



**Authorized Federal Supply Schedule  
Price List  
for  
INFORMATION TECHNOLOGY  
SCHEDULE**

General Services Administration Federal Supply Service

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**GSA SCHEDULE PRICE LIST**

**Contract No. GS-35-0567N**

Contract Period: August 8, 2008 through August 7, 2013

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY SERVICES**

**&**

**SPECIAL ITEM NUMBER 132-62 - HSPD-12 PRODUCT & SERVICE COMPONENTS**

Price List Effective: August 8, 2008

Price List Updated: December 30, 2010

Price List Current through FX-03, effective 1/1/2004; FX-04, 12/17/2003, FX-47, 02/13/2007



On-line access to contract ordering information, terms and

**AUTHORIZED FEDERAL ACQUISITION SERVICE (FSS)  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

Information Technology Professional Services include, but are not limited to, Network Communications Design, Installed Systems Support, Systems Analysis and Design, Client/Server Architecture, Hardware Installation and Maintenance, Database Planning and Design, Programming, Data/Records Management, and/or Network Services.

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

FPDS Code D301	IT Facility Operations and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

**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.

**SIN 132-62 HSPD-12 PRODUCT AND SERVICE COMPONENTS (FPDS D399)**

Personal Identity Verification (PIV) Credentials and Services. This facilitates trusted physical and electronic access to government facilities and networks using smart card technology. PIV Credentials and Services is a key enabler of identity assurance for access control and protects Federal facilities and information systems from unauthorized access, interception, and tampering.

Delphinus Engineering, Inc.  
650 Baldwin Tower  
Eddystone, PA 19022  
Phone: (610) 874-9160 Fax: (610) 874-9166  
Email: [gsaschedule@delphinus.com](mailto:gsaschedule@delphinus.com) Internet: <http://www.delphinus.com>

Contract Number: **GS-35F-0567N**  
Period Covered by Contract: **May 19 2008 through August 7 2013**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification # PO-005, dated June 10,2008.

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

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**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

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

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.FAS.gsa.gov](http://www.FAS.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.FAS.gsa.gov](http://www.FAS.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:

- 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:**

Delphinus Engineering, Inc.  
650 Baldwin Tower  
Eddystone, PA 19022

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

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

**Roby Lentz**  
**(610) 874-9160 x 37**

**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. STATICAL 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: **88-4473398**

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

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **23-2784914**

4a. CAGE Code: **08LQ0**

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

**5. FOB DESTINATION – N/A**

**6. DELIVERY SCHEDULE**

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

Special Item Number	Delivery Time (Days ARO)
132-51	30 Days or as Stated on Order
132-62	30 Days or as Stated on Order

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 – None offered
- b. Quantity – May be negotiated on a task-by-task basis.
- c. Dollar Volume – None offered
- d. Government Educational Institutions – None offered
- e. Other – None offered

**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: N/A**

**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 (IT) Professional Services

- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:  
Special Item Number 132-62 – HSPD-12 Product and Service Components

## **12. ORDERING PROCEEDURES 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-FAS-370) (NOV 2001)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with

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

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

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

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

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

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

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

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

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

## **16. GSA ADVANTAGE!**

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

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

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

**Delphinus Engineering, Inc.**

**GSA SCHEDULE PRICE LIST – GS-35F-0567N**

- (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:

**None**

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

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

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

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

construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

**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:

<http://www.delphinus.com>

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

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

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

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

## 27. ADVANCE PAYMENTS

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

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

#### 1. SCOPE

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

#### 2. PERFORMANCE INCENTIVES

- 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 in accordance with this clause.
- 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.
- d. The above procedures do not apply to Time and Material or labor hour orders.

#### 3. ORDER

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

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

- (a) When ordering services, ordering offices shall -

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of

placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

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

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

(2) Transmit the Request to Contractors:

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

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

(3) Evaluate responses and select the contractor to receive the order:

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

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

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

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

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

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

- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404).
- (e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.
- (f) Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

b. 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.

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

#### **4. PERFORMANCE OF SERVICES**

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

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

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

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

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

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

- (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – 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 (JAN 1986) (Deviation – 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 – May 2003) 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 Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **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. These ODCs may consist of such items as travel, relocation, excessive reproduction costs, hardware, software, other equipment and incidental costs directed or specifically required of the task order/delivery order. Incidentals will include Contractor G&A, G&A FCCOM in accordance with current forward pricing rate agreements. Profit/Fee will be included on all incidentals except travel. The Industrial Funding Fee (IFF) will not be included on Incidental Support Costs.

## **15. APPROVAL OF SUBCONTRACTS**

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

## **16. DESCRIPTION OF IT/EC SERVICES AND PRICING**

Delphinus Engineering is pleased to offer Information Technology (IT) Professional Services under the GSA Schedule 70, Special Item Number (SIN) 132-51. This document provides a detailed description of Delphinus Engineering’s labor categories and rates for SIN 132-51.

The fixed price hourly rates shown are the authorized price list and have been adjusted to incorporate the Industrial Funding Fee. This contract uses performance based Statements of Work (SOWs) allowing for Firm-Fixed Price (FFP), Time and Materials or Labor-Hour Task/Delivery Orders.

The table below (Table 16.1) represents hourly labor rates for each labor category at the contractor site (off-site) for each year of the base contract period from 19 May 2008 through 18 May 2012.

**Table 16.1 IT PROFESSIONAL SERVICES PRICE SCHEDULE FOR SIN 132-51**

Code	Title	2009		2010		2011		2012		2013	
		Off-Site	On-Site								
DE-DR	Director	\$193.63	\$180.93	\$202.34	\$189.07	\$211.45	\$197.58	\$220.96	\$206.47	\$230.91	\$215.76
DE-PD	Program Director	\$165.97	\$155.07	\$173.44	\$162.05	\$181.24	\$169.34	\$189.40	\$176.96	\$197.92	\$184.92
DE-PM	Program Manager	\$130.00	\$121.48	\$135.85	\$126.95	\$141.96	\$132.66	\$148.35	\$138.63	\$155.03	\$144.87
DE-TM	Task Manager	\$119.77	\$111.91	\$125.16	\$116.95	\$130.79	\$122.21	\$136.68	\$127.71	\$142.83	\$133.45
DE-CS7	Computer Systems Analyst VII	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-CS6	Computer Systems Analyst VI	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-CS5	Computer Systems Analyst V	\$101.18	\$94.55	\$105.73	\$98.80	\$110.49	\$103.25	\$115.46	\$107.90	\$120.66	\$112.75
DE-CS4	Computer Systems Analyst IV	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CS3	Computer Systems Analyst III	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-CS2	Computer Systems Analyst II	\$68.59	\$64.09	\$71.68	\$66.97	\$74.90	\$69.99	\$78.27	\$73.14	\$81.79	\$76.43
DE-CS1	Computer Systems Analyst I	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81
DE-CP5	Computer Programmer V	\$101.18	\$94.55	\$105.73	\$98.80	\$110.49	\$103.25	\$115.46	\$107.90	\$120.66	\$112.75
DE-CP4	Computer Programmer IV	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CP3	Computer Programmer III	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-CP2	Computer Programmer II	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81
DE-CP1	Computer Programmer I	\$47.58	\$44.45	\$49.72	\$46.45	\$51.96	\$48.54	\$54.30	\$50.72	\$56.74	\$53.01
DE-SS3	Computer Support Specialist III	\$49.78	\$46.52	\$52.02	\$48.61	\$54.36	\$50.80	\$56.81	\$53.09	\$59.36	\$55.48
DE-SS2	Computer Support Specialist II	\$37.77	\$35.27	\$39.47	\$36.86	\$41.25	\$38.52	\$43.10	\$40.25	\$45.04	\$42.06
DE-SS1	Computer Support Specialist I	\$29.46	\$27.53	\$30.79	\$28.77	\$32.17	\$30.06	\$33.62	\$31.42	\$35.13	\$32.83
DE-CE7	Systems/Network/Communications Engineer VII	\$149.37	\$139.57	\$156.09	\$145.85	\$163.12	\$152.41	\$170.46	\$159.27	\$178.13	\$166.44
DE-CE6	Systems/Network/Communications Engineer VI	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-CE5	Systems/Network/Communications Engineer V	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-CE4	Systems/Network/Communications Engineer IV	\$104.57	\$97.72	\$109.28	\$102.12	\$114.19	\$106.71	\$119.33	\$111.51	\$124.70	\$116.53
DE-CE3	Systems/Network/Communications Engineer III	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CE2	Systems/Network/Communications Engineer II	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-CE1	Systems/Network/Communications Engineer I	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81

Code	Title	2009		2010		2011		2012		2013	
		Off-Site	On-Site								
DE-CM4	Configuration Management Specialist IV	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-CM3	Configuration Management Specialist III	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-CM2	Configuration Management Specialist II	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CM1	Configuration Management Specialist I	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-FA8	Functional Area Analyst/Specialist VIII	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-FA7	Functional Area Analyst/Specialist VII	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-FA6	Functional Area Analyst/Specialist VI	\$101.18	\$94.55	\$105.73	\$98.80	\$110.49	\$103.25	\$115.46	\$107.90	\$120.66	\$112.75
DE-FA5	Functional Area Analyst/Specialist V	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-FA4	Functional Area Analyst/Specialist IV	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-FA3	Functional Area Analyst/Specialist III	\$68.59	\$64.09	\$71.68	\$66.97	\$74.90	\$69.99	\$78.27	\$73.14	\$81.79	\$76.43
DE-FA2	Functional Area Analyst/Specialist II	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81
DE-FA1	Functional Area Analyst/Specialist I	\$47.58	\$44.45	\$49.72	\$46.45	\$51.96	\$48.54	\$54.30	\$50.72	\$56.74	\$53.01
DE-SM6	Subject Matter Expert VI	\$323.01	\$293.63	\$337.55	\$306.84	\$352.73	\$320.65	\$368.61	\$335.08	\$385.20	\$350.16
DE-SM5	Subject Matter Expert V	\$248.94	\$232.62	\$260.14	\$243.09	\$271.85	\$254.03	\$284.08	\$265.46	\$296.87	\$277.40
DE-SM4	Subject Matter Expert IV	\$207.45	\$193.85	\$216.79	\$202.57	\$226.54	\$211.69	\$236.73	\$221.22	\$247.39	\$231.17
DE-SM3	Subject Matter Expert III	\$168.73	\$157.66	\$176.32	\$164.75	\$184.26	\$172.17	\$192.55	\$179.92	\$201.21	\$188.01
DE-SM2	Subject Matter Expert II	\$149.37	\$139.57	\$156.09	\$145.85	\$163.12	\$152.41	\$170.46	\$159.27	\$178.13	\$166.44
DE-SM1	Subject Matter Expert I	\$130.00	\$121.48	\$135.85	\$126.95	\$141.96	\$132.66	\$148.35	\$138.63	\$155.03	\$144.87
DE-HD4	Help Desk Coordinator IV	\$68.59	\$64.09	\$71.68	\$66.97	\$74.90	\$69.99	\$78.27	\$73.14	\$81.79	\$76.43
DE-HD3	Help Desk Coordinator III	\$57.80	\$54.03	\$60.40	\$56.46	\$63.12	\$59.00	\$65.96	\$61.66	\$68.93	\$64.43
DE-HD2	Help Desk Coordinator II	\$47.58	\$44.45	\$49.72	\$46.45	\$51.96	\$48.54	\$54.30	\$50.72	\$56.74	\$53.01
DE-HD1	Help Desk Coordinator I	\$37.77	\$35.27	\$39.47	\$36.86	\$41.25	\$38.52	\$43.10	\$40.25	\$45.04	\$42.06
DE-DM7	Database Management Specialist VII	\$193.14	\$180.93	\$201.83	\$189.07	\$210.91	\$197.58	\$220.40	\$206.47	\$230.32	\$215.76
DE-DM6	Database Management Specialist VI	\$168.31	\$157.66	\$175.88	\$164.75	\$183.80	\$172.17	\$192.07	\$179.92	\$200.71	\$188.01
DE-DM5	Database Management Specialist V	\$149.00	\$139.57	\$155.71	\$145.85	\$162.71	\$152.41	\$170.03	\$159.27	\$177.69	\$166.44
DE-DM4	Database Management Specialist IV	\$139.75	\$130.91	\$146.04	\$136.80	\$152.61	\$142.96	\$159.48	\$149.39	\$166.65	\$156.11
DE-DM3	Database Management Specialist III	\$125.95	\$117.98	\$131.62	\$123.29	\$137.54	\$128.84	\$143.73	\$134.63	\$150.20	\$140.69
DE-DM2	Database Management Specialist II	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27

