tuning. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated development tasks. Experience in a variety of software systems, practices and procedures. Expert level software development, User Interface development and relational database knowledge to serve as development team expert.

Skills and experience includes but not limited to

- Defining or implementing technical architectures or environments that support Purchaser's business
- Integrating diverse solutions into a cohesive and manageable environment or the integration of a single solution into an existing environment.
- Defining requirements for IT solutions to support management goals
- Defining or implementing e-commerce business solutions
- Developing assessments ranging from short, rapid reviews to in-depth studies of an organization's IT capabilities
- Providing guidance, alternatives and recommendations for improving an organization's IT capabilities, to include better optimization of current resources, applications, and systems
- Detailing specific enhancements, changes and/or refinements to existing systems
- Providing cost benefit and/or trade-off analysis for any recommended actions to include life cycle costs, return on investment and life expectancy as appropriate
- Tailoring technical environments to meet customer needs
- Integration of various vendor technologies
- Defining or implementing business supporting technical architecture's or environment
- Providing support for local and wide area networks through upgrades, application of technical knowledge, and management
- Applying technical knowledge in complex computing environments involving various levels of computing platforms
- Coordinating change in both technical and business environments
- Technical architecture of web content management solutions
- Integration of technical environments needed to advance e-commerce business solutions
- Research and Test Emerging Information Technology
    - Market trend analysis
    - Developing or participating in technology test plans
    - Coordinating business and technical requirements
    - Relating business needs with technical opportunities
    - Learning and exploiting new technical opportunities
    - E-commerce analysis
    - Data Modeling
    - Development of architectural principles
    - Architectural design, inventory, staffing, security, organization structure, implementation procedures, configuration management procedures and enterprise mind-set

Minimum Education:

Bachelor's degree and/or demonstrated realted experience, Masters degree or specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:

Junior:

1-3 of years of technology architecture experience on a technical development team in the areas of Enterprise software systems and applications that meet the specific statement of work for the services to be provided.

Journey:

4-6 of years of technology architecture experience on a technical development team in the areas of Enterprise software systems and applications that meet the specific statement of work for the services to be provided.

Senior:

7-10 of years of experience on a technical development team in the areas of Enterprise software systems and applications that meet the specific statement of work for the services to be provided.

Expert:

10+ of years of experience on a technical development team in the areas of Enterprise software systems and applications that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in their chosen field and are subject-matter experts. Typically hold advanced degrees and several technology certifications.

COMMERCIAL JOB TITLE: C/S, WEB & N-TIER APPLICATION DEVELOPER

Functional Responsibility: Analyze, design, develop, write, and modify software applications. Participate in the testing process through test review and analysis, test witnessing and certification of software. Write product requirement documents, implement and track development timelines, negotiate feature sets with the development leads and product. Perform a variety of complicated development tasks.

Skills and experience includes but not limited to

- Design, development, unit testing, and implementation of program and database code required for single and multiple tier business applications and systems in distributed multi-user environments
- Experience with UNIX/Linux server, Windows server class operating systems, Windows client, CITRIX hosted client server and internet browser environments are necessary
- Developers will have experience design, testing and implementing relational databases, including a full understanding of SQL scripting, using MS SQL Server, MS-Access, Oracle, ADABAS or other database engines in common use today. For smaller projects, this category could include data analysis skills to enable a single person to complete the entire project
- Developers must have experience with Microsoft, J2EE or other mainstream integrated development environments and tool sets
- Developers must have the ability to provide guidance, peer mentoring and knowledge transfer for state staff, have a full understanding of testing processes & procedures, and be willing to work within the agency's configuration management process
- Experience in programming, testing, and maintaining program code for systems using configuration and object management tools
- Developers must have experience programming thick or thin GUI's/clients or web based systems

Minimum Education:

Bachelors degree, Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:

Junior: 1-2 years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Familiarity in a variety of the software engineering concepts, practices and procedures. Work under immediate supervision.

Journey: 3-4 years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Rely on software engineering experience and judgment to plan and accomplish goals, performs a variety of tasks.

Senior: 5-7 years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Experience in a variety of the software engineering concepts, practices and procedures. Expert level software development knowledge. May lead and direct the work of others.

Expert:8+ years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Expert level software development knowledge (recognized as top professionals in their chosen field) and extremely competent in programming complicated, specific, and unique applications; and will typically hold advanced education degrees or certifications. Manage a team of software developers to architect, design and develop software products/applications.

COMMERCIAL JOB TITLE: DATABASE DEVELOPER / DATA ANALYST/DATA WAREHOUSE SPECIALIST

Functional Responsibility:

Perform the design, development, implementation, and maintenance of large relational and/or distributed databases. Develop database requirements from operational documentation and user inputs. Provide technical guidance in the selection, implementation and deployment of databases and their architecture. Provide highly technical expertise in the use of relational databases. Evaluates and recommends available database technologies and products to support validated user requirements. Define file organization, indexing methods, and security procedures for specific user applications.

Skills and experience includes but not limited to

- Designs logical and physical databases. Reviews description of changes to database design to understand how changes to be made affect physical database
- Codes database descriptions and specifies identifiers of database to database management system or directs others in coding database descriptions
- Reviews and corrects programs. Answers user questions
- Confers with coworkers to determine impact of data base changes on other systems and staff cost for making changes to database
- Modifies database programs to increase processing performance, referred to as performance tuning
- Creates, tests and implements database backup plans

Qualifications:

Bachelor's degree , Specialized experience in the technologies that meet the specific statement of work for the services to be provided

Minimum/General Experience:

Junior: 1-2 years of experience in a variety of database technologies and applications that meets the specific statement of work for the services to be provided. Familiarity in a variety of the software engineering and database concepts, practices and procedures. Work under immediate supervision.

Journey: 3-4 years of experience in a variety of database technologies and applications that meets the specific statement of work for the services to be provided. Experience in a variety of the software engineering and database concepts, practices and procedures.

Senior: 5-7 years of experience in a variety of database technologies and applications that meets the specific statement of work for the services to be provided. Rely on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks. May lead and direct the work of others.

Expert: 8+ years of experience in a variety of database technologies and applications that meet the specific statement of work for the services to be provided. Expert level database architect knowledge (recognized as top professional in the field) and extremely competent in programming complicated, specific, and unique database applications; and will typically hold advanced education degrees or certifications.

COMMERCIAL JOB TITLE: DESKTOP APPLICATIONS DEVELOPER/TRAINER

Functional Responsibility:

Designs, modifies, develops, writes and implements desktop applications. Supports and/or installs applications/operating systems. Participate in the testing process through test review and analysis, test witnessing and certification of software. Provide user training in the desktop applications.

