



**General Services Administration  
Federal Supply Service**

***Authorized Information Technology Schedule Pricelist  
General Purpose Commercial Information Technology  
Equipment, Software and Services***

Special Item No. 132-51  
Information Technology Professional Services

FPDS Class D301  
FPDS Class D302  
FPDS Class D306  
FPDS Class D307

FPDS Class D308  
FPDS Class D311  
FPDS Class D316  
FPDS Class D399

IT Facility Operation and Maintenance  
IT Systems Development Services  
IT Systems Analysis Services  
Automated Information Systems  
Design and Integration Services  
Programming Services  
IT Data Conversion Services  
IT Network Management Services  
Other Information Technology Services,  
Not Elsewhere Classified

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Contract Number: GS-35F-0573Y  
Period Covered by Contract: August 17, 2012, through August 16, 2017

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

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

**SPECIAL ITEM NUMBER 132-51**

**INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

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

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

**Note 2:** Officers 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.

**Synectics for Management Decisions, Inc.**

**Suite 900, 1901 N. Moore Street, Arlington, VA 22209**

**Telephone Number: 703-528-2772**

**[www.smdi.com](http://www.smdi.com)**

Contract Number: GS-35F-0573Y

Period Covered by Contract: 8/17/2012 – 8/16/2017

**General Services Administration  
Federal Supply Service**

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Synectics for Management Decisions provides a full range of technical services on a variety of operating system platforms and protocols. Full Systems life cycle support includes: (1) requirements analysis with technology and risk assessments and economic analyses supporting capital information technology planning, information technology, investment decision-making, and architecture management; (2) system design with analysis of technical alternatives; (3) software development and systems engineering; (4) implementation support with user training and (5) software maintenance services.

## INFORMATION FOR ORDERING OFFICES

### SPECIAL NOTICE TO AGENCIES

#### Small Business Participation

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

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

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

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

#### 1. Geographic Scope of Contract

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

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

Offerors are requested to check one of the following boxes:

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

## 2. Contractor's Ordering Address and Payment Information

Synectics for Management Decisions, Inc.  
Suite 900  
1901 North Moore Street  
Arlington, VA 22209

Attention: Teresa Hall Allen

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold. (See GSAR 552.232-79 Payment by Credit Card.) In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**Phone: 703-528-2772**

**FAX: 703-528-2857**

## 3. Liability for Injury or Damage

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

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

Block 9: G. Order/ Modification Under Federal Schedule  
Block 16: Contractor Establishment Code (DUNS): 00-566-4854  
Block 30: Type of Contractor – C. Large Business  
Block 31: Woman-Owned Small Business – No  
Block 36: Contractor's Taxpayers Identification Number (TIN) – 66-0564380  
Block 40: Veteran Owned Small Business (VOSB): No

### 4a. CAGE Code

0YMTI

Contractor has registered with the Central Contractor Registration Database.

## 5. FOB Destination

## 6. Delivery Schedule

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	(Not Applicable)

- 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**

- a. Prompt Payment: Net 30
- b. Quantity – None
- c. Dollar Volume –None
- d. Government Educational Institutions – (Same as other government Customers)
- e. Other – None.

## **8. Trade Agreements Act of 1979, as amended**

All items are U.S. made end products, designated country end products, Caribbean Basis 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 for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services

## **12. Ordering Procedures for Federal Supply Schedule Contracts**

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

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

### **13. Federal Information Technology/Telecommunication Standards Requirements**

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

#### **13.1 Federal Information Processing Standards Publications (FIPS PUBS)**

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

#### **13.2 Federal Telecommunication Standards (FED-STDS)**

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

### **14. Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2003)**

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by P.L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent

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

## **15. Contract Administration for Ordering Activities**

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

## 16. GSA Advantage!

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

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

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

## 17. Purchase of Open Market Items

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

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

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

## 18. Contractor Commitments, Warranties and Representations

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

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

**19. Overseas Activities**

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

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

**20. Blanket Purchase Agreements (BPAs)**

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

**21. Contractor Team Arrangements**

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

**22. Installation, Deinstallation, Reinstallation**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the

United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract.

