

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

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ASRC Management Services (ASRC MS) is a certified 8(a), Small Disadvantaged Business (SDB). We are a member in a family of highly successful technology and services companies, each a wholly-owned subsidiary of the Arctic Slope Regional Corporation (ASRC). The ASRC family of federal service companies, including ASRC MS are strategically supported and guided by the parent company.

Our mission is to enable our clients to obtain a wide variety of professional, technical, and administrative services in a cost effective, efficient, and flexible manner. Our goal is to satisfy each and every customer through prompt delivery of products and services that exceed client expectations. We provide our diverse range of clients with a full line of information management, information technology, administrative, technical and other professional services. Our customer-oriented, quality-driven approach enables us to provide our clients with cost efficient solutions that address the many challenges prevalent in an ever-changing marketplace.

Our parent company, ASRC, provides the financial capability, seasoned oversight, corporate infrastructure, and management tools that enable each subsidiary organization to remain responsive to customer requirements and focused on core competencies. In working with ASRC, our customers realize the best of all worlds—the stability and acumen of one of the largest privately-held companies in America, operating with the responsiveness and entrepreneurial “can do” attitude of a small business. ASRC MS, established in 2001, has quickly grown to 650 employees.

ASRC MS provides services under the following SIN:

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

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

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

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Contract Number: GS-35F-0603T

Period Covered by Contract: August 23, 2007 through August 22, 2012

General Services Administration  
Federal Supply Service

Pricelist current through Modification #\_\_\_\_\_, dated \_\_\_\_\_.

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

## **Table of Contents**

<b>INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS.....</b>	<b>4</b>
<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) .....</b>	<b>11</b>
<b>LABOR CATEGORY DESCRIPTIONS.....</b>	<b>14</b>
<b>LABOR CATEGORY RATES .....</b>	<b>43</b>
<b>USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....</b>	<b>45</b>
<b>BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE .....</b>	<b>46</b>
<b>(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT.....</b>	<b>47</b>
<b>BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS” .....</b>	<b>48</b>

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

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

SBA strongly supports the participation of small business concerns in the Federal 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.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

- 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:**

**ASRC Management Services, Inc.  
6303 Ivy Lane, Suite 130  
Greenbelt, MD 20770**

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

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

**301-837-5500**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 121368299  
Block 30: Type of Contractor - **B. Other Small Business**  
Block 31: Woman-Owned Small Business - **No**  
Block 36: Contractor's Taxpayer Identification Number (TIN): 46-0504469

- 4a. CAGE Code: **3B3H1**
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	<b><u>Negotiated at time of task order.</u></b>

**Expedited delivery can be negotiated at the time of task order.**

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

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

- a. Prompt Payment: **No discount offered.**
- b. Quantity: **No discount offered.**
- c. Dollar Volume: **No discount offered.**
- d. Government Educational Institutions – **Same discounts as all other Government customers**
- e. Other: **5% off commercial list price for all Federal Government agencies.**

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

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

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

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) 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 2001)**

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

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

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

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

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

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

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

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

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

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

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

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

## **16. GSA ADVANTAGE!**

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

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

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

## **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

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

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

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

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

## **19. OVERSEAS ACTIVITIES**

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

**None.**

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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.

**23. SECTION 508 COMPLIANCE.**

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

<http://www.asrcms.com>

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

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

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

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

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

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

## **26. SOFTWARE INTEROPERABILITY.**

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

## **27. ADVANCE PAYMENTS**

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

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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES**

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

**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**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

**9. INDEPENDENT CONTRACTOR**

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

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

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

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

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

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

**11. INVOICES**

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

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

**16. DESCRIPTION OF IT SERVICES AND PRICING**

**LABOR CATEGORY DESCRIPTIONS**

ASRC MS will provide services under this contract utilizing the following labor categories:

**Facility Security Officer**

Duties and Responsibilities

Incumbent is responsible for ensuring company and its Programs run on behalf on government customers are in compliance with the National Industrial Security Program, Occupational Safety and Health Act, and Federal, state, and local security and safety regulations. Acts as an advisor to management regarding all security and safety issues. Develops, implements, and coordinates policies and programs covering all areas of the security and safety functions, including handling of classified material, personnel security, contract security, physical security, operations security, threat assessments, communications security, security awareness, workers' communications, risk management, environmental, hazard communication, and accident prevention. Extensive and frequent interaction is needed with the executive management, client representatives, Government security and safety agency staffs, brokers, and industry and professional associations.