Code	Title	2009		2010		2011		2012		2013	
		Off-Site	On-Site								
DE-DM1	Database Management Specialist I	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-ET2	Computer Engineering Technician II	\$57.66	\$54.03	\$60.25	\$56.46	\$62.97	\$59.00	\$65.80	\$61.66	\$68.76	\$64.43
DE-ET1	Computer Engineering Technician I	\$37.67	\$35.27	\$39.37	\$36.86	\$41.14	\$38.52	\$42.99	\$40.25	\$44.92	\$42.06
DE-VT3	Video Teleconferencing (VTC) Specialist III	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-VT2	Video Teleconferencing (VTC) Specialist II	\$77.66	\$72.75	\$81.15	\$76.02	\$84.81	\$79.44	\$88.62	\$83.02	\$92.61	\$86.76
DE-VT1	Video Teleconferencing (VTC) Specialist I	\$68.42	\$64.09	\$71.50	\$66.97	\$74.72	\$69.99	\$78.08	\$73.14	\$81.59	\$76.43
DE-CC2	CAD/CAM Applications Engineer II	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27
DE-CC1	CAD/CAM Applications Engineer I	\$68.42	\$64.09	\$71.50	\$66.97	\$74.72	\$69.99	\$78.08	\$73.14	\$81.59	\$76.43
DE-TD5	Computer-Based Training Developer V	\$125.95	\$117.98	\$131.62	\$123.29	\$137.54	\$128.84	\$143.73	\$134.63	\$150.20	\$140.69
DE-TD4	Computer-Based Training Developer IV	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27
DE-TD3	Computer-Based Training Developer III	\$96.09	\$90.01	\$100.41	\$94.06	\$104.93	\$98.29	\$109.65	\$102.72	\$114.59	\$107.34
DE-TD2	Computer-Based Training Content Developer II	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-TD1	Computer-Based Training Content Developer I	\$77.66	\$72.75	\$81.15	\$76.02	\$84.81	\$79.44	\$88.62	\$83.02	\$92.61	\$86.76
DE-IN4	Instructor IV	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27
DE-IN3	Instructor III	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-IN2	Instructor II	\$77.66	\$72.75	\$81.15	\$76.02	\$84.81	\$79.44	\$88.62	\$83.02	\$92.61	\$86.76
DE-IN1	Instructor I	\$60.70	\$56.86	\$63.43	\$59.42	\$66.29	\$62.09	\$69.27	\$64.89	\$72.39	\$67.81
DE-TW4	Technical Writer IV	\$55.19	\$51.69	\$57.67	\$54.02	\$60.27	\$56.45	\$62.98	\$58.99	\$65.82	\$61.64
DE-TW3	Technical Writer III	\$48.01	\$44.97	\$50.17	\$46.99	\$52.43	\$49.11	\$54.79	\$51.32	\$57.25	\$53.63
DE-TW2	Technical Writer II	\$35.17	\$32.96	\$36.75	\$34.44	\$38.41	\$35.99	\$40.13	\$37.61	\$41.94	\$39.31
DE-TW1	Technical Writer I	\$29.37	\$27.53	\$30.69	\$28.77	\$32.07	\$30.06	\$33.52	\$31.42	\$35.02	\$32.83
DE-PA2	Project Administrator II	\$77.66	\$70.51	\$81.15	\$73.68	\$84.81	\$77.00	\$88.62	\$80.46	\$92.61	\$84.08
DE-PA1	Project Administrator I	\$66.22	\$60.12	\$69.20	\$62.83	\$72.31	\$65.65	\$75.57	\$68.61	\$78.97	\$71.69
DE-CA2	Contract Administrator II	\$89.66	\$81.38	\$93.69	\$85.04	\$97.91	\$88.87	\$102.32	\$92.87	\$106.92	\$97.05
DE-CA1	Contract Administrator I	\$66.22	\$60.12	\$69.20	\$62.83	\$72.31	\$65.65	\$75.57	\$68.61	\$78.97	\$71.69
DE-CT2	Technical Administrative Support Specialist II	\$48.01	\$43.59	\$50.17	\$45.55	\$52.43	\$47.60	\$54.79	\$49.74	\$57.26	\$51.98
DE-CT1	Technical Administrative Support Specialist I	\$29.37	\$26.68	\$30.69	\$27.88	\$32.07	\$29.14	\$33.52	\$30.45	\$35.02	\$31.82

## 16.2 NOTES REGARDING PRICE SCHEDULE FOR SIN 132-51

The Contractor will furnish personnel. The Contractor will also furnish such items as office space in Contractor's facilities and normal office equipment and supplies required to perform the work specified in the task/delivery order. This includes telephones, faxes, personnel computers, postage (to include Federal Express), COE business software (e.g., word processors, spreadsheets, graphics) and nominal reproduction. Additional items will be an ODC if not provided by the Government. Additionally:

- To qualify for the Government Site (on-site) rates, there is a minimum commitment of six months full-time labor per person otherwise the applicable Contractor Site (off-site) labor rate(s) will be charged.
- Customer is responsible for travel and living expenses in compliance with federal travel regulations.
- There is an escalation rate of 4.5% per year on all labor categories.