Skills and experience includes but not limited to

- Development of Desktop Solutions Using Microsoft Office Package, Visual Basic or other products commonly in use within business environments
- Support of Desktop Solutions Using Microsoft Office Package, Visual Basic or other products commonly in use within business environments
- Providing training of Desktop Solutions Using Microsoft Office Package, Visual Basic or other products commonly in use within business environments
- Develop hardcopy and electronic resources including help manuals, FAQs, and procedure documents

Minimum Education:

Bachelor Degree or demonstracted equivalent experience

Minimum/General Experience:

Junior:

1-2 years of experience in the field that meets the specific statement of work for the services to be provided. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision.

Journey:

3-4 years of experience in the field that meets the specific statement of work for the services to be provided. Rely on experience and judgment to plan and accomplish goals,performs a variety of tasks.

Senior:

5-7 years of experience in the field that meets the specific statement of work for the services to be provided. Rely on experience and judgment to plan and accomplish goals, performs a variety of complex tasks, may lead and direct the work of others. A wide degree of creativity and latitude is expected.

Expert:

8+ years of experience in the field that meets the specific statement of work for the services to be provided. Recognized as top professionals in their chosen field and are subject-matter experts. Typically hold advanced education degrees or certifications, such as, but not limited to MCSE

COMMERCIAL JOB TITLE: GIS APPLICATIONS DEVELOPER

Functional Responsibility:

Analyze, design, develop, write, and modify GIS applications. Participate in the testing process through test review and analysis, test witnessing and certification of software. Write product requirement documents, implement and track development timelines, negotiate feature sets with the development leads and product. Perform a variety of complicated development tasks.

Skills and experience shall include the following:

- Expertise in the complete system development lifecycle from conceptualization through requirements definition, design, development, testing implementation, maintenance, and user training as it it applies to Geographic Information Systems (GIS) related technology and data in support of State business needs
- Expertise with GIS software such as: ArcGIS, ArcObjects, ArcGIS Server and ARCIMS
- Application programming expertise in such GIS programming languages as: C++, Visual Basic, Visual C#, Java, JSP, ASP, XML, GML and Cold Fusion
- Expertise in this category also includes GIS database design, use of ESRI's SDE, data conversion and management, Internet mapping and remote sensing
- Providing GIS services consistent with the GIS Technology Policy and standards
- Proficient in use of Information Engineering tools and methodologies
- Completing conceptual, logical and physical data models using Entity Relationship and/or UML Class Diagrams

Minimum Education:

Bachelors degree

Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:

Junior: 1-2 years of experience on a technical development team in a variety of desktop technologies and applications that meet the specific statement of work for the services to be provided. Familiarity in a variety of the software engineering concepts, practices and procedures. Work under immediate supervision.

Journey:3-4 years of experience on a technical development team in a variety of desktop technologies and applications that meet the specific statement of work for the services to be provided. Rely on software engineering experience and judgment to plan and accomplish goals, performs a variety of tasks.

Senior: 5-7 years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Experience in a variety of the software engineering concepts, practices and procedures. Expert level GIS application development knowledge. May lead and direct the work of others.

Expert: 8+ years of experience on a technical development team in a variety of software technologies and applications that meet the specific statement of work for the services to be provided. Expert level GIS application development knowledge (recognized as top professionals in their chosen field) and extremely competent in programming complicated, specific, and unique applications; and will typically hold advanced education degrees or certifications.

COMMERCIAL JOB TITLE: GENERAL MAINFRAME DEVELOPER

Functional Responsibility:

Analyze, design, develop, write, and modify mainframe applications. Participate in the testing process through test review and analysis, test witnessing and certification of software. Write product requirement documents, implement and track development timelines, negotiate feature sets and enhancements with users. Perform a variety of complicated development tasks.

Minimum Education:

Bachelors degree or demonstrated equivalent work experience

Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:

Junior: 1-2 years of experience in the mainframe technologies and applications that meet the specific statement of work for the services to be provided. Familiarity in a variety of the software engineering concepts, practices and procedures. Work under immediate supervision.

Journey: 3-4 years of experience in the mainframe technologies and applications that meet the specific statement of work for the services to be provided. Experience in a variety of the software engineering concepts, practices and procedures. Rely on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks.

Senior: 5-7 years of experience on a technical development team in the mainframe technologies and applications that meet the specific statement of work for the services to be provided. Experience in a variety of the software engineering concepts, practices and procedures. Expert level mainframe application development knowledge. May lead and direct the work of others.

Expert: 8+ years of experience on a technical development team in the mainframe technologies and applications that meet the specific statement of work for the services to be provided. Expert level mainframe application development knowledge (recognized as top professionals in their chosen field) and extremely competent in programming complicated, specific, and unique applications. Will typically hold advanced education degrees or certifications.

COMMERCIAL JOB TITLE: ERP APPLICATIONS DEVELOPER

Analyze, design, develop, write, and modify ERP applications like SAP, Oracle, PeopleSoft and JD Edwards. Generate custom reports and integrate ERP systems with other enterprise applications. Participate in the testing process through test review and analysis and certification of software. Write product requirement documents, implement and track development timelines, negotiate feature sets and enhancements with users. Supports and/or installs software applications and perform a variety of complicated tasks.

Minimum Education:

Bachelors degree or demonstrated equivalent actual work experience

Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:

Junior:

1-2 years of experience in the ERP technologies and applications that meets the specific statement of work for the services to be provided. Familiarity with software development practices, procedures and databases.

Journey:

3-4 years of experience in the ERP technologies and applications that meets the specific statement of work for the services to be provided. Experience in a variety of the software engineering concepts, practices, procedures and databases. Rely on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks.

Senior:

5-7 years of experience in the ERP technologies and applications that meet the specific statement of work for the services to be provided. Expert level ERP applications development knowledge. May lead and direct the work of others.

Expert:

8+ years of experience in the ERP technologies and applications that meet the specific statement of work for the services to be provided. Expert level ERP application development knowledge (recognized as top professionals in their chosen field) and extremely competent in programming complicated, specific, and unique applications. Will typically hold advanced education degrees or certifications.

COMMERCIAL JOB TITLE: ERP FUNCTIONAL ANALYST

Functional Responsibility:

Comprehensive functional expertise in ERP systems modules and business processes. Supports and/or installs ERP software applications. Participate as a functional expert on ERP implementations. Analyze, design and develop specific module functional specifications and perform a variety of tasks. Participate in the testing process through test review and analysis and certification of software.

Minimum Education:

Bachelors degree or demonstrated equivalent job experience

Specialized experience in the technologies that meet the specific statement of work for the services to be provided.