Education and Experience

Requires a Bachelor degree in a related discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 10 years of civilian and/or Government security experience and health and safety experience, including five years of management experience. Must possess a thorough understanding of the National Industrial Security Program (NISP) and Occupational Health and Safety Act (OSHA). Comprehensive knowledge of Government security regulations is needed. Excellent knowledge of all security functions to include requirements for SCI, physical security, accreditation, safeguarding, reporting, and NISPOM is required. US citizenship is required. The ability to obtain and retain a Government-granted security clearance at the highest level held by the company is a prerequisite.

**Security Engineer I**

Duties and Responsibilities

Incumbent provides support and assistance to the security function. Coordinates, develops, implements, and evaluates security procedures. Ensures programs are effective and identifies the need for additional resources. Relies on experience and judgment to plan and accomplish goals. Work is performed under limited guidance with activities checked and monitored based on work content. Independent judgment and

initiative are needed in carrying out daily assignments. Requires constant interaction with all levels of staff and outside clients and representatives.

#### Education and Experience

Must possess a Bachelor degree in the field or in a related area, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, to include 3 years experience in security. Familiar with standard concepts, practices, and procedures within security. Must be able to effectively communicate with internal and external customers to include senior management.

### **Security Engineer III**

#### Duties and Responsibilities

This position serves as a member of the Information Security IT Audit group with technical specialty in attack and penetration work for applications and systems. This individual reviews both internal offices and organizations for compliance with stated Security policies and procedures and assists in the remediation of audit and assessment resolutions. Discusses and drives resolutions with various business units and leaders. This individual should demonstrate excellent project management skills, inspire teamwork and responsibility with engagement team members, and use current technology/tools to enhance the effectiveness of deliverables and services. In addition:

- Be capable of writing scripts and be able to review various technologies for security flaws.
- Demonstrate experience with internal controls, risk assessments, business process and internal IT control testing or operational auditing
- Have successful experience identifying controls, developing and executing test plans
- Demonstrated ability to write report segments and to participate in presentations
- Demonstrate advanced understanding of business processes, internal control risk management, IT controls and related standards
- Identify and evaluate complex business and technology risks, internal controls which mitigate risks, and related opportunities for internal control improvement
- Actively participate in decision making with engagement management and seek to understand the broader impact of current decisions
- CISSP, CISA, preferred

#### Education and Experience

4+ years of Penetration/Vulnerability testing in applications and standard networking and operating systems. 6+ years of experience in Government or Fortune 500 IT security field dealing with TCP/IP, IPSEC, VPN, firewalls, IDS, Unix security/ administration, authentication and authorization. Encryption, authentication, and authorization technology (i.e., VPN, IPSEC, PKI, SSL, and SSH). TCP/IP networking and routers. Governmental Security clearances preferred. (Secret, Top Secret)

### **Onsite Project Manager**

#### Duties and Responsibilities

Supervise the development and execution of validation protocols, document preparation, document management & reviews, quality management, on-site execution and implementation in compliance with applicable federal regulations. Provide clients with:

- Problem analysis and resolution related to business system solutions.
- Develop, maintain, and follow business system project implementation plan(s) for single site, stand alone installations, or multi-site projects with one or more clients, and lead/assist client personnel expertly through each phase of these implementations.
- Lead a team and provide technical expertise for various business system projects.