## 16.3 DELPHINUS ENGINEERING LABOR CATEGORY DESCRIPTIONS FOR SIN 132-51

Below is the Labor Category Descriptions table for each labor category. Descriptions are applicable whether labor is performed on-site or off-site.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DIRECTOR, DE-DR	Twelve (12) years of progressive experience in managing systems acquisition, management information systems, software development or computer communications support activities such as computer operations, network design and operation, communications, etc. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the requirement areas for which responsibility is given.	Responsible for the direction of a large, complex program(s) or a particular function(s) that may involve a single or several customer locations. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet customer's requirements. Responsible for overall performance (cost, schedule, technical performance, etc). Interfaces with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Coordinates tasks, reviews work products for completeness and adherence to customer standards.	Possesses a master's degree in computer science, information systems, business administration or other related technical or scientific discipline. See note.
PROGRAM DIRECTOR, DE-PD	Ten (10) years of progressive experience in managing systems acquisition, management information systems, software development or computer communications support activities such as computer operations, network design and operation, communications, etc. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given.	Responsible for the direction of a large, complex program(s) or a particular function(s) that may involve a single or several customer locations. Provides guidance and direction for a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet customer's requirements. Responsible for the overall performance (cost, schedule, technical performance, etc). Interfaces with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Coordinates tasks, reviews work products for	Possesses a master's degree in computer science, information systems, business administration or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		completeness and adherence to customer standards.	
PROGRAM MANAGER, DE-PM	Eight (8) years of progressive experience in managing systems acquisition, software development or computer communications support activities such as computer operations, data communications, network design, and/or operation, repair, and maintenance activities. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations.	Responsible for organizing, directing and managing the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial IT support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Responsible for the overall performance (cost, schedule, technical performance, etc).. Interfaces with customer and contractor personnel to formulate and review task plans and deliverable items. Coordinates tasks, reviews work products for completeness and adherence to customer standards.	Possesses a bachelor's degree in computer sciences, information systems, business administration or other related technical or scientific discipline. See note.
TASK MANAGER, DE-TM	Six (6) years experience in related technical discipline, which includes providing project/task management functions. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project.	Responsible for the management of a specific task, or for a particular portion of a larger, more complex project. Works under general supervision of overall program manager or higher-level company management. Performs studies, analyses, and tests on projects or tasks that involve conventional plans, investigations, analyses, etc. Receives overall instructions on specific assignment objectives, features, possible solutions, etc from the Program Manager and under their guidance is responsible for the overall management of the specific task order(s). Insures technical solution(s) and schedules in the task order are implemented in a timely manner. Receives assistance from Program Managers on unusual problems and work is reviewed for application of sound professional judgment. Interfaces with the client on a daily basis.	Possesses a bachelor's degree in computer science or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SYSTEMS ANALYST VII, DE-CS7	Twelve (12) years of progressive experience in system design and development. Requires skill in persuasion and negotiation of critical software issues. Able to apply expert systems analysis and design techniques to complex systems development in a specialized area. Demonstrated creativity, foresight, and mature judgment in anticipating and solving unprecedented software engineering problems.	Responsible for making decisions and recommendations that are recognized as authoritative and with an important impact on the company's software engineering activities. Provides extensive experience in translating user specifications into hardware, software, and communication requirements. Plans, designs, develops, and implements client/server systems. Provides recent experience with object-oriented design paradigms, fourth-generation languages (4GL), CASE tools, networking, and security architectures. Conduct continuing review of computer technological developments applicable to system design. Able to prepare long range forecasts for analysis and design issues. Initiates and maintains extensive contacts with key software personnel and other organizations.	Possesses training and certifications relevant to task(s) with a master's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST VI, DE-CS6	Ten (10) years of progressive experience in system design and development. Able to apply expert systems analysis and design techniques to complex systems development in a specialized area.	Responsible for interpreting, organizing, executing, and coordinating software engineering assignments. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits. Plans and develops software projects concerned with unique or controversial problems which have an important effect on major programs. Explores subject area, defines scope and selection of problems for investigation, and develops concepts and approaches for resolution. Provides technical direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Provides recent experience with object-oriented design paradigms, fourth-generation languages (4GL), CASE tools, networking, and security architectures. Conduct continuing review of computer technological developments applicable to system design. Able to prepare long range forecasts for analysis and design issues. Maintains liaison with individuals and units within or outside the company with responsibility for acting on software matters and maintaining software maturity.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SYSTEMS ANALYST V, DE-CS5	Eight (8) years of progressive experience in systems analysis, design, and development. Able to apply expert systems analysis and design techniques to complex systems development in a specialized area.	Responsible for planning and conducting analysis of unique problems in a broad system, preparing overall project recommendations and determining a design strategy. Guides the development of complex computer systems, devises completely new ways to locate/develop data sources, establishes new factors/criteria for subject matter decisions and coordinates fact finding, analysis and design of systems as a team or project leader. Applies the most recent developments in data processing technology and computer equipment. Provides systems design in a specialized design area and develops project plans for new computer systems from feasibility studies to post implementation. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications. Works under general administrative direction.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST IV, DE-CS4	Six (6) years of progressive experience in systems analysis, design, and development. Able to apply systems analysis and design techniques to complex systems development in a specialized area.	Responsible for providing expert systems analysis and design in a specialized and highly complex design area as a team or project leader. Analyzes user interfaces, maintains hardware and software performance, analyzes workload and computer usage, maintains interfaces with outside systems, and analyzes downtimes. Applies new technology to resolve unique or unyielding problems in existing complex systems. Possesses a broad knowledge of data sources and flow, interactions of existing complex systems, and the capabilities and limitations of the system's software and computer equipment. Analyzes proposed system modifications and upgrades. Establishes the framework of new computer systems from feasibility studies to post-implementation evaluation.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SYSTEMS ANALYST III, DE-CS3	Four (4) years of related experience in systems analysis, design, and development. Competent in all phases of systems analysis techniques, concepts, and methods.	Responsible for applying systems analysis and design techniques to complex computer systems in a broad area. Produce innovative solutions for a variety of complex problems Guides users in formulating requirements. Advises on alternatives and on the implications of new or revised computer systems. Analyzes user project proposals to identify omissions and errors in requirements, conducts feasibility studies, recommends optimum approach, and develops system designs. Is responsible for recognizing probable conflicts and integrating diverse data elements and sources.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST II, DE-CS2	Two (2) years of related systems experience required by contract gained through previous employment, on the job training or formal technical training. Knowledgeable of systems analysis techniques, concepts, and methods.	Responsible for reviewing user proposals and gathering facts, analyzing data, and preparing a project synopsis comparing alternatives in terms of cost, time, availability of equipment, and personnel. Prepares specifications for development of computer programs. Determines and resolves system problems and coordinates the work with program users. Orients user personnel on new or changed procedures. Works under specific objectives, bringing to the attention of the supervisor any unusual problems or controversies.	Possesses training and certifications relevant to task(s) with an associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST I, DE-CS1	Less than two (< 2) year of related systems experience required by the contract gained through previous employment, on the job training or formal technical training.	Responsible for analyzing business or scientific problems for resolution through automatic data processing. Carries out fact-finding and analyses as assigned. Applies established procedures where the nature of the system, feasibility, computer equipment, and programming language has already been decided. Assists higher-level systems analyst(s) by preparing the detailed specifications required by computer programmers from information developed by the higher-level analyst. Assists in repairing input and test data for the proposed system. Researches routine user problems and solves them by modifying the existing system when solutions follow clear precedents. Supervisor defines objectives, priorities, and deadlines.	Possesses training and certifications relevant to task(s) with an associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER VII, DE-CE7	Twelve (12) years progressive experience performing advanced studies in the planning, design, development, and modification of complex communications, data network, and hardware systems.	Responsible for working virtually independent of any direct supervision in performing highly complex communications, network or hardware engineering tasks and systems studies in support of clients' needs. Directs and/or participates in highly complex advanced studies and comparisons of costs, efficiency, and reliability of associated technologies. Investigates, interprets, and evaluates highly complex systems requirements, and recommends specific modifications and areas requiring further study. Investigates, analyzes, and compares existing systems or subsystems and makes specific recommendations to increase their scope and improve their performance to meet the clients' requirements and ensure the achievement of assigned technical objectives. Responsible for design, integration, operations, and management of complex enterprise networks, linking a variety of computing platforms, operating systems, network topologies and network protocols. Makes recommendations related to the network architecture, evaluation of related hardware and software products, and network problem resolution.	Possesses relevant training and certifications with a Master's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER VI, DE-CE6	Ten (10) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.	Responsible for conducting research and investigation of new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		hardware; and isolates, resolves, or circumvents network problems.	
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER V, DE-CE5	Eight (8) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.	Responsible for conducting research and investigation of new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates, resolves, or circumvents network problems.	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER IV, DE-CE4	Six (6) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.	Responsible for conducting research and investigation of new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates, resolves, or circumvents network problems.	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER III, DE-CE3	Four (4) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and/or hardware systems.	Responsible for conducting research utilizing state-of-the-art technology. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Participates in complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs complex network engineering tasks and system studies. Investigates, interprets, and evaluates complex system requirements, and recommends specific modifications and/or areas requiring further study. Implements enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates and resolves network problems.	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER II, DE-CE2	Two (2) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network and/or hardware systems.	Responsible for assisting in the design, operation, and performance of major telecommunications systems and networks including transmission concepts and technologies, access services, circuit types and costs, networking, and voice and data equipment. Has experience with communications systems, PC and server operating systems, network products, protocols, etc.	Possesses relevant training and certifications with an Associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER I, DE-CE1	Less than two (< 2) years of progressive experience performing advanced studies in the planning, design, development, and modification of voice and/or data network systems.	Responsible, under direct supervision, for assisting in analyzing customer's voice, data, and image requirements, and developing cost-effective solutions. Prepares work plans and schematics for the placement, implementation, rearrangement, or removal of voice, data, and video/audio cables and associated hardware; assists in analyzing, selecting, and designing circuit paths, transmission logic, and hardware; assists in evaluating projected network usage, signaling characteristics, and proposed network media; and recommends media that will ensure transport and receipt of voice, data, and video/audio signaling.	Possesses relevant training and certifications with an Associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER PROGRAMMER V, DE-CP5	Ten (12) years of progressive experience in a variety of ADP environments.	Responsible in a supervisory capacity, for planning, developing, coordinating and directing large and important programming projects. Supervises the work of a small staff; manages schedules and technically evaluates staff production. Defines complex scientific computational problems and develops computer programs for their solution. Performs simulations as required to determine effects of variations in computer equipment and software. Typically develops techniques and procedures where few precedents exist. Develops original solutions to new and unique problems.	Possesses a Master's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER PROGRAMMER IV, DE-CP4	Eight (10) years of progressive experience in a variety of ADP environments.	Responsible in a supervisory capacity, for planning, developing, coordinating and directing large and important programming projects. Supervises the work of a small staff; manages schedules and technically evaluates staff production. Defines complex scientific computational problems and develops computer programs for their solution. Performs simulations as required to determine effects of variations in computer equipment and software. Typically develops techniques	Possesses a bachelor's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		and procedures where few precedents exist. Develops original solutions to new and unique problems.	
COMPUTER PROGRAMMER III, DE-CP3	Six (6) years of progressive experience in a variety of ADP environments.	Responsible in a supervisory capacity for applying expertise in programming to complex problems. Recommends redesign of programs, investigates and analyzes feasibility and program requirements. Plans full range of programming activities to produce different but interrelated products from numerous, diverse data elements normally from different sources. Solves difficult programming problems. Tests, documents and writes operating instructions for all programming products produced. Provides technical leadership and supervision to small task groups.	Possesses a bachelor's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER PROGRAMMER II, DE-CP2	Four (4) years of progressive experience in a variety of ADP environments.	Responsible for applying expertise and knowledge of programming procedures and detailed knowledge to a program task. Works according to complete statements of requirements with minimal supervision. Produces programs that are typically linked to several other programs in which the output of one becomes the input for another. Performs duties such as developing, modifying and maintaining assigned programs; designs and implements modifications to files and records within programs; responds to problems by diagnosing and correcting errors in logic and coding. May also guide and instruct lower level programmers and assist team/task leaders.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER PROGRAMMER I, DE-CP1	Two (2) years of progressive experience in a variety of ADP environments.	Responsible for applying standard programming procedures and detailed knowledge to a program task. Works according to complete statements of requirements with minimal supervision. Produces programs that are typically linked to several other programs in which the output of one becomes the input for another. Performs duties such as developing, modifying and maintaining assigned programs; designs and implements modifications to files and records within programs; responds to problems by diagnosing and correcting errors in logic and coding.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER SUPPORT SPECIALIST III, DE-SS3	Six (6) years of progressive experience in a variety of ADP environments.	Responsible for installing and upgrading computer hardware and software. Assists Analysts in Computer Hardware and Software problem resolution. Must have a broad knowledge of the capabilities of the hardware systems to be operated. Must be familiar with all operating procedures. Process a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g. resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems that do not respond to corrective procedures.	Possesses a bachelor's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SUPPORT SPECIALIST II, DE-SS2	Four (4) years of progressive experience in a variety of ADP environments.	Responsible for installing and upgrading computer hardware and software. Assists Analysts in Computer Hardware and Software problem resolution. Must have a broad knowledge of the capabilities of the hardware systems to be operated. Must be familiar with all operating procedures. Process a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g. resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems that do not respond to corrective procedures.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER SUPPORT SPECIALIST I, DE-SS1	Less than two (< 2) years of experience in an ADP environment.	Responsible for converting specifications into a sequence of precise instructions to solve problems by electronic data processing. Draws program flow charts to describe data processing sequence. Tests and corrects programs and prepares instructions for operators. May also perform programming analysis. Assists senior staff by performing routine programming tasks. Supervisory personnel provide detailed instructions for each task. Work is closely monitored in progress and reviewed in detail upon completion.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
CONFIGURATION MANAGEMENT SPECIALIST IV, DE-CM4	Eight (8) years of progressive experience in system design and development.	Responsible for leading and supervising the development and maintenance of the software development project Configuration Management Plan. Establishes project baselines to ensure positive version controls are implemented. Supervises change control processes for the project, and ensures project personnel follow these processes. Develops the project's contingency backup and recovery plan to ensure no loss of configuration items from natural or manmade disasters. Briefs staff studies and analysis reports to the overall project manager or higher-level company management. Meets with customer and contractor personnel to formulate and review task	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		plans and deliverable items. Ensures conformance with the project configuration management plan.	
CONFIGURATION MANAGEMENT SPECIALIST III, DE-CM3	Six (6) years of progressive experience in system design and development.	Responsible for developing and maintaining the software development project Configuration Management Plan. Establishes project baselines to ensure positive version controls are implemented. Develops change control processes for the software project, and ensures project personnel follow these processes. Develops the project's contingency backup and recovery plan to ensure no loss of configuration items from natural or manmade disasters. Provides staff studies and analysis reports to the overall project manager or higher-level company management. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with the project configuration management plan.	Possesses a Bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
CONFIGURATION MANAGEMENT SPECIALIST II, DE-CM2	Four (4) years of progressive experience in a combination of systems, software development, and software maintenance activities; includes experience in project configuration management or software process assurance experience.	Responsible for establishing and enforcing procedures to ensure that software development products are reviewed, approved, and base lined at the appropriate points in their life cycles. Ensures that the proper configuration management documentation is available to deploy and maintain each version of a software product. Implements the project's contingency backup and recovery plan to prevent loss of controlled items through natural or manmade disasters. The Configuration Manager is responsible for data management integrity throughout the development and maintenance process.	Possesses a bachelor's degree in computer sciences, information systems, business administration or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
CONFIGURATION MANAGEMENT SPECIALIST I, DE-CM1	Two (2) years of experience in a related technical and management discipline.	Responsible, under general supervision of overall project manager or higher-level company management for implementing change controls for a project, creating project baselines using automated tools. Assists with Peer Reviews and configuration audits supporting management oversight activities. Implements the project's contingency backup and recovery plan to prevent loss of controlled items through natural or manmade disasters. Receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.	Possesses an associate's degree in computer science or other related technical or scientific discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST VIII, DE-FA8	Fourteen (14) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Possesses demonstrated managerial skills and is knowledgeable of all aspects of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.	Responsible for the management of a large, complex systems acquisition program/project or major functional areas. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area.	Possesses a master's degree in a related technical or business discipline. Doctorate preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST VII, DE-FA7	Twelve (12) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Possesses demonstrated managerial skills and is knowledgeable of the major aspects of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.	Responsible for the management of a large, complex systems acquisition program/project or major functional areas. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area.	Possesses a master's degree in a related technical or business discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST VI, DE-FA6	Ten (10) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Possesses demonstrated managerial skills and is knowledgeable of the major aspects of the program or functional area under his/her management. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Responsible for the management of a single large (or several smaller) systems acquisition programs/projects or a major functional area. Plans, develops or supports programs/projects; establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor.	Possesses a bachelor's degree in a related technical or business discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST V, DE- FA5	Eight (8) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Fully knowledgeable of all aspects of the program or programs under his/her management.	Responsible for the management of a single systems acquisition program/project or a major functional area. Establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Apply experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor.	Possesses a bachelor's degree in a related technical or business discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST IV, DE- FA4	Six (6) years of progressive experience within the general functional area with specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Organizes and maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses a bachelor's degree in a related technical or business discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST III, DE-FA3	Four (4) years of progressive experience within the general functional area with specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing routine assignments for a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area.. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.	Possesses a bachelor's degree in a related technical or business discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST II, DE-FA2	Two (2) years of progressive experience within the general functional area with specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing routine assignments on a range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses information supplied to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks. Works under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses an associate's degree in a related technical or business discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST I, DE-FA1	Less than two (< 2) years of experience within the general functional area with specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area... Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems. Works under guidelines established by supervisor; receives instructions on specific assignment objectives, features, possible solutions, etc. Work is reviewed for consistency and completeness.	Possesses an associate's degree in a related technical or business discipline. See note.
SUBJECT MATTER EXPERT VI, DE-SM6	Eighteen (18) years of progressive experience in a particular subject matter area and/or technology possessing a significantly high level of specialized expertise in the specific area to be supported. Recognized Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a master's degree in a technical or scientific field related to the task; a doctorate degree is preferred. See note.