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

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

### **23. Section 508 Compliance**

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

Yes

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

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 Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### 2. Performance Incentives

#### I-FSS-60 Performance Incentives (April 2000)

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

### 3. Order

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

#### 4. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### 5. Stop Work Order (FAR 52.242-15) (AUG 1989)

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

## **6. Inspection of Services**

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

## **7. Responsibilities of the Contractor**

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

## **8. Responsibilities of the Ordering Activity**

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

## **9. Independent Contractor**

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

## **10. Organizational Conflicts of Interest**

### **a. Definitions.**

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in

an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

## 11. Invoices

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

## 12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### 13. Resumes

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

### 14. Incidental Support Costs

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

### 15. Approval of Subcontracts

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

### 16. Description of IT Professional Services and Pricing

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

This paragraph specifies the minimum qualifications for personnel supplied by Synectics under this contract. The personnel categories and corresponding rates are shown in the following table. Descriptions of the skills and experience of personnel provided under each category appear following the table.

Table B.1 – Contractor Site Labor Rates

	<b>GSA IT Schedule 70 Offered Pricing Contract Number: GS-35F-0573Y</b>	<b>Base Year 2012-13</b>	<b>Year 2 2013-14</b>	<b>Year 3 2014-15</b>	<b>Year 4 2015-16</b>	<b>Year 5 2016-17</b>
	<b>Labor Category</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>
1	Business Analyst – Level II			\$76.95	\$78.49	\$80.06
2	Business Analyst – Level III			\$100.34	\$102.35	\$104.39
3	Communications Network Manager	\$64.38	\$65.67	\$66.98	\$68.32	\$69.68
4	Junior Computer Systems Analyst	\$36.71	\$37.44	\$38.18	\$38.94	\$39.72
5	Computer Systems Analyst	\$54.55	\$55.64	\$56.75	\$57.88	\$59.03
6	Computer Systems Analyst – Level II			\$77.53	\$79.08	\$80.66
7	Computer Systems Analyst – Level III			\$81.96	\$83.60	\$85.27
8	Data Entry Clerk	\$23.81	\$24.28	\$24.76	\$25.25	\$25.75
9	Data Warehouse Programmer			\$126.48	\$129.01	\$131.59
10	Database Specialist II			\$84.61	\$86.30	\$88.03
11	Database Specialist III			\$102.93	\$104.99	\$107.09
12	Database Administrator			\$128.56	\$131.14	\$133.76
13	Document Support Specialist – Level I			\$60.36	\$61.57	\$62.80
14	Document Specialist			\$129.52	\$132.11	\$134.75
15	Documentation Specialist	\$36.99	\$37.73	\$38.48	\$39.25	\$40.03
16	Editor			\$92.07	\$93.91	\$95.79
17	Helpdesk Analyst II			\$56.48	\$57.61	\$58.76
18	Information Engineer – Level II			\$97.15	\$99.09	\$101.07
19	Principal BPR Specialist	\$114.29	\$116.58	\$118.91	\$121.29	\$123.71
20	Principal Engineer II			\$78.76	\$80.34	\$81.94
21	Principal Engineer III			\$101.11	\$103.13	\$105.19
22	Principal Engineer IV			\$119.82	\$122.22	\$124.66
23	Principal Information Engineer	\$125.73	\$128.24	\$130.80	\$133.41	\$136.07
24	Principal Research Specialist	\$202.65	\$206.70	\$210.83	\$215.04	\$219.34
25	Project Control Specialist	\$52.41	\$53.45	\$54.51	\$55.60	\$56.71
26	Project Manager	\$120.75	\$123.16	\$125.62	\$128.13	\$130.69
27	Project Director			\$140.44	\$143.25	\$146.11
28	Quality Assurance Analyst	\$43.59	\$44.46	\$45.35	\$46.25	\$47.17
29	Quality Assurance Manager	\$74.65	\$76.14	\$77.66	\$79.21	\$80.79
30	Quality Control Manager			\$102.30	\$104.34	\$106.42
31	Senior Computer Security Systems Specialist	\$70.14	\$71.54	\$72.97	\$74.43	\$75.92
32	Security Specialist II			\$96.01	\$97.93	\$99.89
33	Applications Engineer	\$73.23	\$74.69	\$76.18	\$77.70	\$79.25
34	Senior Applications Engineer	\$88.22	\$89.98	\$91.78	\$93.62	\$95.49
35	Senior BPR Specialist	\$75.17	\$76.67	\$78.20	\$79.76	\$81.35
36	Senior Data Analyst			\$129.16	\$131.74	\$134.38
37	Senior Expert	\$101.89	\$103.93	\$106.00	\$108.12	\$110.28
38	Senior Functional Analyst	\$68.33	\$69.69	\$71.08	\$72.50	\$73.95
39	Senior Systems Analyst	\$82.64	\$84.29	\$85.97	\$87.68	\$89.43
40	Subject Matter Expert I			\$121.29	\$123.72	\$126.19
41	Subject Matter Expert II			\$149.35	\$152.34	\$155.38
42	Subject Matter Expert III			\$189.75	\$193.55	\$197.42
43	Principal SME			\$217.17	\$221.51	\$225.94
44	System Administrator I			\$76.66	\$78.19	\$79.76
45	System Administrator II			\$86.58	\$88.31	\$90.08
46	System Administrator III			\$110.30	\$112.51	\$114.76
47	System Administrator IV			\$126.51	\$129.04	\$131.62
48	Principal Systems Architect	\$121.62	\$124.05	\$126.53	\$129.06	\$131.64
49	Systems Architect – Level II			\$169.25	\$172.64	\$176.09
50	Web Development			\$117.67	\$120.02	\$122.42