#### Education and Experience

Bachelors Degree and 3 years relevant experience

### **Security Assistant**

#### Duties and Responsibilities

Incumbent provides clerical and administrative support for the security office function. Processes all employee badges, security clearance requests, and background investigations. Maintains the department filing system. Interacts with all levels of employees, including senior management. May interact with client representatives as needed. Work is performed and reviewed under direct guidance from senior security staff.

#### Education and Experience

This position requires a high school diploma or equivalent. Basic office clerical skills are required. Must maintain an interim security clearance. Must be computer literate and possess working knowledge of basic word processing software adopted as standard by the company. Good written and verbal communication skills are needed. Must be able to interact well with others.

### **Project Director On-Site**

#### Duties and Responsibilities

Provides leadership to, and manages the strategic aspects of large engagements and mitigates any risk.

- Oversees senior managers and managers working on client engagements within practice.
- Reviews high-level deliverables across practice.
- Ensures engagement reviews and quality assurance procedures take place for all practice engagements.
- Develops, implements, and maintains sound business practices.
- Develops and implements strategic objectives for the Program that are aligned with the customer's strategic initiatives.

#### Education and Experience

Graduate degree preferred. Understands the implications of different technical choices and is able to guide clients to the best solution for their situation. Should have experience with:

- Communicating effectively with clients to identify needs and evaluate alternative business solutions and strategies.
- Continually defining ways to increase customer satisfaction and deepen client relationships.
- Maintaining lasting client relationships.
- Ensuring project/program delivers superior solutions to clients, and provides senior level resolution to client issues.

### **Project Coordinator On-Site**

#### Duties and Responsibilities

The Project Coordinator shall be responsible for providing detail administrative/program assistance to the Program Manager in the overall direction under this contract. Individuals assigned to this position perform routine administrative duties and special projects for the Program Manager. The Project Coordinator shall provide effective document review, data analysis, on-line data entry support and recommended revisions to user documentation in order to maintain the efficient and effective completion of all tasks assigned. Advises off-site staff on new procedures; requests information needed from the field office(s) for periodic or special conferences. Facilitates decision making processes as appropriate, serving as liaison between Program Manager, and adjudicating disagreements on approach to ensure the maintenance of an integrated, institutional focus for the overall contract.

May be required to handle occasional non-routine problems in the absence of the supervisor or manager. Good knowledge of office routine and an understanding of the particular organization, department, or unit and the procedures related to its function. Position involves regular contact with all levels of staff and others outside the organization, department, or unit. Must possess analytical thinking skills. Individual must present a favorable and professional image at all times. May be required to handle occasional non-routine problems in the absence of the supervisor or manager. Overtime may be needed during peak hours. 25 – 30% travel required.

#### Education and Experience

The Project Coordinator shall have a Bachelors degree AND three (3) years of supervisory experience in a data processing/data analysis, data entry and an accounting environment. The Project Coordinator shall have demonstrated the required experience, skills, and the ability to effectively communicate both orally and in writing.

Technical training in areas related to assigned work (e.g., software, database administration, and accounting) is highly desired. PC literacy and demonstrated competence with word processing and spreadsheet software adopted as standard by the organization, department or unit. Requires excellent communications skills. Must possess a professional demeanor and have the ability to deal with difficult situations. Must have demonstrated an ability to work well with others both inside and outside the organization, department or unit. Requires good organizational skills, dependability, discretion, tact, and the ability to present a favorable, professional image at all times. Long hours may be required to meet deadlines. Bachelor's degree with at least 4 years of work experience that can be demonstrated to be applicable to the duties listed in the job description or a high school diploma and ten years of applicable administrative, financial and technical experience.

## **Key Entry Operator I**

### Duties and Responsibilities

Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Work is routine and repetitive.

### Education and Experience

1 to 2 years experience in entering documents into a computerized system of records

## **Key Entry Operator II**

### Duties and Responsibilities

Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Work is routine and repetitive.

### Education and Experience

1 to 3 years experience in entering documents into a computerized system of records.

## **Word Processor I**

### Duties and Responsibilities

This individual enters data into the Federal Financial System (FFS) and produces documents and reports.