SUBJECT MATTER EXPERT V, DE-SM5	Fifteen (15) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a master's degree in a technical or scientific field related to the task; a doctorate is preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SUBJECT MATTER EXPERT IV, DE-SM4	Twelve (12) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses bachelor's degree in computer sciences, information systems, engineering or other related technical or scientific discipline related to the task to be supported; master's degree preferred. See note.
SUBJECT MATTER EXPERT III, DE-SM3	Nine (9) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported. See note.
SUBJECT MATTER EXPERT II, DE-SM2	Seven (7) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SUBJECT MATTER EXPERT I, DE-SM1	Five (5) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported. See note.
HELP DESK COORDINATOR IV, DE-HD4	Eight (8) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience includes performing in a supervisory capacity, managing the daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for directing the management of an on-site technical help desk staff which serves as the first point of contact for troubleshooting a broad range of user problems. . Provides consultation support to the Management Information Service (MIS) management on operational and supportability issues. Manages project schedules and Other Direct Charge (ODC) budgets to ensure proper allocation of resources. Develops intermediate and long range planning goals, as well as training plans, in the area of staff professional development. Develops and prepares pertinent user manuals and administrative information for both help desk staff and customers. Analyzes collected data relative to responses and resolution of received calls; devises methods and procedures to improve operational performance.	Possesses a bachelor's degree in computer science or business. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
HELP DESK COORDINATOR III, DE-HD3	Six (6) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience includes performing in a supervisory capacity, managing the daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for providing daily supervision for an on-site technical staff providing a broad range of hardware and software microcomputer support to a customer's network. Provides consultation support to the Management Information Service (MIS) management on operational and supportability issues. Manages project schedules and Other Direct Charge (ODC) budgets to ensure proper allocation of resources. Develops intermediate and long range planning goals, as well as training plans, in the area of staff professional development. Develops and prepares pertinent user manuals and administrative information for both help desk staff and customers. Analyzes collected data relative to responses and resolution of received calls; devises methods and procedures to improve operational performance.	Possesses a bachelor's degree in computer science or business. See note.
HELP DESK COORDINATOR II, DE-HD2	Four (4) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience should include assisting in the daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for serving as the initial point of contact for troubleshooting user problems using standard software, tools, and procedures. May provide daily supervision to an on-site technical staff providing a broad range of hardware and software microcomputer support to a customer's network. Provides basic diagnostics, problem source identification and problem resolution and assistance over the phone and follows the problem through to resolution. Logs and reports data on the number and type of calls received for trend analysis purposes. Creates, updates, tracks and closes call records for work being performed. Categorizes and assigns more difficult problems for referral to the appropriate resolution unit. Provide follow up calls to customer to assure incident is closed. Provides consultation support to the Management Information Service (MIS) management on operational and supportability issues. Analyzes collected data relative to responses and resolution of received calls; devises methods and procedures to improve operational performance.	Possesses a bachelor's degree in computer science or business. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
HELP DESK COORDINATOR I, DE-HD1	Two (2) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience should include performing daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for serving as the initial point of contact for troubleshooting user problems using standard software, tools, and procedures. Provides basic diagnostics, problem source identification and problem resolution and assistance over the phone and follows the problem through to resolution. Logs and reports data on the number and type of calls received for trend analysis purposes. Creates, updates, tracks and closes call records for work being performed. Categorizes and assigns more difficult problems for referral to the appropriate resolution unit. Provide follow up calls to customer to assure incident is closed.	Possesses an associate's degree in computer science or business. See note.
DATABASE MANAGEMENT SPECIALIST VII, DE-DM7	Twelve (12) years of progressive experience in the area of database management, which must include the management of large scale, complex systems.	Responsible for the management of large, complex database management systems (DBMS). Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of the system. Plans and develops programs/projects; analyzes user requirements in preparation of system(s) design/upgrade; prepares overall database system design (hardware and software); develops systems integration or migration plans; develops user training programs; develops budgets; coordinates and review work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical meetings, etc. Prepares and delivers presentations on DBMS concepts. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.	Possesses a master's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DATABASE MANAGEMENT SPECIALIST VI, DE-DM6	Ten (10) years of progressive experience in the area of database management, which must include management of large scale, complex systems.	Responsible for the management of a single, large (or several smaller) database management systems (DBMS). Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program(s) under their management. Plans and develops programs/projects; analyzes user requirements; prepares system design; develops system implementation and operation plans; establishes and maintains configuration baselines; develops user training programs; prepares budgets; conducts and/or supports reverse engineering and data modeling activities. Coordinates reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Prepares and delivers presentations on DBMS concepts. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
DATABASE MANAGEMENT SPECIALIST V, DE-DM5	Eight (8) years of progressive experience in the area of database management, which should include management of large-scale systems.	Responsible for the management of a single, large (or several smaller) database management systems (DBMS). Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program(s) under their management. Plans and develops programs/projects; analyzes user requirements; prepares system design; develops system implementation and operation plans; establishes and maintains configuration baselines; develops user training programs; prepares budgets; conducts and/or supports reverse engineering and data modeling activities. Coordinates reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Prepares and delivers presentations on DBMS concepts. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DATABASE MANAGEMENT SPECIALIST IV, DE-DM4	Six (6) years of progressive experience in the area of database management, which should include management of large-scale systems.	Responsible for the management of a single, large (or several smaller) database management systems. Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program(s) under their management. Plans and develops programs/projects; analyzes user requirements; prepares system design; develops system implementation and operation plans; establishes and maintains configuration baselines; develops user training programs; prepares budgets; conducts and/or supports reverse engineering and data modeling activities. Coordinates, reviews, and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
DATABASE MANAGEMENT SPECIALIST III, DE-DM3	Four (4) years of progressive experience in the area of database management.	Performs a broad range of tasks associated with the design, implementation and operation of database management systems. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform and/or support system analysis and design activities. Implements system designs; tests, troubleshoots and maintains installed systems; performs data retrieval; develops and implements user training; provides user on-line support; prepares system related documentation; develops/supports system enhancements; designs database applications using specific programs. Participates in meetings, design reviews, briefings, etc.; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DATABASE MANAGEMENT SPECIALIST II, DE-DM2	Two (2) years of progressive experience in the area of database management.	Specifies proper types of files organization, indexing methods, and security procedures. Supports project teams on the design of complex hierarchical databases (e.g., schema and sub-schema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various database systems; implements system designs; tests, troubleshoots and maintains installed systems; provides user training and on-line support; conducts data retrieval; develops electronic commerce and electronic data interchange standards to improve productivity; prepares system related documentation. Works independently, under general guidelines set by supervisor.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
DATABASE MANAGEMENT SPECIALIST I, DE-DM1	Less than two (< 2) years progressive experience in the area of database management.	Performs routine assignments on a broad range of tasks associated with database management. Using prescribed methods and information supplied, supports the development, implementation and maintenance of primary information systems. Conducts data retrieval tasks; develops basic system documentation; performs troubleshooting and testing of installed systems; provides user on-line support. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER ENGINEERING TECHNICIAN II, DE-ET2	Four (4) years of progressive experience in the installation, maintenance and operation of equipment related to area of technical expertise.	Responsible for assessing complex problems and developing/selecting alternative solutions. Responds to user help calls referred by the help desk or other managers. Diagnoses end-user equipment. Performs board level maintenance and swap out of component parts for Automatic Data Processing Equipment (ADPE), including PCs, printers, plotters, NIUs, etc. Performs tests to locate problems using diagnostic software and electronic test equipment. Repairs/replaces broken or non-functional parts that prevent proper operation of mechanical devices. Tests ADPE to validate functionality. Installs and/or relocates hardware and software at a designated location and assists users with initial operating instructions.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
COMPUTER ENGINEERING TECHNICIAN I, DE-ET1	Two (2) years of experience in the installation, maintenance and operation of equipment related to area of technical expertise.	Responsible for performing general installation and maintenance tasks under the supervision of a senior engineer or engineering technician. Loads and unloads equipment and accounts for items received. Installs and relocates end-user devices. Performs labor-intensive wiring and cabling tasks.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
VIDEO TELECONFERENCING SPECIALIST III, DE-VT3	Six (6) years of progressive experience in video teleconferencing (VTC) system design, analysis, engineering, development and integration.	Responsible for overseeing the implementation and operation of large, complex video teleconferencing (VTC) systems. Possesses demonstrated technical skills; fully knowledgeable about all aspects of the system(s) under his/her oversight. Schedules and supports VTC in-house operations; oversees the installation/integration of new and/or upgraded components (both hardware and software); creates and maintains related technical documentation; analyzes system data to recommend system improvements; maintains system hardware and software configuration data; develops and implements user training programs. Coordinates, reviews, and supervises work of assigned staff. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer science, information systems, engineering or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
VIDEO TELECONFERENCING SPECIALIST II, DE-VT2	Four (4) years of progressive experience in video teleconferencing (VTC) system design, engineering, integration and installation.	Responsible for performing a broad range of tasks associated with the implementation, operation and maintenance of video teleconferencing (VTC) systems. Uses own knowledge and information supplied to perform or support VTC system design, installation, integration, test, troubleshooting, and maintenance tasks. Prepares inputs to system's related technical and operational documentation; maintains system hardware and software configuration data; researches proposed system enhancements; develops and implements user training programs; participates in meetings, design reviews, etc. relating to the system; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines established by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses a bachelor's degree in computer science, information systems, engineering or other related technical or scientific discipline. See note.
VIDEO TELECONFERENCING SPECIALIST I, DE-VT1	Two (2) years of experience in video teleconferencing (VTC) system engineering, integration and installation.	Responsible for performing routine assignments on a broad range of tasks associated with the implementation and operation of video teleconferencing (VTC) systems. Using prescribed methods and information/instructions supplied, responsible for the configuration, integration, installation, test, troubleshooting and maintenance of VTC systems. Installation and maintenance tasks relate to both associated hardware and software items that make up a system. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is provided on unusual problems and work is reviewed for consistency and completeness.	Possesses an associate's degree in computer science, information systems, engineering or other related technical or scientific discipline; bachelor's degree preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
CAD/CAM APPLICATIONS ENGINEER II, DE-CC2	Four (4) years of progressive experience in drafting and layout design of complex electromechanical systems. Has knowledge and understanding of the use and application of CAD/CAM related software packages and systems. Has knowledge of and experience with ANSI, military, DoD and other pertinent drafting standards.	Responsible for the design, 3D CAD or solid modeling and detailing of a broad range of electromechanical components and systems. Coordinates activities with engineering, manufacturing, production and documentation focal points. Provides support in design research of new systems. Works with design engineers to develop overall requirements and uses own knowledge and experience of various CAD/CAM software packages (e.g., AutoCAD, ProEngineer, Solid Works, Cadra, etc.) to carry the design from initial concept through to prototyping, test and completion. May supervise several drafters or CAD/CAM applications engineers, determining their workloads and monitoring the results of their efforts.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
CAD/CAM APPLICATIONS ENGINEER I, DE-CC1	Two (2) years of progressive experience in drafting and layout design of complex electromechanical systems. Has a working knowledge of the use and application of CAD/CAM related software packages and systems. Must have knowledge of and experience with ANSI, Military, DoD and other pertinent drafting standards.	Responsible for the design, 3D CAD or solid modeling and detailing of a broad range of electromechanical components and systems. Coordinates activities with engineering, manufacturing, production and documentation focal points. Provides support in design research of new systems. Works with design engineers to develop overall requirements and uses own knowledge and experience of various CAD/CAM software packages (e.g., AutoCAD, ProEngineer, Solid Works, Cadra, etc.) to carry the design from initial concept through to prototyping, test and completion. May supervise several drafters or CAD/CAM applications engineers, determining their workloads and monitoring the results of their efforts.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
COMPUTER-BASED TRAINING DEVELOPER V, DE-TD5	Ten (10) years of progressive experience in the development of training content. Strong background in designing and developing training content in a combination of Instructor Led Training, and computer assisted instruction such as Computer-Based Training or Web-Based Training, to include experience incorporating audio, video, text or graphics into multi-media or single presentations. Must have experience using a variety of presentation graphics.	Responsible, as project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Establishes development schedules and assigns workload. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. Master's degree preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER-BASED TRAINING DEVELOPER IV, DE-TD4	Eight (8) years of progressive experience in the development of training content. Strong background in designing and developing training content in a combination of Instructor Led Training, and computer assisted instruction such as Computer- Based Training or Web- Based Training, to include experience incorporating audio, video, text or graphics into multi-media or single presentations. Must have experience using a variety of presentation graphics.	Responsible, as part of a team or project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Establishes development schedules and assigns workload. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER-BASED TRAINING DEVELOPER III, DE-TD3	Six (6) years of progressive experience in the development of training content. Strong background in designing and developing training content in a combination of Instructor Led Training, and computer assisted instruction such as Computer- Based Training or Web- Based Training, to include experience incorporating audio, video, text or graphics into multi-media or single presentations. Must have experience using a variety of presentation graphics.	Responsible, as part of a team or project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Establishes development schedules and assigns workload. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER-BASED TRAINING DEVELOPER II, DE-TD2	Four (4) years of progressive experience in training system analysis, design, and development.	Responsible, as part of a team or project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER-BASED TRAINING DEVELOPER I, DE-TD1	Two (2) years of experience in a related technical, educational, or fine arts discipline.	Responsible, as a fully qualified training content developer, for applying expertise and knowledge of development procedures and detailed knowledge to a training development task. The training content developer works according to complete statements of requirements with minimal supervision. Performs duties such as developing, modifying and maintaining assigned programs; designs and implements modifications to files; responds to problems by diagnosing and correcting errors in logic and coding. May also guide and instruct lower level developers and assist team/task leaders.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
INSTRUCTOR IV, DE-IN4	Eight (8) years of progressive experience in the development of course subjects and material and the conduct of training classes.	Responsible for developing, revising and conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Working from the information and material provided by the specialist or engineer, develops curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Course content consists of level appropriate material for the functional area under consideration or to the theory, as well as operation, of the equipment or system. Works independently, with supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision and direction to instructor staff.	Possesses a bachelor's degree in computer sciences, information systems, business management, or other related technical or educational disciplines. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
INSTRUCTOR III, DE-IN3	Six (6) years of progressive experience in the development of course subjects and material and the conduct of training classes.	Responsible for developing, revising and conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Working from the information and material provided by the specialist or engineer, develops curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Course content consists of level appropriate material for the functional area under consideration or to the theory, as well as operation, of the equipment or system. Works independently, with supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision to instructor staff.	Possesses a bachelor's degree in computer sciences, information systems, business management, or other related technical or educational disciplines. See note.
INSTRUCTOR II, DE-IN2	Four (4) years of progressive experience in the development of course subjects and material and the conduct of training classes.	Responsible for revising and conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Working from the information and material provided by the specialist or engineer, develops curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Course content consists of level appropriate material for the functional area under consideration or to the theory, as well as operation, of the equipment or system. Works independently, with supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training.	Possesses a bachelor's degree in computer sciences, information systems, business management, or other related technical or educational disciplines. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
INSTRUCTOR I, DE-IN1	Two (2) years of experience in the preparation of class material and classroom instruction.	Responsible for conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Supports the development of curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Works under supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training.	Possesses an associate's degree in computer sciences, information systems, business management or other related technical or educational discipline. See note.
TECHNICAL WRITER IV, DE-TW4	Six (6) years of experience performing research and writing functions to prepare briefings, manuals, etc.	Responsible for writing and/or editing technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approve by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables. Works under general supervision.	Possesses a bachelor's degree in English, language/writing or a related technical discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
TECHNICAL WRITER III, DE-TW3	Four (4) years as a technical writer performing research, writing, and editing functions to prepare briefings, manuals, etc.	Responsible for editing and rewriting on-line and hard copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content, provides quality control checking for documents received from photocopying and word processing; assembles master copies, including graphics, appendices, table of contents, and title pages, assists in scheduling printing, copying, and graphics with vendors. Gets quotes and determines best prices to achieve quality documents. Assists in determining level of effort required for incoming documents, assists in document tracking and logging, and consults with technical staff to determine format, contents, and the organization of technical reports and proposals. Works under general supervision.	Possesses a bachelor's degree in English or other related technical discipline. See note.
TECHNICAL WRITER II, DE-TW2	Two (2) years of experience as a documentation specialist.	Responsible for gathering, analyzing,, and composing technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Has specialized experience preparing technical documentation, which includes researching for applicable Government and industry documentation standards. Demonstrated ability to work independently or under only general direction.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
TECHNICAL WRITER I, DE-TW1	Less than two (< 2) years of experience as a documentation specialist.	Responsible for gathering, analyzing, and composing technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
PROJECT ADMINISTRATOR II, DE-PA2	Five (5) years of experience performing routine administrative support such as preparing reports, helping with schedules, preparing plans, typing, etc.	Responsible for preparing and coordinating schedules to complete proposals, conducting task order reviews, preparing briefings, and ensuring contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative support staff. Assists project management staff on tasks related to the administration of the task/delivery order.	Possesses an bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
PROJECT ADMINISTRATOR I, DE-PA1	Two (2) years of experience performing routine administrative support such as preparing reports, helping with schedules, preparing plans, typing, etc.	Responsible for preparing and coordinating schedules to complete proposals, conducting task order reviews, preparing briefings, and ensuring contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative support staff. Assists project management staff on tasks related to the administration of the task/delivery order.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
CONTRACT ADMINISTRATOR II, DE-CA2	Five (5) years of experience in purchasing, subcontract and contract administration.	Responsible for providing advice and recommendations to Project/Program Managers concerning all contractual matters on assigned program/projects. Serves as principal interface with Government Contracting Officer and Contracting Officer's Technical Representatives (COTR). Prepares proposals and offers on behalf of the contractor for presentation to the Government. Accepts government orders and negotiates contract terms, conditions and modifications thereto. Maintains all contract administrative files and records.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.
CONTRACT ADMINISTRATOR I, DE-CA1	Two (2) years of experience in purchasing, subcontract and contract administration.	Responsible for providing advice and recommendations to Project/Program Managers concerning all contractual matters on assigned program/projects. Serves as principal interface with Government Contracting Officer and Contracting Officer's Technical Representatives (COTR). Prepares proposals and offers on behalf of the contractor for presentation to the Government. Accepts government orders and negotiates contract terms, conditions and modifications thereto. Maintains all contract administrative files and records.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
TECHNICAL ADMINISTRATIVE SUPPORT SPECIALIST II, DE-AS2	Four (4) years of experience in an office setting, supporting various technical and administrative activities.	Responsible for preparing draft and final form technical documents that will become deliverable items. Must be capable of typing technical narratives and data at average or above average speed. . Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Uses various word processing equipment. Familiar with typical office administrative procedures and processes.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.
TECHNICAL ADMINISTRATIVE SUPPORT SPECIALIST I, DE-AS1	Two (2) years of experience in an office setting, supporting various technical and administrative activities.	Responsible for preparing draft and final form technical documents that will become deliverable items. Must be capable of typing technical narratives and data at average or above average speed. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Uses various word processing equipment. Familiar with typical office administrative procedures and processes.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.