## 1. Business Analyst – Level II

- A. *Minimum/General Experience:* 5-7 years of direct relevant experience analyzing business and IT needs, federal government clients preferred.
- B. *Functional Responsibility:* Applies common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assesses operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Addresses Human Resources, Finance, Supply, and operations areas. Identifies IT inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree can substitute for 2 years of experience.

## 2. Business Analyst – Level III

- A. *Minimum/General Experience:* 7-9 years of direct relevant experience analyzing business and IT needs, federal government clients preferred.
- B. *Functional Responsibility:* Applies common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assesses operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Addresses Human Resources, Finance, Supply, and operations areas. Identifies IT inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 3. Communications Network Manager

- A. *Minimum/General Experience:* 7 years of experience in communication network planning, installation, and support preferably for federal government contracts.
- B. *Functional Responsibility:* Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, and provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and testing of complex large-scale computer integrated networks. Schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

#### **4. Junior Computer Systems Analyst**

- A. *Minimum/General Experience:* This is an entry-level position and requires no specific experience.
- B. *Functional Responsibility:* Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst develop appropriate corrective action. Helps develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Computer Systems Analyst or a Computer Systems Analyst coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.
- C. *Minimum Education:* High School Diploma.

#### **5. Computer Systems Analyst**

- A. *Minimum/General Experience:* 5 years experience with increasing responsibilities in information systems design and management preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyzes and develops computer software possessing a wide range of capabilities, including engineering, business, and records management functions. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintain interfaces with outside systems, analyze downtimes, and analyzes proposed system modifications, upgrades and new COTS. Defines the problem, and develops system requirements and program specifications.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

#### **6. Computer Systems Analyst – Level II**

- A. *Minimum/General Experience:* 5-7 years of related experience analyzing and developing computer solutions preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and

software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, and analyzes proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## **7. Computer Systems Analyst – Level III**

- A. *Minimum/General Experience:* 7-9 years of related experience analyzing and developing computer solutions preferably in support of federal government contracts
- B. *Functional Responsibility:* Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## **8. Data Entry Clerk**

- A. *Minimum/General Experience:* 1 year experience in data entry and verification.
- B. *Functional Responsibility:* Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.
- C. *Minimum Education:* High School Diploma

## **9. Data Warehouse Programmer**

- A. *Minimum/General Experience:* 8-10 years of related experience in a data warehouse environment preferably in support of federal government contracts.
- B. *Functional Responsibility:* Provides sound understanding of Business Intelligence (BI) best practices, relational structures, dimensional data modeling, structured query language (SQL) skills, data warehouse and reporting techniques. Focused experience in all phases of the System Development Life Cycle (SDLC) with a strong background in data warehousing, business intelligence, and IT solutions

preferably for government applications. Has BI design and architecture experience, with hands-on experience in developing BI reports. Strong focus on ETL and BI tools, and database technologies.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 10. Database Specialist II