Minimum/General Experience:

Junior:

1-2 years of Knowledge and functional experience in ERP systems that meets the specific statement of work for the services to be provided. Understanding of ERP implementations and the business processes. Familiarity with software development practices, procedures and databases.

Journey:

3-4 years of Knowledge and functional experience in ERP systems that meets the specific statement of work for the services to be provided. Good understanding of ERP implementations, the business processes and software engineering concepts, and databases. Rely on experience and judgment to plan and accomplish goals, performs a variety of complex tasks.

Senior:

5-7 years of Knowledge and functional experience in ERP systems that meets the specific statement of work for the services to be provided. Good understanding of ERP implementations and the business processes and expert level functional knowledge. May lead and direct the work of others.

Expert:

8+ years of Knowledge and functional experience in ERP systems that meets the specific statement of work for the services to be provided. Extensive experience in a variety of the software engineering concepts, practices, procedures and databases. Expert level functional knowledge (recognized as top professionals in their chosen field) and typically hold advanced education degrees or certifications.

COMMERCIAL JOB TITLE: NETWORK AND SYSTEMS ADMINISTRATOR

Functional Responsibility:

Install new software releases, system upgrades, evaluate and install patches and resolves software related problems. Perform system backups and recovery. Maintain data files and monitors system configuration to ensure data integrity. Review, plan, and evaluate and troubleshoot network systems. Provide documentation/project tracking and management reporting. Provide tactical and strategic input on overall network planning and related projects.

Skills and experience shall include the following:

- System Administration
- Network Storage, Backup and File Service - Experience in designing, implementing and maintaining network storage, backup and file service systems using SANS, NAS, etc
- UNIX/Linux - Experience in designing, implementing and maintaining UNIX/Linux based network operating systems, server environments
- Microsoft Windows - Experience in designing, implementing, and maintaining Windows NT 4 x, 2000, 2003, 2008, OS, Microsoft Active Directory, MS-SQL,
- Exchange, IIS, Citrix and other Back-Office applications and server environments
- Network Security - Experience in providing installation, maintenance, and support for Checkpoint and Cisco firewalls, F5 SSL accelerators, IDS devices and related equipment
- Routers & Related Equipment - Experience in providing installation, maintenance and support for Cisco Routers, Cisco and HP switches and related equipment
- Statewide Network Installation & Support - Experience in providing support for PCs, hardware and software dispersed throughout the State of Washington
- Implementing and maintaining Network Monitoring systems and devices

Minimum Education:

Bachelor Degree

Specialized experience or certifications in the technologies that meet the specific statement of work for the services to be provided

Minimum/General Experience:

Junior: 1-2 years of experience in the related area that meets the specific statement of work for the services to be provided. Familiarity with standard concepts, practices and procedures within a particular field. Works under general supervision.

Journey:3-4 years of experience in the field or in a related area that meets the specific statement of work for the services to be provided. Experience with standard concepts, practices and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Perform a variety of complex tasks.

Senior:7- 10 years of experience in the field or in a related area that meets the specific statement of work for the services to be provided. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Expert:8+ years of experience in the field or in a related area that meets the specific statement of work for the services to be provided. Expert level network and systems administration experience (recognized as top professionals in the field) and are subjectmatter experts. Typically hold advanced education degrees or certifications such as, but not limited to, a Microsoft Certified Systems Administrator (MCSA), a Sun Certified Network Administrator (SCNA) or CISCO certified Network Professional (CCNA).

COMMERCIAL JOB TITLE: DATABASE ADMINISTRATOR

Functional Responsibility: Perform a variety of database implementation, maintenance and administration of relational and/or distributed databases. Provide technical input in implementation and deployment of databases and their architecture. Coordinates physical changes to computer data bases; and codes, tests, and implements physical data base, applying knowledge of data base management system: Define file organization, indexing methods, and security procedures for specific user applications.

Skills and experience shall include the following:

- Designs logical and physical databases. Reviews description of changes to database design to understand how changes to be made affect physical database (how data is stored in terms of physical characteristics, such as location, amount of space, and access
- Establishes physical database parameters
- Calculates optimum values for database parameters, such as amount of computer memory to be used by database, following manuals and performing calculations
- Specifies user access level for each segment of one or more data items, such as insert, replace, retrieve, or delete data
- Generates scripts to create or modify database,Tests and corrects errors, and refines changes to database
- Uses utility programs to monitor database performance, such as distribution of records and amount of available memory
- Directs programmers and analysts to make changes to data base management systems
- Reviews and corrects programs. Answers user questions
- Confers with coworkers to determine impact of data base changes on other systems and staff cost for making changes to database

Qualifications:

Bachelor's degree or demonstrated equivalent experience , Specialized experience in the technologies that meet the specific statement of work for the services to be provided

Minimum/General Experience:

Junior:1-2 years of experience in a variety of database technologies and administration that meets the specific statement of work for the services to be provided. Familiarity with software and database concepts, practices and procedures. Rely on instructions and pre-established guidelines to perform the functions of the job.

Journey: 3-4 years of experience in a variety of database technologies and administration that meets the specific statement of work for the services to be provided. Experience in a variety of the software engineering and database concepts, practices and procedures.Relies on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks.

Senior:5-7 years of experience in a variety of database technologies and administration that meets the specific statement of work for the services to be provided. Rely on experience and judgment to plan and accomplish goals, performs a variety of complicated tasks. May lead and direct the work of others. Typically holds DBA certifications.

Expert: 8+ years of experience in a variety of database technologies and administration that meets the specific statement of work for the services to be provided. Expert level database administration knowledge (recognized as top professionals in the field) andextremely competent in database management and administration and will typically hold advanced education degrees and DBA certifications.

COMMERCIAL JOB TITLE: SOFTWARE QUALITY ASSURANCE ANALYST

Functional Responsibility: Responsible for software quality assurance testing, test plans and test reports. Write, revise, and verify quality standards and test procedures for program design and product evaluation to attain quality of software economically and efficiently. Generate test cases, run automated testing tools, compile test reports and involve in design and code reviews. Ensure that the defined methodologies and processes are adhered to quality standards and compile test reports.