**16.4 NOTES ON LABOR CATEGORY DESCRIPTIONS FOR SIN 132-51**

- Minimum education requirements can be satisfied by any combination of certifications and/or experience as deemed appropriate by the hiring manager.
- Where a specific degree is identified within the requirements for a position, an equivalent degree may be substituted if approved by Delphinus and the customer.

**TERMS AND CONDITIONS APPLICABLE TO  
AUTHENTICATION PRODUCTS AND SERVICES  
(SPECIAL ITEM NUMBER 132-62)**

**AUTHENTICATION PRODUCTS AND SERVICES (MAY 2006) (C-FCI-007)**

**A. General Background.**

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

**B. Special Item Numbers.**

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

- SIN 132-60: Access Certificates for Electronic Services (ACES) Program. This program provides identity management and authentication services and ACES digital certificates for use primarily by external end users to access Federal Government electronic services and transactions in accordance with the X.509 Certificate Policy for the Federal ACES Program.
- SIN 132-61: PKI Shared Service Providers (PKI SSP) Program. This program provides PKI services and digital certificates for use by Federal employees and contractors to the Federal Government in accordance with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework.
- SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:
  - PIV enrollment and registration services,
  - PIV systems infrastructure,
  - PIV card management and production services,
  - PIV card finalization services,
  - Physical access control products and services,
  - Logical access control products and services,
  - PIV system integration services, and
  - Approved FIPS 201-Compliant products and services.

**C. Qualification Information.**

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category "Approved FIPS 201-Compliant Products and services.

**D. Qualification Requirements.**

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

1. Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).
2. After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.
3.
  - a. If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.
  - b. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

**E. Demonstrating Conformance.**

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

1. for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
2. for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
3. for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>.

**F. Acquisition Program Management Office (APMO).**

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

1. The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

Stephen P. Duncan  
Program Manager  
E-Authentication Program Management Office  
2011 Crystal Drive, Suite 911  
Arlington, VA 22202  
[stephen.duncan@gsa.gov](mailto:stephen.duncan@gsa.gov)  
703.872.8537

2. The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

Mike Brooks  
Director, Center for Smartcard Solutions  
Office of Center for Smartcard Solutions  
1800 F Street, N.W., Room 5010  
Washington, D.C. 20405  
202.501.2765 (telephone)  
202.208.3133 (fax)

## **1. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

## **2. 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 the Services under SINs 132-60, 132-61 and 132-62 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.

## **3. 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.

#### **4. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – 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 (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

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

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite services.

#### **6. INDEPENDENT CONTRACTOR**

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

#### **7. 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.

## **8. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

## **9. 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **10. RESUMES**

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

## **11. 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.

## **12. 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.

## **13. DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING**

**Table 13.1 INTEGRATION SERVICES PRICE SCHEDULE FOR SIN 132-62**

Code	Title	2009		2010		2011		2012		2013	
		Off-Site	On-Site								
DE-DR	Director	\$193.63	\$180.93	\$202.34	\$189.07	\$211.45	\$197.58	\$220.96	\$206.47	\$230.91	\$215.76
DE-PD	Program Director	\$165.97	\$155.07	\$173.44	\$162.05	\$181.24	\$169.34	\$189.40	\$176.96	\$197.92	\$184.92
DE-PM	Program Manager	\$130.00	\$121.48	\$135.85	\$126.95	\$141.96	\$132.66	\$148.35	\$138.63	\$155.03	\$144.87
DE-TM	Task Manager	\$119.77	\$111.91	\$125.16	\$116.95	\$130.79	\$122.21	\$136.68	\$127.71	\$142.83	\$133.45
DE-CS7	Computer Systems Analyst VII	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-CS6	Computer Systems Analyst VI	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-CS5	Computer Systems Analyst V	\$101.18	\$94.55	\$105.73	\$98.80	\$110.49	\$103.25	\$115.46	\$107.90	\$120.66	\$112.75
DE-CS4	Computer Systems Analyst IV	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CS3	Computer Systems Analyst III	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-CS2	Computer Systems Analyst II	\$68.59	\$64.09	\$71.68	\$66.97	\$74.90	\$69.99	\$78.27	\$73.14	\$81.79	\$76.43
DE-CS1	Computer Systems Analyst I	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81
DE-CP5	Computer Programmer V	\$101.18	\$94.55	\$105.73	\$98.80	\$110.49	\$103.25	\$115.46	\$107.90	\$120.66	\$112.75
DE-CP4	Computer Programmer IV	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CP3	Computer Programmer III	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-CP2	Computer Programmer II	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81
DE-CP1	Computer Programmer I	\$47.58	\$44.45	\$49.72	\$46.45	\$51.96	\$48.54	\$54.30	\$50.72	\$56.74	\$53.01
DE-SS3	Computer Support Specialist III	\$49.78	\$46.52	\$52.02	\$48.61	\$54.36	\$50.80	\$56.81	\$53.09	\$59.36	\$55.48
DE-SS2	Computer Support Specialist II	\$37.77	\$35.27	\$39.47	\$36.86	\$41.25	\$38.52	\$43.10	\$40.25	\$45.04	\$42.06
DE-SS1	Computer Support Specialist I	\$29.46	\$27.53	\$30.79	\$28.77	\$32.17	\$30.06	\$33.62	\$31.42	\$35.13	\$32.83
DE-CE7	Systems/Network/Communications Engineer VII	\$149.37	\$139.57	\$156.09	\$145.85	\$163.12	\$152.41	\$170.46	\$159.27	\$178.13	\$166.44
DE-CE6	Systems/Network/Communications Engineer VI	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-CE5	Systems/Network/Communications Engineer V	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-CE4	Systems/Network/Communications Engineer IV	\$104.57	\$97.72	\$109.28	\$102.12	\$114.19	\$106.71	\$119.33	\$111.51	\$124.70	\$116.53
DE-CE3	Systems/Network/Communications Engineer III	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CE2	Systems/Network/Communications Engineer II	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-CE1	Systems/Network/Communications Engineer I	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81

Code	Title	2009		2010		2011		2012		2013	
		Off-Site	On-Site								
DE-CM4	Configuration Management Specialist IV	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-CM3	Configuration Management Specialist III	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-CM2	Configuration Management Specialist II	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-CM1	Configuration Management Specialist I	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-FA8	Functional Area Analyst/Specialist VIII	\$126.26	\$117.98	\$131.94	\$123.29	\$137.88	\$128.84	\$144.08	\$134.63	\$150.57	\$140.69
DE-FA7	Functional Area Analyst/Specialist VII	\$112.44	\$105.05	\$117.50	\$109.78	\$122.79	\$114.72	\$128.31	\$119.88	\$134.09	\$125.27
DE-FA6	Functional Area Analyst/Specialist VI	\$101.18	\$94.55	\$105.73	\$98.80	\$110.49	\$103.25	\$115.46	\$107.90	\$120.66	\$112.75
DE-FA5	Functional Area Analyst/Specialist V	\$89.88	\$83.99	\$93.92	\$87.77	\$98.15	\$91.72	\$102.57	\$95.85	\$107.18	\$100.16
DE-FA4	Functional Area Analyst/Specialist IV	\$77.86	\$72.75	\$81.36	\$76.02	\$85.03	\$79.44	\$88.85	\$83.02	\$92.85	\$86.76
DE-FA3	Functional Area Analyst/Specialist III	\$68.59	\$64.09	\$71.68	\$66.97	\$74.90	\$69.99	\$78.27	\$73.14	\$81.79	\$76.43
DE-FA2	Functional Area Analyst/Specialist II	\$60.85	\$56.86	\$63.59	\$59.42	\$66.45	\$62.09	\$69.44	\$64.89	\$72.56	\$67.81
DE-FA1	Functional Area Analyst/Specialist I	\$47.58	\$44.45	\$49.72	\$46.45	\$51.96	\$48.54	\$54.30	\$50.72	\$56.74	\$53.01
DE-SM6	Subject Matter Expert VI	\$323.01	\$293.63	\$337.55	\$306.84	\$352.73	\$320.65	\$368.61	\$335.08	\$385.20	\$350.16
DE-SM5	Subject Matter Expert V	\$248.94	\$232.62	\$260.14	\$243.09	\$271.85	\$254.03	\$284.08	\$265.46	\$296.87	\$277.40
DE-SM4	Subject Matter Expert IV	\$207.45	\$193.85	\$216.79	\$202.57	\$226.54	\$211.69	\$236.73	\$221.22	\$247.39	\$231.17
DE-SM3	Subject Matter Expert III	\$168.73	\$157.66	\$176.32	\$164.75	\$184.26	\$172.17	\$192.55	\$179.92	\$201.21	\$188.01
DE-SM2	Subject Matter Expert II	\$149.37	\$139.57	\$156.09	\$145.85	\$163.12	\$152.41	\$170.46	\$159.27	\$178.13	\$166.44
DE-SM1	Subject Matter Expert I	\$130.00	\$121.48	\$135.85	\$126.95	\$141.96	\$132.66	\$148.35	\$138.63	\$155.03	\$144.87
DE-HD4	Help Desk Coordinator IV	\$68.59	\$64.09	\$71.68	\$66.97	\$74.90	\$69.99	\$78.27	\$73.14	\$81.79	\$76.43
DE-HD3	Help Desk Coordinator III	\$57.80	\$54.03	\$60.40	\$56.46	\$63.12	\$59.00	\$65.96	\$61.66	\$68.93	\$64.43
DE-HD2	Help Desk Coordinator II	\$47.58	\$44.45	\$49.72	\$46.45	\$51.96	\$48.54	\$54.30	\$50.72	\$56.74	\$53.01
DE-HD1	Help Desk Coordinator I	\$37.77	\$35.27	\$39.47	\$36.86	\$41.25	\$38.52	\$43.10	\$40.25	\$45.04	\$42.06
DE-DM7	Database Management Specialist VII	\$193.14	\$180.93	\$201.83	\$189.07	\$210.91	\$197.58	\$220.40	\$206.47	\$230.32	\$215.76
DE-DM6	Database Management Specialist VI	\$168.31	\$157.66	\$175.88	\$164.75	\$183.80	\$172.17	\$192.07	\$179.92	\$200.71	\$188.01
DE-DM5	Database Management Specialist V	\$149.00	\$139.57	\$155.71	\$145.85	\$162.71	\$152.41	\$170.03	\$159.27	\$177.69	\$166.44
DE-DM4	Database Management Specialist IV	\$139.75	\$130.91	\$146.04	\$136.80	\$152.61	\$142.96	\$159.48	\$149.39	\$166.65	\$156.11
DE-DM3	Database Management Specialist III	\$125.95	\$117.98	\$131.62	\$123.29	\$137.54	\$128.84	\$143.73	\$134.63	\$150.20	\$140.69
DE-DM2	Database Management Specialist II	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27

Code	Title	2009		2010		2011		2012		2013	
		Off-Site	On-Site								
DE-DM1	Database Management Specialist I	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-ET2	Computer Engineering Technician II	\$57.66	\$54.03	\$60.25	\$56.46	\$62.97	\$59.00	\$65.80	\$61.66	\$68.76	\$64.43
DE-ET1	Computer Engineering Technician I	\$37.67	\$35.27	\$39.37	\$36.86	\$41.14	\$38.52	\$42.99	\$40.25	\$44.92	\$42.06
DE-VT3	Video Teleconferencing (VTC) Specialist III	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-VT2	Video Teleconferencing (VTC) Specialist II	\$77.66	\$72.75	\$81.15	\$76.02	\$84.81	\$79.44	\$88.62	\$83.02	\$92.61	\$86.76
DE-VT1	Video Teleconferencing (VTC) Specialist I	\$68.42	\$64.09	\$71.50	\$66.97	\$74.72	\$69.99	\$78.08	\$73.14	\$81.59	\$76.43
DE-CC2	CAD/CAM Applications Engineer II	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27
DE-CC1	CAD/CAM Applications Engineer I	\$68.42	\$64.09	\$71.50	\$66.97	\$74.72	\$69.99	\$78.08	\$73.14	\$81.59	\$76.43
DE-TD5	Computer-Based Training Developer V	\$125.95	\$117.98	\$131.62	\$123.29	\$137.54	\$128.84	\$143.73	\$134.63	\$150.20	\$140.69
DE-TD4	Computer-Based Training Developer IV	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27
DE-TD3	Computer-Based Training Developer III	\$96.09	\$90.01	\$100.41	\$94.06	\$104.93	\$98.29	\$109.65	\$102.72	\$114.59	\$107.34
DE-TD2	Computer-Based Training Content Developer II	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-TD1	Computer-Based Training Content Developer I	\$77.66	\$72.75	\$81.15	\$76.02	\$84.81	\$79.44	\$88.62	\$83.02	\$92.61	\$86.76
DE-IN4	Instructor IV	\$112.16	\$105.05	\$117.21	\$109.78	\$122.48	\$114.72	\$127.99	\$119.88	\$133.75	\$125.27
DE-IN3	Instructor III	\$89.66	\$83.99	\$93.69	\$87.77	\$97.91	\$91.72	\$102.32	\$95.85	\$106.92	\$100.16
DE-IN2	Instructor II	\$77.66	\$72.75	\$81.15	\$76.02	\$84.81	\$79.44	\$88.62	\$83.02	\$92.61	\$86.76
DE-IN1	Instructor I	\$60.70	\$56.86	\$63.43	\$59.42	\$66.29	\$62.09	\$69.27	\$64.89	\$72.39	\$67.81
DE-TW4	Technical Writer IV	\$55.19	\$51.69	\$57.67	\$54.02	\$60.27	\$56.45	\$62.98	\$58.99	\$65.82	\$61.64
DE-TW3	Technical Writer III	\$48.01	\$44.97	\$50.17	\$46.99	\$52.43	\$49.11	\$54.79	\$51.32	\$57.25	\$53.63
DE-TW2	Technical Writer II	\$35.17	\$32.96	\$36.75	\$34.44	\$38.41	\$35.99	\$40.13	\$37.61	\$41.94	\$39.31
DE-TW1	Technical Writer I	\$29.37	\$27.53	\$30.69	\$28.77	\$32.07	\$30.06	\$33.52	\$31.42	\$35.02	\$32.83
DE-PA2	Project Administrator II	\$77.66	\$70.51	\$81.15	\$73.68	\$84.81	\$77.00	\$88.62	\$80.46	\$92.61	\$84.08
DE-PA1	Project Administrator I	\$66.22	\$60.12	\$69.20	\$62.83	\$72.31	\$65.65	\$75.57	\$68.61	\$78.97	\$71.69
DE-CA2	Contract Administrator II	\$89.66	\$81.38	\$93.69	\$85.04	\$97.91	\$88.87	\$102.32	\$92.87	\$106.92	\$97.05
DE-CA1	Contract Administrator I	\$66.22	\$60.12	\$69.20	\$62.83	\$72.31	\$65.65	\$75.57	\$68.61	\$78.97	\$71.69
DE-CT2	Technical Administrative Support Specialist II	\$48.01	\$43.59	\$50.17	\$45.55	\$52.43	\$47.60	\$54.79	\$49.74	\$57.26	\$51.98
DE-CT1	Technical Administrative Support Specialist I	\$29.37	\$26.68	\$30.69	\$27.88	\$32.07	\$29.14	\$33.52	\$30.45	\$35.02	\$31.82

### 13.2 NOTES REGARDING PRICE SCHEDULE FOR SIN 132-62

The Contractor will furnish personnel. The Contractor will also furnish such items as office space in Contractor's facilities and normal office equipment and supplies required to perform the work specified in the task/delivery order. This includes telephones, faxes, personnel computers, postage (to include Federal Express), COE business software (e.g., word processors, spreadsheets, graphics) and nominal reproduction. Additional items will be an ODC if not provided by the Government. Additionally:

- To qualify for the Government Site (on-site) rates, there is a minimum commitment of six months full-time labor per person otherwise the applicable Contractor Site (off-site) labor rate(s) will be charged.
- Customer is responsible for travel and living expenses in compliance with federal travel regulations.
- There is an escalation rate of 4.5% per year on all labor categories.