- A. *Minimum/General Experience:* 3 years of related experience as a database specialist preferably in support of federal government contracts.
- B. *Functional Responsibility:* Evaluate and recommend available DBMS products to meet user requirements. Determine file organization, indexing methods, and security procedures for specific user application.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 11. Database Specialist III

- A. *Minimum/General Experience:* 5-7 years of related experience as a database specialist preferably in support of federal government contracts.
- B. *Functional Responsibility:* Data modeling and design of client server and n-tier architecture systems, database performance tuning, configuration management, telecommunication requirements, analysis and implementation of commercial RDBMS packages and application servers, implementation of policies and procedures pertaining to database management, security maintenance and utilization.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 12. Database Administrator

- A. *Minimum/General Experience:* 10-12 years of related experience administering databases preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyzes database requirements of assigned projects. Analyzes and determines information needs and elements, database relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Applies knowledge of database management systems to coordinate maintenance and changes to databases. Tests and implements changes or new database designs. Writes logical and physical database descriptions, including location, space, access method, and security requirements. Provides direction to programmers and analysts as required to effect changes to database management systems. Provides answers to database

questions. Knowledge of and ability to monitor databases and to analyze and organize data and apply new technology designs and programs.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **13. Document Support Specialist – Level I**

- A. *Minimum/General Experience:* 3-5 years of related experience preparing technology-related documentation preferably in support of federal government contracts.
- B. *Functional Responsibility:* Edits, types, and prepares technical and/or managerial memoranda. Maintains logs relating to work in progress and meetings in support of computer system projects. Prepares specialized communications, maintains logs on communications sent and received, arranges and logs special shipments of records and/or computer hardware/software. Documentation will often involve flow diagrams, configuration drawings, functional specifications for technical solutions, and computer graphics. Knowledge of word processing and diagramming software.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **14. Document Specialist**

- A. *Minimum/General Experience:* 13-15 years of experience documenting information technology computer systems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyzes document requirements for computer systems following accepted industry practices. Creates system artifacts to support project management, maturity model, quality assurance, and/or IT system security standards. Coordinates with management, system developers, computer technicians, customers, and/or process specialists on content, approach, and document creation. Analyzes industry technology trends and presents approaches best suited for individual computer systems and customers.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **15. Documentation Specialist**

- A. *Minimum/General Experience:* 1 year of related experience preparing technical documentation preferably in support of federal government contracts.
- B. *Functional Responsibility:* Gathers, analyzes, and composes 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.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience.

## 16. Editor

- A. *Minimum/General Experience:* 13-15 years of experience in professional editing for Federal publications relating to special studies and/or processes associated with computer applications.
- B. *Functional Responsibility:* Responsible for checking technical reports for accuracy, grammar, and punctuation as well as reviewing for clarity of presentation and consistency with system development life cycle formatting guidelines. Prepares, rewrites, and edits copy to improve readability. Conducts usability assessments on web-based computer systems. Verifies facts, dates, and statistics, using standard reference sources, vendor white papers, and other technical publications. Cites and references other relevant published work on which the submitted work is based.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 17. Helpdesk Analyst II

- A. *Minimum/General Experience:* 5-7 years of experience problem solving preferably in support of federal government contracts.
- B. *Functional Responsibility:* Provides tier 1 and 2 support for basic incident resolution and requests reported to the client service desk. Documents procedures, produces reports, and provides technical assistance to computer operations staff.
- C. *Minimum Education:* High school diploma

## 18. Information Engineer – Level II

- A. *Minimum/General Experience:* 4 years of direct relevant experience providing solutions to computer problems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Applies an enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodologies for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, and business and analysis.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 19. Principal BPR Specialist

- A. *Minimum/General Experience:* 8 years of related experience reviewing and recommending business processes for computer systems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 20. Principal Engineer II