Skills and experience shall include the following:

- Have a full understanding of testing processes & procedures and be willing to work within the agency's configuration management process
- Development of artifacts used in testing /evaluation of information systems and tool sets used to validate full functionality of the system as well as interoperability with databases and both horizontal and vertical integration with other interfaced systems in accordance with ISO or industry standard best practices
- Artifacts generated and used by vendors should include but are not limited to Standard Software Test Plans (STP), Standard Software Test Descriptions (STD) and Standard Software Test Reports (STR)
- Conduct of Load, Functional/ Regression and Conformance testing of information
- Providing guidance and mentoring to state staff on proper testing procedures
- Experience in the planning, implementation, and testing of usability for Web sites and Web-based applications including: Web site effectiveness, efficiency, and satisfaction; user's ability and time it takes to find information and complete services online
- Experience with user-centered design including: Early focus on user tasks and needs; ability to observe, measure, and record a user's behavior; and implement feedback using an iterative design process, Experience using testing tools in a mainframe environment (e.g. QABatch)
- Experience in the reviewing, testing, and providing recommendations for the improvement of web-based information and application accessibility using Section 508 of the Rehabilitation Act Standards and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG)"
- Experience using testing tools, in a Microsoft, Java based, or mixed N-Tier environment

Minimum Education: Bachelor Degree familiarity with SQA testing methodologies

Minimum/General Experience:

Junior:1-2 years of experience in testing or in a related area using SEI/CMM/ISO testing approach. Familiar with standard concepts, practices and procedures within a particular field. Performs a variety of tasks, and works under general supervision.

Journey: 3-4 years of experience in the field or in a related area using SEI/CMM/ISO testing approach. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated testing tasks. A certain degree of creativity and latitude is required.

Senior: 7- 10 years of experience in the field or in a related area using SEI/CMM/ISO testing approach. Relies on extensive experience and judgment to plan and accomplish goals. Responsible for executing quality assurance plan during software development lifecycle that includes regression testing, code reviews, performance analysis and test plans. May lead and direct the work of others.

Expert: 8+ years of experience in the field or in a related area using SEI/CMM/ISO testing approach. Experience with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Expert level quality assurance experience (recognized as top professionals in the field) and extremely competent in quality assurance process administration and will typically hold advanced education degrees and certifications.

COMMERCIAL JOB TITLE: EXTERNAL IV &V ANALYST

Functional Responsibility:

Responsible for Independent validation and verification (test and evaluation) of systems and applications. Understanding of software testing processes and procedures best practices and associated documentation (development, integration, test readiness and acceptance cycles). Develop test plans, test cases and test reports. Ensure that the defined methodologies and processes are adhered to quality standards. Understand and apply monitoring and measurement methods and techniques specific to application testing and deployment

Skills and experience shall include the following:

- Provides Independent Verification and Validation (IV&V) services.
- Development of detailed workplan(s) and planning activities for IT Quality Assurance team
- Designing processes and methods
- Defining work breakdown structure for IT Quality Assurance team
- Assigning and monitoring completion of tasks for IT Quality Assurance team
- Guiding and providing mentoring for project leaders and staff
- Identifying and communicating project risks and ways to mitigate these risks
- Experience in large-scale IT systems implementation Quality Assurance role.
- Providing Quality Assurances services consistent with the client preferred model
- Development of QA project reports addressing all phases of a project
- Provide mentoring to the project executive sponsor

Minimum Education:

Bachelor Degree

Minimum/General Experience:

Junior:

1-2 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Journey:

3-4 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Senior:

5-7 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Expert:

8+ years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided. Expert level knowledge in test evaluation field (recognized as top professionals in the field) and are subject-matter experts. Typically holds advanced degree and certifications.

COMMERCIAL JOB TITLE: WORKSTATION SUPPORT SPECIALIST

Functional Responsibility:

Maintains, analyzes, troubleshoots, and repairs workstations, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Resolves user related issues and provides helpdesk support. Well versed with desktop hardware, software and applications.

Skills and experience shall include the following:

- Installing PC workstation equipment including associated peripherals and software, installed, or upgraded software packages, and moving equipment
- Establish Connectivity to LAN and Inter/Intranet
- Professional experience in a complex information systems environment
- Troubleshooting and Testing standard Windows operating system and supporting Microsoft suite of application software
- Demonstrated knowledge and experience in identifying and resolving problems in the following areas:
    - Hardware: Printers, PCs, thin clients, PDAs
    - Software: Windows Operating systems, i.e. XP, Win2000
    - Software: Windows based applications, i.e. Access, Word, Excel
    - Network: Local and Wide Area Networks
- Problem Call Support/Resolution
- Help Desk support and experience
- Additional Requirements:
    - Knowledgeable of network protocols such as TCIP/IP, HTTP, NTP, SMTP and SNMP
    - Demonstrated experience supporting systems utilizing SQL, Exchange, Windows Terminal Server, Citrix and SAP

Minimum Education:

Associate degree or related training

Minimum/General Experience:

Junior:

1-2 years of experience in the field or in a related area. Has knowledge of commonlyused concepts, practices, and procedures within a particular field. Rely on instructions and pre-established guidelines to perform the functions of the job.

Journey:

3-4 years of experience in the field or in a related area. Experience with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks with a certain degree of creativity.

Senior:

5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager.

COMMERCIAL JOB TITLE: DISASTER RECOVERY ANALYST

Functional Responsibility:

Responsible for security and integrity of assigned electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems and data networks to insure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames**.**

Skills and experience shall include the following:

- Experience with providing business continuity planning services
- Experience with hot site and cold site disaster recovery services
- Applying best planning practices as defined by Disaster Recovery International and Disaster Recovery Journal
- Experience in working with executive management to explain recovery alternatives, their costs, and the benefits and disadvantages of each alternative
- Experience in conducting Disaster Recovery/Business Continuity (DR/BC) exercises to validate documented recovery plans, recovery strategies, processes and procedures

Minimum Education:

Associate degree or related training, and appropriate certifications and accederations

Minimum/General Experience:

Junior:

1-2 years of experience in the field or in a related area. Has knowledge of commonlyused concepts, practices, and procedures within a particular field. Rely on instructions and pre-established guidelines to perform the functions of the job. Associate Business Continuity Professional (ABCP) certification, VSP certification

Journey:

3-4 years of experience in the field or in a related area. Experience with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks with a certain degree of creativity. Holds VCP, Certified Functional Continuity Professional (CFCP), or equivalent certifications

Senior:

5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically holds advanced degree and Certified Business Continuity Professional (CBCP), Master Business Continuity Professional (MBCP) and equivalent certifications from vendor.

COMMERCIAL JOB TITLE: ENTERPRICE CONTENT MANAGEMENT SPECIALIST

Functional Responsibility:

Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates and pursues content. Seeks out customers to gather feedback for website improvement and enhancements. Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site.