### 13.3 DELPHINUS ENGINEERING LABOR CATEGORY DESCRIPTIONS FOR SIN 132-62

Below is the Labor Category Descriptions table for each labor category. Descriptions are applicable whether labor is performed on-site or off-site.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DIRECTOR, DE-DR	Twelve (12) years of progressive experience in managing systems acquisition, management information systems, software development or computer communications support activities such as computer operations, network design and operation, communications, etc. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the requirement areas for which responsibility is given.	Responsible for the direction of a large, complex program(s) or a particular function(s) that may involve a single or several customer locations. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet customer's requirements. Responsible for overall performance (cost, schedule, technical performance, etc). Interfaces with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Coordinates tasks, reviews work products for completeness and adherence to customer standards.	Possesses a master's degree in computer science, information systems, business administration or other related technical or scientific discipline. See note.
PROGRAM DIRECTOR, DE-PD	Ten (10) years of progressive experience in managing systems acquisition, management information systems, software development or computer communications support activities such as computer operations, network design and operation, communications, etc. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given.	Responsible for the direction of a large, complex program(s) or a particular function(s) that may involve a single or several customer locations. Provides guidance and direction for a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet customer's requirements. Responsible for the overall performance (cost, schedule, technical performance, etc). Interfaces with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Coordinates tasks, reviews work products for	Possesses a master's degree in computer science, information systems, business administration or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		completeness and adherence to customer standards.	
PROGRAM MANAGER, DE-PM	Eight (8) years of progressive experience in managing systems acquisition, software development or computer communications support activities such as computer operations, data communications, network design, and/or operation, repair, and maintenance activities. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations.	Responsible for organizing, directing and managing the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial IT support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Responsible for the overall performance (cost, schedule, technical performance, etc).. Interfaces with customer and contractor personnel to formulate and review task plans and deliverable items. Coordinates tasks, reviews work products for completeness and adherence to customer standards.	Possesses a bachelor's degree in computer sciences, information systems, business administration or other related technical or scientific discipline. See note.
TASK MANAGER, DE-TM	Six (6) years experience in related technical discipline, which includes providing project/task management functions. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project.	Responsible for the management of a specific task, or for a particular portion of a larger, more complex project. Works under general supervision of overall program manager or higher-level company management. Performs studies, analyses, and tests on projects or tasks that involve conventional plans, investigations, analyses, etc. Receives overall instructions on specific assignment objectives, features, possible solutions, etc from the Program Manager and under their guidance is responsible for the overall management of the specific task order(s). Insures technical solution(s) and schedules in the task order are implemented in a timely manner. Receives assistance from Program Managers on unusual problems and work is reviewed for application of sound professional judgment. Interfaces with the client on a daily basis.	Possesses a bachelor's degree in computer science or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SYSTEMS ANALYST VII, DE-CS7	Twelve (12) years of progressive experience in system design and development. Requires skill in persuasion and negotiation of critical software issues. Able to apply expert systems analysis and design techniques to complex systems development in a specialized area. Demonstrated creativity, foresight, and mature judgment in anticipating and solving unprecedented software engineering problems.	Responsible for making decisions and recommendations that are recognized as authoritative and with an important impact on the company's software engineering activities. Provides extensive experience in translating user specifications into hardware, software, and communication requirements. Plans, designs, develops, and implements client/server systems. Provides recent experience with object-oriented design paradigms, fourth-generation languages (4GL), CASE tools, networking, and security architectures. Conduct continuing review of computer technological developments applicable to system design. Able to prepare long range forecasts for analysis and design issues. Initiates and maintains extensive contacts with key software personnel and other organizations.	Possesses training and certifications relevant to task(s) with a master's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST VI, DE-CS6	Ten (10) years of progressive experience in system design and development. Able to apply expert systems analysis and design techniques to complex systems development in a specialized area.	Responsible for interpreting, organizing, executing, and coordinating software engineering assignments. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits. Plans and develops software projects concerned with unique or controversial problems which have an important effect on major programs. Explores subject area, defines scope and selection of problems for investigation, and develops concepts and approaches for resolution. Provides technical direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Provides recent experience with object-oriented design paradigms, fourth-generation languages (4GL), CASE tools, networking, and security architectures. Conduct continuing review of computer technological developments applicable to system design. Able to prepare long range forecasts for analysis and design issues. Maintains liaison with individuals and units within or outside the company with responsibility for acting on software matters and maintaining software maturity.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SYSTEMS ANALYST V, DE-CS5	Eight (8) years of progressive experience in systems analysis, design, and development. Able to apply expert systems analysis and design techniques to complex systems development in a specialized area.	Responsible for planning and conducting analysis of unique problems in a broad system, preparing overall project recommendations and determining a design strategy. Guides the development of complex computer systems, devises completely new ways to locate/develop data sources, establishes new factors/criteria for subject matter decisions and coordinates fact finding, analysis and design of systems as a team or project leader. Applies the most recent developments in data processing technology and computer equipment. Provides systems design in a specialized design area and develops project plans for new computer systems from feasibility studies to post implementation. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications. Works under general administrative direction.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST IV, DE-CS4	Six (6) years of progressive experience in systems analysis, design, and development. Able to apply systems analysis and design techniques to complex systems development in a specialized area.	Responsible for providing expert systems analysis and design in a specialized and highly complex design area as a team or project leader. Analyzes user interfaces, maintains hardware and software performance, analyzes workload and computer usage, maintains interfaces with outside systems, and analyzes downtimes. Applies new technology to resolve unique or unyielding problems in existing complex systems. Possesses a broad knowledge of data sources and flow, interactions of existing complex systems, and the capabilities and limitations of the system's software and computer equipment. Analyzes proposed system modifications and upgrades. Establishes the framework of new computer systems from feasibility studies to post-implementation evaluation.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SYSTEMS ANALYST III, DE-CS3	Four (4) years of related experience in systems analysis, design, and development. Competent in all phases of systems analysis techniques, concepts, and methods.	Responsible for applying systems analysis and design techniques to complex computer systems in a broad area. Produce innovative solutions for a variety of complex problems Guides users in formulating requirements. Advises on alternatives and on the implications of new or revised computer systems. Analyzes user project proposals to identify omissions and errors in requirements, conducts feasibility studies, recommends optimum approach, and develops system designs. Is responsible for recognizing probable conflicts and integrating diverse data elements and sources.	Possesses training and certifications relevant to task(s) with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST II, DE-CS2	Two (2) years of related systems experience required by contract gained through previous employment, on the job training or formal technical training. Knowledgeable of systems analysis techniques, concepts, and methods.	Responsible for reviewing user proposals and gathering facts, analyzing data, and preparing a project synopsis comparing alternatives in terms of cost, time, availability of equipment, and personnel. Prepares specifications for development of computer programs. Determines and resolves system problems and coordinates the work with program users. Orients user personnel on new or changed procedures. Works under specific objectives, bringing to the attention of the supervisor any unusual problems or controversies.	Possesses training and certifications relevant to task(s) with an associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER SYSTEMS ANALYST I, DE-CS1	Less than two (< 2) year of related systems experience required by the contract gained through previous employment, on the job training or formal technical training.	Responsible for analyzing business or scientific problems for resolution through automatic data processing. Carries out fact-finding and analyses as assigned. Applies established procedures where the nature of the system, feasibility, computer equipment, and programming language has already been decided. Assists higher-level systems analyst(s) by preparing the detailed specifications required by computer programmers from information developed by the higher-level analyst. Assists in repairing input and test data for the proposed system. Researches routine user problems and solves them by modifying the existing system when solutions follow clear precedents. Supervisor defines objectives, priorities, and deadlines.	Possesses training and certifications relevant to task(s) with an associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER VII, DE-CE7	Twelve (12) years progressive experience performing advanced studies in the planning, design, development, and modification of complex communications, data network, and hardware systems.	Responsible for working virtually independent of any direct supervision in performing highly complex communications, network or hardware engineering tasks and systems studies in support of clients' needs. Directs and/or participates in highly complex advanced studies and comparisons of costs, efficiency, and reliability of associated technologies. Investigates, interprets, and evaluates highly complex systems requirements, and recommends specific modifications and areas requiring further study. Investigates, analyzes, and compares existing systems or subsystems and makes specific recommendations to increase their scope and improve their performance to meet the clients' requirements and ensure the achievement of assigned technical objectives. Responsible for design, integration, operations, and management of complex enterprise networks, linking a variety of computing platforms, operating systems, network topologies and network protocols. Makes recommendations related to the network architecture, evaluation of related hardware and software products, and network problem resolution.	Possesses relevant training and certifications with a Master's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER VI, DE-CE6	Ten (10) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.	Responsible for conducting research and investigation of new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		hardware; and isolates, resolves, or circumvents network problems.	
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER V, DE-CE5	Eight (8) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.	Responsible for conducting research and investigation of new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates, resolves, or circumvents network problems.	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER IV, DE-CE4	Six (6) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.	Responsible for conducting research and investigation of new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates, resolves, or circumvents network problems.	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER III, DE-CE3	Four (4) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and/or hardware systems.	Responsible for conducting research utilizing state-of-the-art technology. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Participates in complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs complex network engineering tasks and system studies. Investigates, interprets, and evaluates complex system requirements, and recommends specific modifications and/or areas requiring further study. Implements enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates and resolves network problems.	Possesses relevant training and certifications with a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER II, DE-CE2	Two (2) years of progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network and/or hardware systems.	Responsible for assisting in the design, operation, and performance of major telecommunications systems and networks including transmission concepts and technologies, access services, circuit types and costs, networking, and voice and data equipment. Has experience with communications systems, PC and server operating systems, network products, protocols, etc.	Possesses relevant training and certifications with an Associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER I, DE-CE1	Less than two (< 2) years of progressive experience performing advanced studies in the planning, design, development, and modification of voice and/or data network systems.	Responsible, under direct supervision, for assisting in analyzing customer's voice, data, and image requirements, and developing cost-effective solutions. Prepares work plans and schematics for the placement, implementation, rearrangement, or removal of voice, data, and video/audio cables and associated hardware; assists in analyzing, selecting, and designing circuit paths, transmission logic, and hardware; assists in evaluating projected network usage, signaling characteristics, and proposed network media; and recommends media that will ensure transport and receipt of voice, data, and video/audio signaling.	Possesses relevant training and certifications with an Associate's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER PROGRAMMER V, DE-CP5	Ten (12) years of progressive experience in a variety of ADP environments.	Responsible in a supervisory capacity, for planning, developing, coordinating and directing large and important programming projects. Supervises the work of a small staff; manages schedules and technically evaluates staff production. Defines complex scientific computational problems and develops computer programs for their solution. Performs simulations as required to determine effects of variations in computer equipment and software. Typically develops techniques and procedures where few precedents exist. Develops original solutions to new and unique problems.	Possesses a Master's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER PROGRAMMER IV, DE-CP4	Eight (10) years of progressive experience in a variety of ADP environments.	Responsible in a supervisory capacity, for planning, developing, coordinating and directing large and important programming projects. Supervises the work of a small staff; manages schedules and technically evaluates staff production. Defines complex scientific computational problems and develops computer programs for their solution. Performs simulations as required to determine effects of variations in computer equipment and software. Typically develops techniques	Possesses a bachelor's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		and procedures where few precedents exist. Develops original solutions to new and unique problems.	
COMPUTER PROGRAMMER III, DE-CP3	Six (6) years of progressive experience in a variety of ADP environments.	Responsible in a supervisory capacity for applying expertise in programming to complex problems. Recommends redesign of programs, investigates and analyzes feasibility and program requirements. Plans full range of programming activities to produce different but interrelated products from numerous, diverse data elements normally from different sources. Solves difficult programming problems. Tests, documents and writes operating instructions for all programming products produced. Provides technical leadership and supervision to small task groups.	Possesses a bachelor's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER PROGRAMMER II, DE-CP2	Four (4) years of progressive experience in a variety of ADP environments.	Responsible for applying expertise and knowledge of programming procedures and detailed knowledge to a program task. Works according to complete statements of requirements with minimal supervision. Produces programs that are typically linked to several other programs in which the output of one becomes the input for another. Performs duties such as developing, modifying and maintaining assigned programs; designs and implements modifications to files and records within programs; responds to problems by diagnosing and correcting errors in logic and coding. May also guide and instruct lower level programmers and assist team/task leaders.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER PROGRAMMER I, DE-CP1	Two (2) years of progressive experience in a variety of ADP environments.	Responsible for applying standard programming procedures and detailed knowledge to a program task. Works according to complete statements of requirements with minimal supervision. Produces programs that are typically linked to several other programs in which the output of one becomes the input for another. Performs duties such as developing, modifying and maintaining assigned programs; designs and implements modifications to files and records within programs; responds to problems by diagnosing and correcting errors in logic and coding.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER SUPPORT SPECIALIST III, DE-SS3	Six (6) years of progressive experience in a variety of ADP environments.	Responsible for installing and upgrading computer hardware and software. Assists Analysts in Computer Hardware and Software problem resolution. Must have a broad knowledge of the capabilities of the hardware systems to be operated. Must be familiar with all operating procedures. Process a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g. resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems that do not respond to corrective procedures.	Possesses a bachelor's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER SUPPORT SPECIALIST II, DE-SS2	Four (4) years of progressive experience in a variety of ADP environments.	Responsible for installing and upgrading computer hardware and software. Assists Analysts in Computer Hardware and Software problem resolution. Must have a broad knowledge of the capabilities of the hardware systems to be operated. Must be familiar with all operating procedures. Process a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g. resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems that do not respond to corrective procedures.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
COMPUTER SUPPORT SPECIALIST I, DE-SS1	Less than two (< 2) years of experience in an ADP environment.	Responsible for converting specifications into a sequence of precise instructions to solve problems by electronic data processing. Draws program flow charts to describe data processing sequence. Tests and corrects programs and prepares instructions for operators. May also perform programming analysis. Assists senior staff by performing routine programming tasks. Supervisory personnel provide detailed instructions for each task. Work is closely monitored in progress and reviewed in detail upon completion.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
CONFIGURATION MANAGEMENT SPECIALIST IV, DE-CM4	Eight (8) years of progressive experience in system design and development.	Responsible for leading and supervising the development and maintenance of the software development project Configuration Management Plan. Establishes project baselines to ensure positive version controls are implemented. Supervises change control processes for the project, and ensures project personnel follow these processes. Develops the project's contingency backup and recovery plan to ensure no loss of configuration items from natural or manmade disasters. Briefs staff studies and analysis reports to the overall project manager or higher-level company management. Meets with customer and contractor personnel to formulate and review task	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
		plans and deliverable items. Ensures conformance with the project configuration management plan.	
CONFIGURATION MANAGEMENT SPECIALIST III, DE-CM3	Six (6) years of progressive experience in system design and development.	Responsible for developing and maintaining the software development project Configuration Management Plan. Establishes project baselines to ensure positive version controls are implemented. Develops change control processes for the software project, and ensures project personnel follow these processes. Develops the project's contingency backup and recovery plan to ensure no loss of configuration items from natural or manmade disasters. Provides staff studies and analysis reports to the overall project manager or higher-level company management. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with the project configuration management plan.	Possesses a Bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
CONFIGURATION MANAGEMENT SPECIALIST II, DE-CM2	Four (4) years of progressive experience in a combination of systems, software development, and software maintenance activities; includes experience in project configuration management or software process assurance experience.	Responsible for establishing and enforcing procedures to ensure that software development products are reviewed, approved, and base lined at the appropriate points in their life cycles. Ensures that the proper configuration management documentation is available to deploy and maintain each version of a software product. Implements the project's contingency backup and recovery plan to prevent loss of controlled items through natural or manmade disasters. The Configuration Manager is responsible for data management integrity throughout the development and maintenance process.	Possesses a bachelor's degree in computer sciences, information systems, business administration or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
CONFIGURATION MANAGEMENT SPECIALIST I, DE-CM1	Two (2) years of experience in a related technical and management discipline.	Responsible, under general supervision of overall project manager or higher-level company management for implementing change controls for a project, creating project baselines using automated tools. Assists with Peer Reviews and configuration audits supporting management oversight activities. Implements the project's contingency backup and recovery plan to prevent loss of controlled items through natural or manmade disasters. Receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.	Possesses an associate's degree in computer science or other related technical or scientific discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST VIII, DE-FA8	Fourteen (14) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Possesses demonstrated managerial skills and is knowledgeable of all aspects of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.	Responsible for the management of a large, complex systems acquisition program/project or major functional areas. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area.	Possesses a master's degree in a related technical or business discipline. Doctorate preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST VII, DE-FA7	Twelve (12) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Possesses demonstrated managerial skills and is knowledgeable of the major aspects of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.	Responsible for the management of a large, complex systems acquisition program/project or major functional areas. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area.	Possesses a master's degree in a related technical or business discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST VI, DE-FA6	Ten (10) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Possesses demonstrated managerial skills and is knowledgeable of the major aspects of the program or functional area under his/her management. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Responsible for the management of a single large (or several smaller) systems acquisition programs/projects or a major functional area. Plans, develops or supports programs/projects; establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor.	Possesses a bachelor's degree in a related technical or business discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST V, DE- FA5	Eight (8) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Fully knowledgeable of all aspects of the program or programs under his/her management.	Responsible for the management of a single systems acquisition program/project or a major functional area. Establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Apply experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor.	Possesses a bachelor's degree in a related technical or business discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST IV, DE- FA4	Six (6) years of progressive experience within the general functional area with specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Organizes and maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses a bachelor's degree in a related technical or business discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST III, DE-FA3	Four (4) years of progressive experience within the general functional area with specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing routine assignments for a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area.. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.	Possesses a bachelor's degree in a related technical or business discipline. See note.
FUNCTIONAL AREA ANALYST/SPECIALIST II, DE-FA2	Two (2) years of progressive experience within the general functional area with specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing routine assignments on a range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses information supplied to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks. Works under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses an associate's degree in a related technical or business discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
FUNCTIONAL AREA ANALYST/SPECIALIST I, DE-FA1	Less than two (< 2) years of experience within the general functional area with specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.	Responsible for performing routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area... Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems. Works under guidelines established by supervisor; receives instructions on specific assignment objectives, features, possible solutions, etc. Work is reviewed for consistency and completeness.	Possesses an associate's degree in a related technical or business discipline. See note.
SUBJECT MATTER EXPERT VI, DE-SM6	Eighteen (18) years of progressive experience in a particular subject matter area and/or technology possessing a significantly high level of specialized expertise in the specific area to be supported. Recognized Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a master's degree in a technical or scientific field related to the task; a doctorate degree is preferred. See note.