- A. *Minimum/General Experience:* 3-5 years of related experience providing solutions to computer problems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Solves highly complex major computer connectivity, interface, and/or operational problems, and provides guidance, recommendations, and technical direction to one or more professional and/or technical persons on an assigned IT systems project. Normally works closely with clients, and will also consult with non-technical people such as computer system users as required.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 21. Principal Engineer III

- A. *Minimum/General Experience:* 5-8 years of related experience providing solutions to computer problems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Solves highly complex major computer connectivity, interface, and/or operational problems, and provides guidance, recommendations and technical direction to one or more professional and/or technical persons on an assigned IT systems project. Normally works closely with clients, and will also consult with non-technical people such as computer system users as required. Explains technical alternatives, approaches, and solutions to system sponsors.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 22. Principal Engineer IV

- A. *Minimum/General Experience:* 10-12 years of related experience providing solutions to computer problems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Solves highly complex major computer connectivity, interface, and/or operational problems, and provides guidance, recommendations, and technical direction to one or more professional and/or technical persons on an assigned IT systems project. Normally works closely with clients, and will also consult with non-technical people such as computer system users as required. Explains technical alternatives, approaches, and solutions to system sponsors. Supports client-based computer system architectures and enforces architectural guidelines within the project.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 23. Principal Information Engineer

- A. *Minimum/General Experience:* 10 years of related experience providing solutions to computer problems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Applies an enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, and business analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with process modeling and data modeling. Provides technical guidance in software engineering techniques and automated support tools.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 24. Principal Research Specialist

- A. *Minimum/General Experience:* 10 years of related experience in one or more areas essential to the client's program preferably in support of federal government contracts. .
- B. *Functional Responsibility:* Conducts specific studies in the client's area of specialization to inform and support planned system development activities. Establishes system information requirements using the results of such studies in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and/or communications to support

the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the applicable government and industry standards for open systems architectures, and the external environment/software applications. Oversees and evaluates the work of personnel involved in the development and implementation of resulting strategic agency systems.

- C. *Minimum Education*: The position requires an advanced academic degree (Masters or Doctorate) from an accredited college or university in the specific discipline required.

## 25. Project Control Specialist

- A. *Minimum/General Experience*: 4 years of related experience performing financial and administrative duties preferably in support of federal government contracts.
- B. *Functional Responsibility*: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures; prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.
- C. *Minimum Education*: Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

## 26. Project Manager

- A. *Minimum/General Experience*: 12 years of related experience managing information technology work efforts in support of federal government contracts.
- B. *Functional Responsibility*: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and will assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel, and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.
- C. *Minimum Education*: Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 27. Project Director

- A. *Minimum/General Experience*: 15+ years of direct relevant experience in information technology contracts for military or civilian government agencies.
- B. *Functional Responsibility*: Responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and inter-related information technology project tasks that often require managing teams of contractor personnel at multiple locations. Provide overall direction of program activities including application programming, data center operations, computer network, database administration, computer system help desk, and/or IT security services. Manage and maintain contractor interfaces with senior levels of customer's organization. Consult with customer and contractor personnel to formulate and review technology task plans and deliverables, ensuring conformance with program and project task schedules and costs and contractual obligations. Manage IT project teams and ensure quality, timeliness, and efficiency of all products and activities generated under agency projects. Publications in recognized journals or similar demonstration of mission support expertise preferred.
- C. *Minimum Education*: Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 28. Quality Assurance Analyst

- A. *Minimum/General Experience*: 3 years of related experience with information technology quality programs preferably in support of federal government contracts.
- B. *Functional Responsibility*: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.
- C. *Minimum Education*: Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## 29. Quality Assurance Manager

- A. *Minimum/General Experience*: 4 years of related experience with information technology quality programs preferably in support of federal government contracts.