### Education and Experience

1 to 2 years of experience in entering data into automated systems and producing documents or reports using Word or Excel.

## **Word Processor III**

### Duties and Responsibilities

This individual enters data into the Federal Financial System (FFS) and produces documents and reports

### Education and Experience

3 to 5 years of experience in entering data from a variety of sources, some narrative, maintaining spreadsheets (i.e., reports and statistics), and generating a variety of reports on an as needed basis. Experience with spreadsheet software (i.e., Access and Excel).

## **Computer Operator I**

### Duties and Responsibilities

Incumbents work under direct supervision in performing routine tasks related to operating a central console and/or on-line terminals. Employees may also operate auxiliary equipment directly associated with the computer. Individuals are competent to operate I/O and peripheral devices and set up and stage jobs. Work is checked regularly, and instruction and guidance are needed in solving unfamiliar or more complex problems. There is normally little interaction with users, although the incumbent may assist programmers with preliminary programs to eliminate discrepancies. The position requires good judgment and initiative to meet deadlines. Shift work may be necessary. Tasks assigned may include:

- Operates the console in a multiprocessing and timesharing environment. Determines equipment settings and operating instructions. Manipulates control switches on console panels in accordance with established routine or under instructions.
- Operates I/O equipment and ensures that the system operates efficiently.
- Continuously observes the operation of the equipment and reports any deviations from standard.
- Correctly labels output tapes and reports.
- Remains familiar with instructional material applicable to the operation.
- Maintains operating records regarding output units and supply inventories.
- Assists senior computer operators in communications with remote terminals.
- Assists in manipulating controls to rearrange the sequence of program steps, to correct computational errors, or to continue operations when individual units of the system malfunction.
- Maintains sufficient supplies for the computer room.
- Works well with others and handles day-to-day situations with an acceptable, reasonable approach.
- Performs other related duties as assigned.

### Education and Experience

This position requires a high school diploma, including high school level reading, writing, and analytical skills, plus technical training and less than one year of computer operations experience. Skill with keyboard operations is required.

## **Computer Operator II**

### Duties and Responsibilities

Incumbents work under general supervision in operating the central console and/or on-line terminals in accordance with established routines. They may operate auxiliary equipment directly associated with the computer. Individuals are competent in most phases of computer operations but may require some instruction and guidance for other phases. There is normally little interface with users, although employees may occasionally assist in routine problem-solving. The position is characterized by deadlines requiring initiative and attention by the operator who bring problems to the attention of senior operators within a

reasonable time frame. Shift work may be necessary. Tasks assigned include Computer Operator I functions plus the following

- Monitors and controls a computer by operating the central console and/or on-line terminals in accordance with established routines. May operate auxiliary equipment associated with the computer.
- Observes continuously the operation of the equipment and reports any deviations from standard to a supervisor or manager.
- Manipulates controls to rearrange the sequence of job steps to continue operations when individual units of the system malfunction.
- Determines equipment settings and operating instructions.
- Maintains records regarding output units and supply inventories.
- Remains up-to-date concerning the contents of any instructional material applicable to the operation.
- Assists senior computer operators in communications with remote terminals.
- Works well with others and handles day-to-day situations with an acceptable, reasonable approach.
- Performs other related duties as assigned.

#### Education and Experience

This position requires a high school diploma or equivalent including high school level reading, writing, and analytical skills, plus technical training and a minimum two years of progressively responsible, applicable experience as a computer operator and thorough knowledge of emergency operating procedures. Skill with keyboard operations is required.