SUBJECT MATTER EXPERT V, DE-SM5	Fifteen (15) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a master's degree in a technical or scientific field related to the task; a doctorate is preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SUBJECT MATTER EXPERT IV, DE-SM4	Twelve (12) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses bachelor's degree in computer sciences, information systems, engineering or other related technical or scientific discipline related to the task to be supported; master's degree preferred. See note.
SUBJECT MATTER EXPERT III, DE-SM3	Nine (9) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported. See note.
SUBJECT MATTER EXPERT II, DE-SM2	Seven (7) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
SUBJECT MATTER EXPERT I, DE-SM1	Five (5) years of progressive experience in a particular subject matter area and/or technology possessing a high level of specialized expertise in the specific area to be supported. Expert in a single or multiple technical discipline(s).	Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.	Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported. See note.
HELP DESK COORDINATOR IV, DE-HD4	Eight (8) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience includes performing in a supervisory capacity, managing the daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for directing the management of an on-site technical help desk staff which serves as the first point of contact for troubleshooting a broad range of user problems. . Provides consultation support to the Management Information Service (MIS) management on operational and supportability issues. Manages project schedules and Other Direct Charge (ODC) budgets to ensure proper allocation of resources. Develops intermediate and long range planning goals, as well as training plans, in the area of staff professional development. Develops and prepares pertinent user manuals and administrative information for both help desk staff and customers. Analyzes collected data relative to responses and resolution of received calls; devises methods and procedures to improve operational performance.	Possesses a bachelor's degree in computer science or business. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
HELP DESK COORDINATOR III, DE-HD3	Six (6) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience includes performing in a supervisory capacity, managing the daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for providing daily supervision for an on-site technical staff providing a broad range of hardware and software microcomputer support to a customer's network. Provides consultation support to the Management Information Service (MIS) management on operational and supportability issues. Manages project schedules and Other Direct Charge (ODC) budgets to ensure proper allocation of resources. Develops intermediate and long range planning goals, as well as training plans, in the area of staff professional development. Develops and prepares pertinent user manuals and administrative information for both help desk staff and customers. Analyzes collected data relative to responses and resolution of received calls; devises methods and procedures to improve operational performance.	Possesses a bachelor's degree in computer science or business. See note.
HELP DESK COORDINATOR II, DE-HD2	Four (4) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience should include assisting in the daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for serving as the initial point of contact for troubleshooting user problems using standard software, tools, and procedures. May provide daily supervision to an on-site technical staff providing a broad range of hardware and software microcomputer support to a customer's network. Provides basic diagnostics, problem source identification and problem resolution and assistance over the phone and follows the problem through to resolution. Logs and reports data on the number and type of calls received for trend analysis purposes. Creates, updates, tracks and closes call records for work being performed. Categorizes and assigns more difficult problems for referral to the appropriate resolution unit. Provide follow up calls to customer to assure incident is closed. Provides consultation support to the Management Information Service (MIS) management on operational and supportability issues. Analyzes collected data relative to responses and resolution of received calls; devises methods and procedures to improve operational performance.	Possesses a bachelor's degree in computer science or business. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
HELP DESK COORDINATOR I, DE-HD1	Two (2) years of progressive experience in a business ADP environment with emphasis on microcomputer hardware and software applications. Experience should include performing daily operations of a help desk operation in a multi-server environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards in support of commercial, local, state or federal government customers.	Responsible for serving as the initial point of contact for troubleshooting user problems using standard software, tools, and procedures. Provides basic diagnostics, problem source identification and problem resolution and assistance over the phone and follows the problem through to resolution. Logs and reports data on the number and type of calls received for trend analysis purposes. Creates, updates, tracks and closes call records for work being performed. Categorizes and assigns more difficult problems for referral to the appropriate resolution unit. Provide follow up calls to customer to assure incident is closed.	Possesses an associate's degree in computer science or business. See note.
DATABASE MANAGEMENT SPECIALIST VII, DE-DM7	Twelve (12) years of progressive experience in the area of database management, which must include the management of large scale, complex systems.	Responsible for the management of large, complex database management systems (DBMS). Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of the system. Plans and develops programs/projects; analyzes user requirements in preparation of system(s) design/upgrade; prepares overall database system design (hardware and software); develops systems integration or migration plans; develops user training programs; develops budgets; coordinates and review work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical meetings, etc. Prepares and delivers presentations on DBMS concepts. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.	Possesses a master's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DATABASE MANAGEMENT SPECIALIST VI, DE-DM6	Ten (10) years of progressive experience in the area of database management, which must include management of large scale, complex systems.	Responsible for the management of a single, large (or several smaller) database management systems (DBMS). Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program(s) under their management. Plans and develops programs/projects; analyzes user requirements; prepares system design; develops system implementation and operation plans; establishes and maintains configuration baselines; develops user training programs; prepares budgets; conducts and/or supports reverse engineering and data modeling activities. Coordinates reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Prepares and delivers presentations on DBMS concepts. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
DATABASE MANAGEMENT SPECIALIST V, DE-DM5	Eight (8) years of progressive experience in the area of database management, which should include management of large-scale systems.	Responsible for the management of a single, large (or several smaller) database management systems (DBMS). Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program(s) under their management. Plans and develops programs/projects; analyzes user requirements; prepares system design; develops system implementation and operation plans; establishes and maintains configuration baselines; develops user training programs; prepares budgets; conducts and/or supports reverse engineering and data modeling activities. Coordinates reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Prepares and delivers presentations on DBMS concepts. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DATABASE MANAGEMENT SPECIALIST IV, DE-DM4	Six (6) years of progressive experience in the area of database management, which should include management of large-scale systems.	Responsible for the management of a single, large (or several smaller) database management systems. Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program(s) under their management. Plans and develops programs/projects; analyzes user requirements; prepares system design; develops system implementation and operation plans; establishes and maintains configuration baselines; develops user training programs; prepares budgets; conducts and/or supports reverse engineering and data modeling activities. Coordinates, reviews, and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
DATABASE MANAGEMENT SPECIALIST III, DE-DM3	Four (4) years of progressive experience in the area of database management.	Performs a broad range of tasks associated with the design, implementation and operation of database management systems. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform and/or support system analysis and design activities. Implements system designs; tests, troubleshoots and maintains installed systems; performs data retrieval; develops and implements user training; provides user on-line support; prepares system related documentation; develops/supports system enhancements; designs database applications using specific programs. Participates in meetings, design reviews, briefings, etc.; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
DATABASE MANAGEMENT SPECIALIST II, DE-DM2	Two (2) years of progressive experience in the area of database management.	Specifies proper types of files organization, indexing methods, and security procedures. Supports project teams on the design of complex hierarchical databases (e.g., schema and sub-schema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various database systems; implements system designs; tests, troubleshoots and maintains installed systems; provides user training and on-line support; conducts data retrieval; develops electronic commerce and electronic data interchange standards to improve productivity; prepares system related documentation. Works independently, under general guidelines set by supervisor.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
DATABASE MANAGEMENT SPECIALIST I, DE-DM1	Less than two (< 2) years progressive experience in the area of database management.	Performs routine assignments on a broad range of tasks associated with database management. Using prescribed methods and information supplied, supports the development, implementation and maintenance of primary information systems. Conducts data retrieval tasks; develops basic system documentation; performs troubleshooting and testing of installed systems; provides user on-line support. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER ENGINEERING TECHNICIAN II, DE-ET2	Four (4) years of progressive experience in the installation, maintenance and operation of equipment related to area of technical expertise.	Responsible for assessing complex problems and developing/selecting alternative solutions. Responds to user help calls referred by the help desk or other managers. Diagnoses end-user equipment. Performs board level maintenance and swap out of component parts for Automatic Data Processing Equipment (ADPE), including PCs, printers, plotters, NIUs, etc. Performs tests to locate problems using diagnostic software and electronic test equipment. Repairs/replaces broken or non-functional parts that prevent proper operation of mechanical devices. Tests ADPE to validate functionality. Installs and/or relocates hardware and software at a designated location and assists users with initial operating instructions.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
COMPUTER ENGINEERING TECHNICIAN I, DE-ET1	Two (2) years of experience in the installation, maintenance and operation of equipment related to area of technical expertise.	Responsible for performing general installation and maintenance tasks under the supervision of a senior engineer or engineering technician. Loads and unloads equipment and accounts for items received. Installs and relocates end-user devices. Performs labor-intensive wiring and cabling tasks.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
VIDEO TELECONFERENCING SPECIALIST III, DE-VT3	Six (6) years of progressive experience in video teleconferencing (VTC) system design, analysis, engineering, development and integration.	Responsible for overseeing the implementation and operation of large, complex video teleconferencing (VTC) systems. Possesses demonstrated technical skills; fully knowledgeable about all aspects of the system(s) under his/her oversight. Schedules and supports VTC in-house operations; oversees the installation/integration of new and/or upgraded components (both hardware and software); creates and maintains related technical documentation; analyzes system data to recommend system improvements; maintains system hardware and software configuration data; develops and implements user training programs. Coordinates, reviews, and supervises work of assigned staff. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.	Possesses a bachelor's degree in computer science, information systems, engineering or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
VIDEO TELECONFERENCING SPECIALIST II, DE-VT2	Four (4) years of progressive experience in video teleconferencing (VTC) system design, engineering, integration and installation.	Responsible for performing a broad range of tasks associated with the implementation, operation and maintenance of video teleconferencing (VTC) systems. Uses own knowledge and information supplied to perform or support VTC system design, installation, integration, test, troubleshooting, and maintenance tasks. Prepares inputs to system's related technical and operational documentation; maintains system hardware and software configuration data; researches proposed system enhancements; develops and implements user training programs; participates in meetings, design reviews, etc. relating to the system; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines established by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.	Possesses a bachelor's degree in computer science, information systems, engineering or other related technical or scientific discipline. See note.
VIDEO TELECONFERENCING SPECIALIST I, DE-VT1	Two (2) years of experience in video teleconferencing (VTC) system engineering, integration and installation.	Responsible for performing routine assignments on a broad range of tasks associated with the implementation and operation of video teleconferencing (VTC) systems. Using prescribed methods and information/instructions supplied, responsible for the configuration, integration, installation, test, troubleshooting and maintenance of VTC systems. Installation and maintenance tasks relate to both associated hardware and software items that make up a system. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is provided on unusual problems and work is reviewed for consistency and completeness.	Possesses an associate's degree in computer science, information systems, engineering or other related technical or scientific discipline; bachelor's degree preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
CAD/CAM APPLICATIONS ENGINEER II, DE-CC2	Four (4) years of progressive experience in drafting and layout design of complex electromechanical systems. Has knowledge and understanding of the use and application of CAD/CAM related software packages and systems. Has knowledge of and experience with ANSI, military, DoD and other pertinent drafting standards.	Responsible for the design, 3D CAD or solid modeling and detailing of a broad range of electromechanical components and systems. Coordinates activities with engineering, manufacturing, production and documentation focal points. Provides support in design research of new systems. Works with design engineers to develop overall requirements and uses own knowledge and experience of various CAD/CAM software packages (e.g., AutoCAD, ProEngineer, Solid Works, Cadra, etc.) to carry the design from initial concept through to prototyping, test and completion. May supervise several drafters or CAD/CAM applications engineers, determining their workloads and monitoring the results of their efforts.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
CAD/CAM APPLICATIONS ENGINEER I, DE-CC1	Two (2) years of progressive experience in drafting and layout design of complex electromechanical systems. Has a working knowledge of the use and application of CAD/CAM related software packages and systems. Must have knowledge of and experience with ANSI, Military, DoD and other pertinent drafting standards.	Responsible for the design, 3D CAD or solid modeling and detailing of a broad range of electromechanical components and systems. Coordinates activities with engineering, manufacturing, production and documentation focal points. Provides support in design research of new systems. Works with design engineers to develop overall requirements and uses own knowledge and experience of various CAD/CAM software packages (e.g., AutoCAD, ProEngineer, Solid Works, Cadra, etc.) to carry the design from initial concept through to prototyping, test and completion. May supervise several drafters or CAD/CAM applications engineers, determining their workloads and monitoring the results of their efforts.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
COMPUTER-BASED TRAINING DEVELOPER V, DE-TD5	Ten (10) years of progressive experience in the development of training content. Strong background in designing and developing training content in a combination of Instructor Led Training, and computer assisted instruction such as Computer-Based Training or Web-Based Training, to include experience incorporating audio, video, text or graphics into multi-media or single presentations. Must have experience using a variety of presentation graphics.	Responsible, as project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Establishes development schedules and assigns workload. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. Master's degree preferred. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER-BASED TRAINING DEVELOPER IV, DE-TD4	Eight (8) years of progressive experience in the development of training content. Strong background in designing and developing training content in a combination of Instructor Led Training, and computer assisted instruction such as Computer- Based Training or Web- Based Training, to include experience incorporating audio, video, text or graphics into multi-media or single presentations. Must have experience using a variety of presentation graphics.	Responsible, as part of a team or project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Establishes development schedules and assigns workload. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER-BASED TRAINING DEVELOPER III, DE-TD3	Six (6) years of progressive experience in the development of training content. Strong background in designing and developing training content in a combination of Instructor Led Training, and computer assisted instruction such as Computer- Based Training or Web- Based Training, to include experience incorporating audio, video, text or graphics into multi-media or single presentations. Must have experience using a variety of presentation graphics.	Responsible, as part of a team or project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Establishes development schedules and assigns workload. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.
COMPUTER-BASED TRAINING DEVELOPER II, DE-TD2	Four (4) years of progressive experience in training system analysis, design, and development.	Responsible, as part of a team or project leader, for providing expert systems analysis and design in a specialized and highly complex design area. Applies software development techniques and methods to the development of computer-based training applications. Possesses a broad knowledge of computer-based training authoring tools, and the capabilities and limitations of the system's software and computer equipment. Establishes the framework of new training development systems, from requirements analysis to post-implementation evaluation.	Possesses a bachelor's degree in computer science, information systems, engineering, or other related technical or scientific discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
COMPUTER-BASED TRAINING DEVELOPER I, DE-TD1	Two (2) years of experience in a related technical, educational, or fine arts discipline.	Responsible, as a fully qualified training content developer, for applying expertise and knowledge of development procedures and detailed knowledge to a training development task. The training content developer works according to complete statements of requirements with minimal supervision. Performs duties such as developing, modifying and maintaining assigned programs; designs and implements modifications to files; responds to problems by diagnosing and correcting errors in logic and coding. May also guide and instruct lower level developers and assist team/task leaders.	Possesses an associate's degree in computer science, information systems, engineering, mathematics or other related technical or scientific discipline. See note.
INSTRUCTOR IV, DE-IN4	Eight (8) years of progressive experience in the development of course subjects and material and the conduct of training classes.	Responsible for developing, revising and conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Working from the information and material provided by the specialist or engineer, develops curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Course content consists of level appropriate material for the functional area under consideration or to the theory, as well as operation, of the equipment or system. Works independently, with supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision and direction to instructor staff.	Possesses a bachelor's degree in computer sciences, information systems, business management, or other related technical or educational disciplines. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
INSTRUCTOR III, DE-IN3	Six (6) years of progressive experience in the development of course subjects and material and the conduct of training classes.	Responsible for developing, revising and conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Working from the information and material provided by the specialist or engineer, develops curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Course content consists of level appropriate material for the functional area under consideration or to the theory, as well as operation, of the equipment or system. Works independently, with supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision to instructor staff.	Possesses a bachelor's degree in computer sciences, information systems, business management, or other related technical or educational disciplines. See note.
INSTRUCTOR II, DE-IN2	Four (4) years of progressive experience in the development of course subjects and material and the conduct of training classes.	Responsible for revising and conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Working from the information and material provided by the specialist or engineer, develops curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Course content consists of level appropriate material for the functional area under consideration or to the theory, as well as operation, of the equipment or system. Works independently, with supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training.	Possesses a bachelor's degree in computer sciences, information systems, business management, or other related technical or educational disciplines. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
INSTRUCTOR I, DE-IN1	Two (2) years of experience in the preparation of class material and classroom instruction.	Responsible for conducting training classes relative to a specialized Information Technology (IT), technical support, financial, or managerial area, or to the operation of a specific item of complex equipment or system. Supports the development of curriculum(workbooks, handouts), class schedules, teaching /training aids, guidebooks, class handouts, completion certificates, and course critique forms. Works under supervisory guidance, and exercises judgment in the performance of tasks. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training.	Possesses an associate's degree in computer sciences, information systems, business management or other related technical or educational discipline. See note.
TECHNICAL WRITER IV, DE-TW4	Six (6) years of experience performing research and writing functions to prepare briefings, manuals, etc.	Responsible for writing and/or editing technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approve by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables. Works under general supervision.	Possesses a bachelor's degree in English, language/writing or a related technical discipline. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
TECHNICAL WRITER III, DE-TW3	Four (4) years as a technical writer performing research, writing, and editing functions to prepare briefings, manuals, etc.	Responsible for editing and rewriting on-line and hard copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content, provides quality control checking for documents received from photocopying and word processing; assembles master copies, including graphics, appendices, table of contents, and title pages, assists in scheduling printing, copying, and graphics with vendors. Gets quotes and determines best prices to achieve quality documents. Assists in determining level of effort required for incoming documents, assists in document tracking and logging, and consults with technical staff to determine format, contents, and the organization of technical reports and proposals. Works under general supervision.	Possesses a bachelor's degree in English or other related technical discipline. See note.
TECHNICAL WRITER II, DE-TW2	Two (2) years of experience as a documentation specialist.	Responsible for gathering, analyzing,, and composing technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Has specialized experience preparing technical documentation, which includes researching for applicable Government and industry documentation standards. Demonstrated ability to work independently or under only general direction.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
TECHNICAL WRITER I, DE-TW1	Less than two (< 2) years of experience as a documentation specialist.	Responsible for gathering, analyzing, and composing technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
PROJECT ADMINISTRATOR II, DE-PA2	Five (5) years of experience performing routine administrative support such as preparing reports, helping with schedules, preparing plans, typing, etc.	Responsible for preparing and coordinating schedules to complete proposals, conducting task order reviews, preparing briefings, and ensuring contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative support staff. Assists project management staff on tasks related to the administration of the task/delivery order.	Possesses an bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
PROJECT ADMINISTRATOR I, DE-PA1	Two (2) years of experience performing routine administrative support such as preparing reports, helping with schedules, preparing plans, typing, etc.	Responsible for preparing and coordinating schedules to complete proposals, conducting task order reviews, preparing briefings, and ensuring contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative support staff. Assists project management staff on tasks related to the administration of the task/delivery order.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See note.
CONTRACT ADMINISTRATOR II, DE-CA2	Five (5) years of experience in purchasing, subcontract and contract administration.	Responsible for providing advice and recommendations to Project/Program Managers concerning all contractual matters on assigned program/projects. Serves as principal interface with Government Contracting Officer and Contracting Officer's Technical Representatives (COTR). Prepares proposals and offers on behalf of the contractor for presentation to the Government. Accepts government orders and negotiates contract terms, conditions and modifications thereto. Maintains all contract administrative files and records.	Possesses a bachelor's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.
CONTRACT ADMINISTRATOR I, DE-CA1	Two (2) years of experience in purchasing, subcontract and contract administration.	Responsible for providing advice and recommendations to Project/Program Managers concerning all contractual matters on assigned program/projects. Serves as principal interface with Government Contracting Officer and Contracting Officer's Technical Representatives (COTR). Prepares proposals and offers on behalf of the contractor for presentation to the Government. Accepts government orders and negotiates contract terms, conditions and modifications thereto. Maintains all contract administrative files and records.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.