- B. *Functional Responsibility*: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.
- C. *Minimum Education*: Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **30. Quality Control Manager**

- A. *Minimum/General Requirements*: 11-13 years of quality assurance and quality control experience preferably in support of federal government contracts.
- B. *Functional Responsibility*: Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Provides technical and administrative direction for personnel performing software development tasks. Supports product quality control and inspection, order documentation, quality management system requirements, ERP system, and all post production policies and procedures.
- C. *Minimum Education*: Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **31. Senior Computer Security Systems Specialist**

- A. *Minimum/General Experience*: 5 years of related experience with information technology security efforts preferably in support of federal government contracts.
- B. *Functional Responsibility*: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Provides daily supervision and direction to staff.
- C. *Minimum Education*. Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **32. Security Specialist II**

- A. *Minimum/General Experience*: 2-4 years of related experience with information technology security efforts preferably in support of federal government contracts.
- B. *Functional Responsibility*: Analyzes data security requirements. Performs risk analysis and assessment, and makes recommendations. Integrates, develops, and implements data security measures. Solves highly complex major technical

problems and provides guidance and recommendations. May provide technical direction to one or more professional and/or technical persons on an assigned project. Normally works closely with clients and project manager.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **33. Applications Engineer**

- A. *Minimum/General Experience:* 5 years of related experience analyzing information technology systems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyzes functional business applications and design specifications for functional activities. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **34. Senior Applications Engineer**

- A. *Minimum/General Experience:* 7 years of related experience analyzing information technology systems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Estimates software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **35. Sr. Business Processing Specialist**

- A. *Minimum/General Experience:* 5 years of related experience providing information technology solutions preferably in support of federal government contracts.
- B. *Functional Responsibility:* Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties

include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **36. Senior Data Analyst**

- A. *Minimum/General Experience:* 15+ years of related experience analyzing data requirements for computer systems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Defines key business problems to be solved; formulates mathematical approaches and gathers data to solve those problems develops and analyzes/draws conclusions and presents to client. Enhances performance by applying advanced mathematical modeling, simulation, data analytics and optimization techniques. Manages, directs, and supervises functional experts such as economic and healthcare researchers, contracted program/project evaluators, and strategic planning staff in different settings. Provides expertise and guidance to Federal agency staff and state agencies in improving data quality and methodologies for data collection, reporting, and analysis. Provides leadership in national workgroups involving the development and public reporting of various outcome measures. Provides high-level expertise in applicable mission support areas to collect, abstract, code, analyze, or interpret mission specific data contained within information systems and databases related to the Agency's mission goals.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

### **37. Senior Expert**

- A. *Minimum/General Experience:* 10 years of related experience developing requirements and providing solutions for computer systems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with relevant and appropriate standards as they apply to the application platform, the application program interface, and the external environment/software application. Analytically and systematically evaluates problems of work flows, organization,

and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

### **38. Senior Functional Analyst**

- A. *Minimum/General Experience:* 8 years of related experience analyzing user information technology needs preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **39. Senior Systems Analyst**

- A. *Minimum/General Experience:* 7 years of related experience analyzing information technology solutions for users preferably in support of federal government contracts.
- B. *Functional Responsibility:* Develops, in conjunction with functional users, system alternative solutions. Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, and analyzes proposed system modifications, upgrades, and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Provides daily supervision and direction to assigned support staff.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

### **40. Subject Matter Expert I**

- A. *Minimum/General Experience:* 7 years of related experience analyzing computer system processes preferably in support of federal government contracts.

- B. *Functional Responsibility:* Provide technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on moderately complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Apply principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

#### **41. Subject Matter Expert II**

- A. *Minimum/General Experience:* 9-11 years of related experience analyzing computer system processes preferably in support of federal government contracts.
- B. *Functional Responsibility:* Analyze user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Possess requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrate exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

#### **42. Subject Matter Expert III**

- A. *Minimum/General Experience:* 12-14 years of related experience analyzing computer system processes preferably in support of federal government contracts.