### **Computer Operator III**

#### Duties and Responsibilities

Individuals monitor and control one or more mini or mainframe computers by operating the central console or on-line terminals and all associated peripheral equipment. Incumbents require limited supervision and are competent to work at the highest level of all phases of computer operations. Individuals may provide guidance and direction to lower-level operators. Interface with members of the technical staff concerning work scheduling is usually required. Resourcefulness is necessary to provide maximum utilization of equipment and time and in solving discrepancies in preliminary programs. Short processing deadlines are common, and irregular work hours may be necessary. Shift work may be assigned. Tasks assigned include Computer Operator I and II functions plus the following

- Monitors and controls one or more mini or mainframe computers by operating the central console or on-line terminals and all associated peripheral equipment. Studies program operating instruction sheets to determine equipment set-up and run operation.
- Assures that priority processing is accomplished with maximum utilization of resources.
- Manipulates control switches to start and operate the computer. Monitors the operation of the console panel, storage devices, printers, readers, and the console printer to determine the point of equipment/program failure. Takes corrective action where possible.
- Manipulates controls in accordance with standard operating procedures to rearrange sequence of program steps to correct computational errors or to continue operations when individual units of the system malfunction. Confers with software system engineering or applications programming personnel in the event errors require a change of instructions or sequence of operations.
- Ensures correct labeling of output tapes and reports.

- Maintains operating records such as machine performance and production reports.
- Maintains computer system manuals/run books.
- Advises the supervisor or manager as to the condition of computer equipment and the adequacy of scheduling.
- Performs ongoing equipment maintenance and initiates service calls for hardware malfunctions.
- Assists programmers in debugging programs.
- Remains up-to-date concerning the contents of any instructional material applicable to the operation.
- Provides guidance and direction to lower-level operators.
- Works well with others and handles day-to-day situations with an acceptable, reasonable approach.

Education and Experience

This position requires a high school diploma or equivalent, including high school level reading, writing, and analytical skills, plus technical training and a minimum five years of progressively responsible, applicable experience as a computer operator and thorough knowledge of emergency operating procedures. Keyboard operations skill is required.

**Application Development Manager**

Duties and Responsibilities

This individual is able to architect, design, and develop software applications, and lead a team of developers in the creation of those applications.

Primary Accountabilities: Must be fluent in the following software development technologies: C/C++, Java/JavaScript, and be comfortable with quickly acquiring new software development skills.

Education and Experience

7+ years software development experience. Minimum Bachelors degree in computer science or computer programming. Must have the ability to clearly describe technical problems and solutions in non-technical terms; experience with system-level architecture and design. Ability to thrive in a fast-paced environment and comfortable with change.

**Training Manager**

Duties and Responsibilities

The Training Manager conducts and supervise information technology training and development programs for employees and customer staff. The Training Manger is responsible for directing all client training activity to ensure effective design, development and implementation of training solutions for a suite of products and /or services.

Education and Experience

B.S. degree required, along with 7 – 10 yrs of training experience. Prefer candidate with a minimum of 3 yrs of IT training experience. 5+ yrs of mgmt exp which must include managing a team of trainers who are responsible for external client training. Must have experience developing & implementing training

programs & course materials. Strong presentation, consulting, facilitation, project mgmt and customer service skills required.

## **Webmaster**

### Duties and Responsibilities

This individual is responsible to:

- Design/Maintain the corporate and/or Government agency Web sites
  - Develop marketing-focused content
  - Create graphic design that supports interactive content
  - Code HTML
  - Design rule conversion to Adobe Acrobat portable document formats (PDFs)
- Interact with staff members/companies
  - Collaborate with key stakeholders to get creative ideas for Web site
  - Interact with companies to contribute technical and creative input for MEMS TechNet, a site that links MCNC with companies throughout the US
  - Create marketing and advertising brochures that promote the MCNC Web site
  - Help other groups with HTML
- Special projects
  - Work with IS on intranet announcements, human resources postings, etc.

### Education and Experience

Bachelor's degree required, with specialized training and or experience with Web site development. 3- 5 years minimum relevant experience

## **Program Administrator**

### Duties and Responsibilities

The Program Administrator is responsible for the day-to-day administration of the program and should be directly responsible to the program manager. The program administrator functions as a liaison between the Program Manager, and various departments of the customer. In addition, the program administrator is responsible for supervising staff members working in the office of the program manager.