Skills and experience shall include the following:

- Conduct Assessments/Requirements gathering to identify appropriate ECM solution
- Implement imaging applications (scan, index, store, and retrieve) using prescribed software and platforms
- Implement process applications (workflow) using prescribed Identify and Document Workflows for software and platforms
- Integrate existing scanned images into prescribed software and databases
- Implement object oriented applications where applicable
- Connect applications to DBMS
- Identify and resolve software and DBMS performance problems
- Participate in Technical Review meetings as required
- Write and enhance stored procedures and Integrate with XML web services
- Transfer knowledge program/technical staff
- Provide hands-on training of all operational and technical processes used in developing Electronic Document Workflow Management System (EDWMS) applications
- Develop functional test plans and conduct user interface testing , Develop, test, and implement enhancements
- Develop user and technical documentation as required
- Participate in data analysis/design meetings with customers as required
- Develop and measure compliance with data retention, protection, privacy and archiving policies for electronic records (e.g. electronic documents, email and databases)

Minimum Education: Bachelor Degree or equivalent demonstrated work experience

Minimum/General Experience:

Junior: 1-2 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Journey: 3-4 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Senior: 5-7 years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided.

Expert: 8+ years of experience in the analysis of business processes, activities, and events that meets the specific statement of work for the services to be provided. Expert level knowledge in test evaluation field (recognized as top professionals in the field) and are subject-matter experts. Typically holds advanced degree and certifications.

COMMERCIAL JOB TITLE: PRODUCT MANAGER

Experience managing the delivery, ongoing success, and continuous improvement of one or more digital products and/or platforms.

Primarily responsible for:

- Lead one or more multi-disciplinary agile delivery teams to deliver excellent new products and/or iterations to existing products to meet user needs
- Gather user requirements based on a communicable understanding of diverse audience groups
- Define and get stakeholder buy-in for product definition and delivery approach
- Create effective, prioritized product descriptions, and delivery plans to meet user needs in a cost-effective way
- Interpret user research in order to make the correct product decisions, noting that users do not always know what they want
- Continually keep abreast of changes to user habits, preferences, and behaviors across various digital platforms and their implications for successful delivery of government digital services
- Underpin the delivery and iteration of digital services through effective analysis of qualitative and quantitative user data
- Communicate credibly with a wide range of digital delivery disciplines and talent

COMMERCIAL JOB TITLE: TECHNICAL ARCHITECT

Experience serving as the manager of complex technology implementations, with an eye toward constant reengineering and refactoring to ensure the simplest and most elegant system possible to accomplish the desired need.

Understands how to maximally leverage the open source community to deploy systems on infrastructure as a service providers. Comfortable with liberally sharing knowledge across a multi-disciplinary team and working within agile methodologies. A full partner in the determination of vision, objectives, and success criteria.

Primarily responsible for:

- Architecting the overall system, by using prototyping and proof of concepts, which may include:
  - modern programming languages (e.g., Ruby, Python, Node.js) and web frameworks (e.g., Django, Rails)
  - modern front-end web programming techniques (e.g., HTML5, CSS3, RESTful APIs) and frameworks (e.g., Twitter Bootstrap, jQuery)
  - relational databases (e.g., PostgreSQL), and “NoSQL” databases (e.g., Cassandra, MongoDB)
  - automated configuration management (e.g., Chef, Puppet, Ansible, Salt), continuous integration/deployment, and continuous monitoring solutions
- Use of version control systems, specifically Git and GitHub
- Ensuring strategic alignment of technical design and architecture to meet business growth and direction, and stay on top of emerging technologies
- Decomposing business and system architecture to support clean-interface multi-team development
- Developing product roadmaps, backlogs, and measurable success criteria, and writing user stories (i.e., can establish a path to delivery for breaking down stories) ● Clearly communicates and works with stakeholders at every level

COMMERCIAL JOB TITLE: INTERACTION DESIGNER / USER RESEARCHER / USABILITY TESTER

The Interaction Designer / User Researcher / Usability Tester is part of a highly collaborative, multi-disciplinary team focused on improving usability, user experience, and driving user adoption and

engagement. They are responsible for conducting user research, analysis & synthesis, persona development, interaction design, and usability testing to create products that delight our customers.

Primarily responsible for:

- Conduct stakeholder interviews, user requirements analysis, task analysis, conceptual modeling, information architecture, interaction design, and usability testing
- Design and specify user interfaces and information architecture
- Lead participatory and iterative design activities, including observational studies, customer interviews, usability testing, and other forms of requirements discovery
- Produce user requirements specifications & experience goals, personas, storyboards, scenarios, flowcharts, design prototypes, and design specifications
- Effectively communicate research findings, conceptual ideas, detailed design, and design rationale and goals both verbally and visually
- Plan and facilitate collaborative critiques and analysis & synthesis working sessions
- Work closely with visual designers and development teams to ensure that customer goals are met and design specifications are delivered upon
- Designs and develops primarily internet/web pages and applications
- Develops proof-of-concepts and prototypes of easy-to-navigate user interfaces (UIs) that consists of web pages with graphics, icons, and color schemes that are visually appealing
- Researches user needs as well as potential system enhancements
- Has familiarity to, or may actually: code, test, debug documents, and implement web applications using a variety of platforms
- Planning, recruiting, and facilitating the usability testing of a system
- Analyzing and synthesizing the results of usability testing in order to provide recommendations for change to a system
- May create such artifacts as Usability Testing Plan, Testing Scripts, and Usability Testing Report

COMMERCIAL JOB TITLE: VISUAL DESIGNER

The Visual Designer starts with a deep understanding of the goals of customers and the business so that they can create experiences that delight. Visual Designers will be well-versed in all aspects of current visual design standards and trends and will be responsible for managing project design reviews, resource planning, and execution for all project work related to visual design.

Primarily responsible for:

- Oversees all visual design efforts
- Guides, mentors, and coaches team members while leading projects to successful completion
- Develops and maintains relationships with key peers in Marketing, Branding, UX leaders, IT leaders, and others to identify and plan creative solutions
- Manages external service resources and budgets for visual design
- Ensures successful completion of all work executed by the team (on time, on budget, and ensuring quality)
- Ensures compliance with the project management methodologies and the Project Management Office processes and standards
- Develops, maintains, and ensures compliance of application release management, outage management and change control processes and standards
- Defines, creates, communicates, and manages resource plans and other required project documentation such as style guides and provides updates as necessary

COMMERCIAL JOB TITLE: WRITER / CONTENT DESIGNER / CONTENT STRATEGIST

Experience developing the strategy and execution of content across digital channels.