- B. **Functional Responsibility:** Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.
- C. **Minimum Education:** Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

#### **43. Principal SME**

- A. *Minimum/General Experience:* 15+ years of related experience translating business requirements into information technology solutions preferably in support of federal government contracts.
- B. *Functional Responsibility:* Recognized for strong expertise in industry issues. Analyzes complex computer applications in the subject matter area. Exercises independent judgment and creativity in solving highly complex, major computer system problems and providing proper advice to clients and IT project teams. Analyzes issues, evaluates alternatives, makes recommendations, and solicits client support prior to the implementation of the agreed-to computer solution. May provide supervision for one or more professional/technical staff on an assigned IT project, and will participate at all levels in analysis and end product definition. Will engage in frequent contact with customers, and will work with non-technical resources and computer system sponsors as necessary. Plans and performs research, assesses computer system designs, evaluates if the system solutions satisfy business needs, and completes other assignments in a specific technical or business area.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

#### **44. Systems Administrator I**

- A. *Minimum/General Experience:* 2-4 years of related experience with computer systems or network operations preferably in support of federal government contracts.
- B. *Functional Responsibility:* Assist with the daily activities of configuration and operation of systems. Assist with the optimizing of system operation and resource utilization, and perform system capacity analysis and planning. Provide assistance to users in accessing and using business systems.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

#### **45. Systems Administrator II**

- A. *Minimum/General Experience:* 4-6 years of related experience with computer systems or network operations preferably in support of federal government contracts.
- B. *Functional Responsibility:* Perform the daily activities of configuration and operation of systems. Perform the optimizing of system operation and resource utilization, and perform system capacity analysis and planning. Provide assistance to users in accessing and using business systems.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

#### **46. Systems Administrator III**

- A. *Minimum/General Experience:* 6-8 years of related experience with computer systems or network operations preferably in support of federal government contracts.
- B. *Functional Responsibility:* Supervise and manage the daily activities of configuration and operation of systems. Plan and monitor the optimizing of system operation and resource utilization, and perform systems capacity analysis and planning. Plan and monitor assistance to users in accessing and using business systems.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

#### **47. Systems Administrator IV**

- A. *Minimum/General Experience:* 8+ years of related experience with computer systems or network operations preferably in support of federal government contracts.
- B. *Functional Responsibility:* Supervise and manage the daily activities of configuration and operation of systems. Plan and monitor the optimizing of system operation and resource utilization, and perform systems capacity analysis and planning. Plan and monitor assistance to users in accessing and using business systems. Prepare reports; develops configuration management procedures. Solves highly complex major technical problems and provides guidance and recommendations. Provide technical direction to one or more professional and/or technical persons on an assigned project.

- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

#### **48. Principal Systems Architect**

- A. *Minimum/General Experience:* 10 years of related experience with computer system architecture preferably in support of federal government contracts.
- B. *Functional Responsibility:* Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.  
Ensure these systems are compatible and in compliance with the standards for open systems architectures, and reference models, and profiles of standards as they apply to the implementation and specification of information management solution of the application platform, and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

#### **49. Systems Architect – Level II**

- A. *Minimum/General Experience:* 15+ years of related experience with computer system architecture preferably in support of federal government contracts.
- B. *Functional Responsibility:* Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.  
Ensure these systems are compatible and in compliance with the standards for open systems architectures, reference models, and profiles of standards as they apply to the implementation and specification of information management solution of the application platform, and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university. A Master's degree in a related field can substitute for 2 years of experience.

## 50. Web Development

- A. *Minimum/General Experience:* 4+ years of related experience developing internet systems preferably in support of federal government contracts.
- B. *Functional Responsibility:* Provides support to develop Web based applications including online customer service to transform government agencies to be able to deliver their services online. Gathers requirements for Web sites using graphics software applications, techniques, and tools. Supports design group efforts. Aids development of site concept, interface design, and architecture of web-sites. Provides support to implement interfaces to applications and in upgrading, maintaining, and creating content for Agency website under the guidance of Web Project Manager.
- C. *Minimum Education:* Bachelor's degree in a related discipline from an accredited college or university or equivalent experience. A Master's degree in a related field can substitute for 2 years of experience.

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Synectics for Management Decisions, 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-protege programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Teresa Hall Allen at 703-807-2327 (voice), [teresah@smdi.com](mailto:teresah@smdi.com) (e-mail), or 703-528-2857 (fax).

**SUGGESTED BLANKET PURCHASE AGREEMENT (BPA) FORMAT**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

**Synectics for Management Decisions, Inc.**

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Synectics for Management Decisions, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-35F-0573Y.

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

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

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                              Date

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

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-0573Y, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

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

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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

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

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

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

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

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

Here is a general outline on how it works:

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