Title / Code	Minimum / General Experience	Functional Responsibilities	Minimum Education
TECHNICAL ADMINISTRATIVE SUPPORT SPECIALIST II, DE-AS2	Four (4) years of experience in an office setting, supporting various technical and administrative activities.	Responsible for preparing draft and final form technical documents that will become deliverable items. Must be capable of typing technical narratives and data at average or above average speed. . Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Uses various word processing equipment. Familiar with typical office administrative procedures and processes.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.
TECHNICAL ADMINISTRATIVE SUPPORT SPECIALIST I, DE-AS1	Two (2) years of experience in an office setting, supporting various technical and administrative activities.	Responsible for preparing draft and final form technical documents that will become deliverable items. Must be capable of typing technical narratives and data at average or above average speed. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Uses various word processing equipment. Familiar with typical office administrative procedures and processes.	Possesses an associate's degree in computer sciences, information systems, engineering, business management or other related technical area. See Note.

**13.4 NOTES ON LABOR CATEGORY DESCRIPTIONS FOR SIN 132-62**

- Minimum education requirements can be satisfied by any combination of certifications and/or experience as deemed appropriate by the hiring manager.
- Where a specific degree is identified within the requirements for a position, an equivalent degree may be substituted if approved by Delphinus and the customer.

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

PREAMBLE

**Delphinus Engineering, Inc.** provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Mr. Roby Lentz, Phone: (610) 874-9160 x 37 or E-mail: [rlentz@delphinus.com](mailto:rlentz@delphinus.com)



(CUSTOMER NAME)

**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) **GS-35F-0567N**, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

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.

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**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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