Primarily responsible for:

- Improves content creation efforts by helping to lead the research & development of interactive and experiential storytelling for projects
- Advise how to improve the ongoing iteration of content models
- Collaborate with designers and other content strategists to improve how the effectiveness of digital, print, and other content is measured
- Develop and maintain appropriate voice for produced content
- Advise how to streamline content production and management solutions and processes, based on user research
- Assign, edit, and produce content for products, services, and various projects
- Plan and facilitate content strategy workshops and brainstorming sessions on developing content and content services (including API development)
- Collaborate closely with developers and designers to create, test, and deploy effective content marketing experiences using the Agile method of software development
- Offer educated recommendations on how to deliver a consistent, sustainable and standards-driven execution of content strategy across products, services, and projects
- Collaborate with content managers, writers, information architects, interaction designers, developers, and content creators of all types
- Participate, as needed, on an Agile software development scrum teams

COMMERCIAL JOB TITLE: FRONTEND WEB DEVELOPER

Experience using modern, frontend web development tools, techniques, and methods for the creation and deployment of user-facing interfaces. Is comfortable working in an agile and lean environment to routinely deploy changes.

Primarily responsible for:

- Frontend web development using modern techniques and frameworks (e.g., HTML5, CSS3, CSS frameworks like LESS and SASS, Responsive Design, Bourbon, Twitter Bootstrap)
- JavaScript development using modern standards, including strict mode compliance, modularization techniques and tools, and frameworks and libraries (e.g., jQuery, MV* frameworks such as Backbone.js and Ember.js, D3)
- Consuming RESTful APIs
- Using and working in team environments that use agile methodologies (e.g., Scrum, Lean)
- Use of version control systems, specifically Git and GitHub
- Ensuring Section 508 Compliance
- Quickly researching and learning new programming tools and techniques
- Using and working with open source solutions and community
- Creating web layouts from static images
- Creating views and templates in full-stack frameworks like Rails, Express, or Django

COMMERCIAL JOB TITLE: BACKEND WEB DEVELOPER

Experience using modern, open source software to prototype and deploy backend web applications, including all aspects of server-side processing, data storage, and integration with frontend development.

Primarily responsible for:

- Web development using open-source web programming languages (e.g., Ruby, Python) and frameworks (e.g., Django, Rails)
- Developing and consuming web-based, RESTful APIs
- Using and working in team environments that use agile methodologies (e.g., Scrum, Lean)
- Authoring developer-friendly documentation (e.g., API documentation, deployment operations)
- Test-driven development
- Use of version control systems, specifically Git and GitHub
- Quickly researching and learning new programming tools and techniques
- Relational and non-relational database systems
- Scalable search technology (e.g. ElasticSearch, Solr)
- Handling large data sets and scaling their handling and storage
- Using and working with open source solutions and community
- Communicating technical concepts to a non-technical audience

COMMERCIAL JOB TITLE: DEVOPS ENGINEER

Experience serving as the engineer of complex technology implementations in a product-centric environment. Comfortable with bridging the gap between legacy development or operations teams and working toward a shared culture and vision. Works tirelessly to arm developers with the best tools and ensuring system uptime and performance.

Primarily responsible for:

- Deploying and configuring services using infrastructure as a service providers (e.g., Amazon Web Services, Microsoft Azure, Google Compute Engine, RackSpace/ OpenStack)
- Configuring and managing Linux-based servers to serve a dynamic website
- Debugging cluster-based computing architectures
- Using scripting or basic programming skills to solve problems
- Installation and management of open source monitoring tools
- Configuration management tools (e.g., Puppet, Chef, Ansible, Salt)
- Architecture for continuous integration and deployment, and continuous monitoring
- Containerization technologies (e.g., LXC, Docker, Rocket)

COMMERCIAL JOB TITLE: SECURITY ENGINEER

Experience serving as the security engineer of complex technology implementations in a product-centric environment. Comfortable with bridging the gap between legacy development or operations teams and working toward a shared culture and vision. Works tirelessly to ensure help developers create the most secure systems in the world while enhancing the privacy of all system users. Experience with white-hat hacking and fundamental computer science concepts strongly desired.

Primarily responsible for:

- Performing security audits, risk analysis, application-level vulnerability testing, and security code reviews
- Develop and implement technical solutions to help mitigate security vulnerabilities
- Conduct research to identify new attack vectors

COMMERCIAL JOB TITLE: DELIVERY MANAGER

Experience setting up teams for successful delivery by removing obstacles (or blockers to progress), constantly helping the team to become more self-organizing, and enabling the work the team does rather than impose how it's done.

Manages one or more agile projects, typically to deliver a specific product or transformation via a multi-disciplinary, high-skilled digital team. Adept at delivering complex digital projects, breaking down barriers to the team, and both planning at a higher level and getting into the detail to make things happen when needed.

Defines project needs and feeds these into the portfolio/program process to enable resources to be appropriately allocated.

Primarily responsible for:

- Deliver projects and products using the appropriate agile project management methodology, learning & iterating frequently
- Work with the Product Manager to define the roadmap for any given product and translate this into user stories
- Lead the collaborative, dynamic planning process -- prioritizing the work that needs to be done against the capacity and capability of the team
- Matrix-managing a multi-disciplinary team
- Ensure all products are built to an appropriate level of quality for the stage (alpha/beta/production)
- Actively and openly share knowledge of best practices

COMMERCIAL JOB TITLE: AGILE COACH

Experience transforming initiatives to deliver lasting change within agencies that focus on delivering value for citizens. Coaches may be required to work either:

- at the team level, working with teams to ensure that delivery teams within agencies are adopting agile and performing effectively
- at the portfolio or program level, to help agencies to establish the right processes for managing a portfolio of work in an agile way
- at the organization level, to drive strategic change across the organization and ensure that adoption of agile techniques is embedded from the most senior levels of the organization
- or across all levels to ensure that organizations adopt a pragmatic approach to the way in which they govern delivery and continuous improvement of digital services

Primarily responsible for:

- Embed an agile culture using techniques from a wide range or agile and lean methodologies and frameworks, but be methodology agnostic
- Help to create an open and trust-based environment, which enables a focus on delivery and facilitates continuous improvement
- Assess the culture of a team or organization and delivery processes in place to identify improvements and facilitate these improvements with the right type of support
- Showcase relevant tools and techniques such as coaching, advising, workshops, and mentoring
- Engage with stakeholders at all levels of the organization
- Develop clear lines of escalation, in agreement with senior managers
- Ensure any stakeholder can easily find out an accurate and current project or program status, without disruption to delivery
- Work effectively with other suppliers and agencies

- Apply best tools and techniques to: team roles, behaviors, structure and culture, agile ceremonies and practices, knowledge transfer and sharing, program management, crossteam coordination, and overall governance of digital service delivery
- Ensure key metrics and requirements that support the team and delivery are well defined and maintained
- Equip staff with the ability to coach others
- If organization level, executive coaching on the fundamental considerations of digital service delivery design

COMMERCIAL JOB TITLE: DIGITAL PERFORMANCE ANALYST

Experience specifying, collecting, and presenting key performance data and analysis for a given digital service. Supports Product Managers by generating new and useful information and translating it into actions that will allow them to iteratively improve their service for users. Possesses analytical and problem-solving skills necessary for quickly developing recommendations based on the quantitative and qualitative evidence gathered via web analytics, financial data, and user feedback. Confident in explaining technical concepts to senior officials with limited technological background. And comfortable working with data, from gathering and analysis through to design and presentation.

Primarily responsible for:

- Support the Product Manager to make sure their service meets performance requirements
- Communicate service performance against key indicators to internal and external stakeholders
- Ensure high-quality analysis of agency transaction data
- Support the procurement of the necessary digital platforms to support automated and realtime collection and presentation of data
- Share examples of best practice in digital performance management across government
- Identify delivery obstacles to improving transactional performance in agencies and working with teams to overcome those obstacles

Commercial Job Title: DATA Management Consulting Services

Experience specifying, collecting, and presenting key performance data management functions including Data Governance, Data Architecture, Data Modeling and Design, Storage and operations, security, integration and Interoperability, documents and content, Reference & Master Data, Data Warehousing & Business Intelligence, Metadata, and Data Quality for a given data service. Supports Product Managers by generating new and useful information and translating it into actions that will allow them to iteratively improve their service for users. Possesses analytical and problem-solving skills necessary for quickly developing recommendations based on the quantitative and qualitative evidence gathered via web analytics, financial data, research, standards, models and user feedback. Confident in explaining technical concepts to senior officials with limited technological background. And comfortable working with data, from gathering and analysis through to design and presentation.

Primarily responsible for:

- Support the Product Manager to make sure their service meets performance requirements
- Communicate service performance against key indicators to internal and external stakeholders
- Ensure high-quality analysis of agency transactional, structural, non-structural, big data.
- Support the procurement of the necessary methodology platforms to support automated and realtime collection and presentation of data
- Share examples of best practice in data performance management across government

- Identify delivery obstacles to improving data processing and integration performance in agencies and working with teams to overcome those obstacles
- Trained on CMMI data Maturity Model, CMMI development, and Serice process improvement model by Accel BI or CMMI
- Well versatile in Business Process Management and CMMI methodology

Expert

Education

- Bachelor of Science (or equivalent professional experience) in Computer Science, Physics, or Mathematics, Data Management, Project Management, Agile Certification
- Certifed Data Management, Project Managenent, or Agile professional or equivalent

Experience

- Well versatile in Business Process Management and CMMI methodology
- 8+ years of experience in specific task that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts.

Senior

Education

- Bachelor of Science (or equivalent professional experience) in Computer Science, Physics, or Mathematics, Data Management, Project Management, Agile Certification
- Certification in Data Management or equivalent

Experience

- Trained in Business Process Management and CMMI methodology
- 7-10 years of experience in tasks and/or subtasks that meet the specific statement of work for the services to be provided years of experience in specific task that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts.

Journey

Education

- Bachelor of Science (or equivalent professional experience) in Computer Science, Physics, or Mathematics, Data Management, Project Management, Agile Certification
- Associate Certification in Data Management or equivalent

Experience

- Trained in Business Process Management and CMMI methodology
- 3-4 years of experience in tasks and/or subtasks that meet the specific statement of work for the services to be provided years of experience in specific task that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts.

Junior

Education

- Associate or Bachelor of Science (or equivalent professional experience) in Computer Science, Physics, or Mathematics, Data Management

- Associate Certification in Data Management or equivalent

Experience

- Trained in Business Process Management and CMMI methodology
- 1-2 years of experience in tasks and/or subtasks that meet the specific statement of work for the services to be provided years of experience in specific task that meet the specific statement of work for the services to be provided. These consultants are recognized as top professionals in the field and are subject-matter experts.

CATEGORY 132-34 ERWIN DATA MODELER

Responsible for providing services, consulting, guidance for installtion, configuraiton, support, maintenance, development, testing, defect fixes, and converstion of ERWIN data model line of products. ERWIN Navigation (NAV) version is only for navigation of the ERWIN data Modeler software, ERWIN Standard (STD) version is per one user, Work group (WRK) edition is for more than one user, and Concurrent (CON) is for server base license for more than one user.

PRICES

SIN(s)	SERVICE PROPOSED (e.g. Job Title/Task)	UNIT	PRICE
132-51	Junior IT Funding Request, Financial Analyst	*Hour*	*$93.86*
132-51	Journey IT Funding Request, Financial Analyst	*Hour*	*$109.04*
132-51	Senior IT Funding Request, Financial Analyst	*Hour*	*$130.28*
132-51	Expert IT Funding Request, Financial Analyst	*Hour*	*$169.74*
132-51	Junior IT Business Analysis	*Hour*	*$101.41*
132-51	Journey IT Business Analysis	*Hour*	*$121.21*
132-51	Senior IT Business Analysis	*Hour*	*$144.96*
132-51	Expert IT Business Analysis	*Hour*	*$172.67*
132-51	Junior External IT Quality Assurance & Independent Verification and Validation (IV&V)	*Hour*	*$95.38*
132-51	Journey External IT Quality Assurance & Independent Verification and Validation (IV&V)	*Hour*	*$113.59*
132-51	Senior External IT Quality Assurance & Independent Verification and Validation (IV&V)	*Hour*	*$127.25*
132-51	Expert External IT Quality Assurance & Independent Verification and Validation (IV&V)	*Hour*	*$153.05*
132-51	Junior IT Project Management	*Hour*	*$102.73*
132-51	Journey IT Project Management	*Hour*	*$130.44*
132-51	Senior IT Project Management	*Hour*	*$166.07*
132-51	Expert IT Project Management	*Hour*	*$195.11*
132-51	Junior Technology Architecture Planning & Development	*Hour*	*$110.55*

132-51	Journey Technology Architecture Planning & Development	*Hour*	*$136.35*
132-51	Senior Technology Architecture Planning & Development	*Hour*	*$157.60*
132-51	Expert Technology Architecture Planning & Development	*Hour*	*$204.64*
132-51	Junior Security Analysis	*Hour*	*$90.83*
132-51	Journey Security Analysis	*Hour*	*$112.07*
132-51	Senior Security Analysis	*Hour*	*$133.32*
132-51	Expert Security Analysis	*Hour*	*$157.60*
132-51	Junior Enterprise Content Management	*Hour*	*$87.79*
132-51	Journey Enterprise Content Management	*Hour*	*$109.04*
132-51	Senior Enterprise Content Management	*Hour*	*$125.73*
132-51	Expert Enterprise Content Management	*Hour*	*$148.49*
132-51	Junior Contingency & Disaster Recovery Planning	*Hour*	*$104.48*
132-51	Journey Contingency & Disaster Recovery Planning	*Hour*	*$127.25*
132-51	Senior Contingency & Disaster Recovery Planning	*Hour*	*$153.05*
132-51	Expert Contingency & Disaster Recovery Planning	*Hour*	*$183.40*
132-51	Junior Contingency & Disaster Recovery Planning	*Hour*	*$93.49*
132-51	Journey Contingency & Disaster Recovery Planning	*Hour*	*$109.33*
132-51	Senior Contingency & Disaster Recovery Planning	*Hour*	*$133.08*
132-51	Expert Contingency & Disaster Recovery Planning	*Hour*	*$164.75*
132-51	Junior Systems Analysis	*Hour*	*$127.25*
132-51	Journey Systems Analysis	*Hour*	*$166.70*
132-51	Senior Systems Analysis	*Hour*	*$171.26*
132-51	Expert Systems Analysis	*Hour*	*$229.85*
132-51	Junior Network & System Administration	*Hour*	*$76.34*
132-51	Journey Network & System Administration	*Hour*	*$94.81*
132-51	Senior Network & System Administration	*Hour*	*$109.33*
132-51	Expert Network & System Administration	*Hour*	*$129.12*
132-51	Junior Software Quality Assurance & Testing	*Hour*	*$78.98*
132-51	Journey Software Quality Assurance & Testing	*Hour*	*$96.13*
132-51	Senior Software Quality Assurance & Testing	*Hour*	*$114.61*
132-51	ExpertSoftware Quality Assurance & Testing	*Hour*	*$137.04*
132-51	Junior Geographic Information Systems Application Development	*Hour*	*$94.81*

132-51	Journey Geographic Information Systems Application Development	*Hour*	*$117.25*
132-51	Senior Geographic Information Systems Application Development	*Hour*	*$135.72*
132-51	Expert Geographic Information Systems Application Development	*Hour*	*$176.63*
132-51	Junior Workstation Installation & Support	*Hour*	*$76.34*
132-51	Journey Workstation Installation & Support	*Hour*	*$94.81*
132-51	Senior Workstation Installation & Support	*Hour*	*$109.33*
132-51	Expert Workstation Installation & Support	*Hour*	*$129.12*
132-51	Junior Client Server, Web & N-Tier Application Development	*Hour*	*$88.15*
132-51	Journey Client Server, Web & N-Tier Application Development	*Hour*	*$105.25*
132-51	Senior Client Server, Web & N-Tier Application Development	*Hour*	*$118.08*
132-51	Expert Client Server, Web & N-Tier Application Development	*Hour*	*$157.98*
132-51	Junior General Mainframe Development	*Hour*	*$116.62*
132-51	Journey General Mainframe Development	*Hour*	*$139.39*
132-51	Senior General Mainframe Development	*Hour*	*$166.70*
132-51	Expert General Mainframe Development	*Hour*	*$200.09*
132-51	Junior Database Developer / Data Analyst/Data Warehouse Specialist	*Hour*	*$80.30*
132-51	Journey Database Developer / Data Analyst/Data Warehouse Specialist	*Hour*	*$93.49*
132-51	Senior Database Developer / Data Analyst/Data Warehouse Specialist	*Hour*	*$121.15*
132-51	Expert Database Developer / Data Analyst/Data Warehouse Specialist	*Hour*	*$158.16*
132-51	Junior Database Administrator	*Hour*	*$80.30*
132-51	Journey Database Administrator	*Hour*	*$93.49*
132-51	Senior Database Administrator	*Hour*	*$121.15*
132-51	Expert Database Administrator	*Hour*	*$158.16*
132-51	Junior ERP Applications Developer	*Hour*	*$110.55*
132-51	Journey ERP Applications Developer	*Hour*	*$136.35*
132-51	Senior ERP Applications Developer	*Hour*	*$157.60*
132-51	Expert ERP Applications Developer	*Hour*	*$178.25*
132-51	Junior ERP Functional Analyst	*Hour*	*$110.55*
132-51	Journey ERP Functional Analyst	*Hour*	*$136.35*
132-51	Senior ERP Functional Analyst	*Hour*	*$157.60*
132-51	Expert ERP Functional Analyst	*Hour*	*$171.65*

132-51	*Junior DATA Management Consulting Services (DMM, CMMI)*	*Hour*	*$130.34*
132-51	*Journey DATA Management Consulting Services, (DMM, CMMI)*	*Hour*	*$156.25*
132-51	*Senior DATA Management Consulting Services, (DMM, CMMI)*	*Hour*	*$186.18*
132-51	*Expert DATA Management Consulting Services, (DMM, CMMI)*	*Hour*	*$216.62*
132-34	*NAV - Erwin Data Modeler Maintained Service Per Month*	*Month*	*$33.10*
132-34	*STD - Erwin Data Modeler Maintained Service Per Month*	*Month*	*$76.19*
132-34	*WRK - Erwin Data Modeler Maintained Service Per Month*	*Month*	*$250.54*
132-34	*CON - Erwin Data Modeler Maintained Service Per Month*	*Month*	*$498.37*
132-51	*Agile Coach*	*HOUR*	*$194.45*
132-51	*Product Manager*	*HOUR*	*$155.83*
132-51	*Technical Architect*	*HOUR*	*$160.00*
132-51	*Frontend Web Developer*	*HOUR*	*$82.65*
132-51	*Backend Web Developer*	*HOUR*	*$82.65*
132-51	*Writer / Content Designer / Content Strategist*	*HOUR*	*$77.94*
132-51	*DevOps Engineer*	*HOUR*	*$157.41*
132-51	*Security Engineer*	*HOUR*	*$155.87*
132-51	*Delivery Manager*	*HOUR*	*$152.22*
132-51	*Digital Performance Analyst*	*HOUR*	*$160.86*
132-51	*Visual Designer*	*HOUR*	*$78.80*
132-51	*Interaction Designer / User Researcher / Usability Tester*	*HOUR*	*$82.65*

4. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

ACCEL BI CORPORATION 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

Sanjay Shirude

Tel: 800-651-7142

Fax: 425.738.1107

eMail: Sanjay.S@accelbi.com

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL ACQUISITION SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and **Accel BI Corporation.** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Acquisition Schedule Contract(s) _____.

Federal Acquisition 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 Acquisition 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

_____ _____

Ordering Activity Date Contractor Date

BPA NUMBER_____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____
_____	_____

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

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

(h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING

CONTRACTOR TEAM ARRANGEMENTS

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

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

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

Participation in a Team Arrangement is limited to Federal Acquisition 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 Acquisition Schedule Contractors may individually meet the customers needs, or -
- Federal Acquisition Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.