### Education and Experience

Bachelor's degree (such as, management or social science) and three years of office management experience, or equivalent experience in administration and office management in the government contracting setting.

The program administrator must have superior organizational skills. The ability to prioritize work independently and to meet important deadlines is critical.

The program administrator should demonstrate superior skills in: Communication (written and verbal), Problem-solving and decision-making, administration and organization.

## **On-Site Supervisor**

### Duties and Responsibilities

Plans, organizes and supervises the daily operation of specific functional tasks. Supervises and participates in line work; prepares and administers standard operating procedures, and work plans.

Participates in the training of line staff. Prepares and updates written guides for staff. Supervises the daily activities of line staff. Performs related work as required.

### Education and Experience

Associate of Arts or Science degree in business or administration; considerable experience in a relevant project; or any equivalent combination of training and experience.

## **Program Analyst**

### Duties and Responsibilities

The Program Analyst prepares related programmatic documentation; staffs documents for review, reconciling and incorporating the applicable changes and comments into a single comprehensive product; submits for final approval and signature. Prepares program briefings for presentation to management and customer. Performs computational analysis and interprets data. Responsible for supporting the business office in various programmatic plan developments; prepares for program reviews and prepares milestone briefing packages; attends, recommends and provides input for coordination of meetings;

### Education and Experience

Requires BS degree from an accredited university in business, engineering, mathematics, or a related field.

Requires experience in system acquisition, program development and management, and acquisition program requirements/capabilities application of systems. Understanding of the principles of Earned Value Management.

## **Program Manager**

### Duties and Responsibilities

The Program Manager plans, directs, and coordinates activities of multiple projects to ensure that goals or objectives of the overall Program are accomplished within prescribed time frame and funding parameters: Reviews project proposals and plans to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Supervises Project Managers and reviews and approves their work plan and staffing for each phase of project. Confers with project staff to outline workplan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of overall Program personnel to ensure projects

progress on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares Program reports for management, client, or others. May also coordinate project activities with activities of government regulatory or other governmental agencies.

Specific tasks include but are not limited to:

- Coordinate planning, programming, and management to ensure project activities are executed in accordance with established contract requirements, budgets and schedules to achieve project completion on time and within budget.
- The Program Manager will implement and maintain budget and schedule controls.
- Depending on the size and scope to the Program, the Program Manger may supervise Project Managers working within his/her Program.
- The Program Manager will report significant issues in a timely manner to the Vice President of Operations and will prepare Monthly Progress Reports in accordance with contract documents.
- The Program Manager will participate in reviewing and evaluating documentation related to the planning, site investigation, design, construction, and contract administration.
- The Program Manager will maintain the Program Management Team site office for the duration of the project.

#### Education and Experience

Minimum 4 year degree, (a PMP certification is also desired) with ten years releveant experience. Familiarity with Earned Value Management Systems is also a plus. Must possess the ability to develop positive working relationships with the Owner/client, professional consultants, development partners, contractors, residents and authorities having jurisdiction. Must possess excellent written and verbal communication skills. Must possess excellent analytical skills, with the ability to read, interpret and develop statistical reports and calculations.

### **Deputy Program Manager**

#### Duties and Responsibilities

The Deputy Program Manager (DPM) is responsible for management and engineering leadership of all tasks, projects, and programs related to a large government contract providing services and products to the federal government. The DPM manages all aspects of the contract to ensure compliance with program specifics and schedules, and resolves performance issues. Collaborates with the client to define and expand business opportunities, and seeks out new clients to develop new business opportunities. Work with the team members to develop, submit and win Task Orders, and to develop client documentation deliverables, including status reports, technical studies, designs, and reports, and related products. Manage the financial performance of the program.

#### Education and Experience

Bachelors Degree, plus 10 years relevant experience. Experience in interfacing with, and providing expert guidance to Government authorities and representatives at all levels on management/technical program and project issues. Must have the ability to analyze customer requirements and develop innovative solutions. Excellent presentation and writing skills required.

## **Project Manager**

### Duties and Responsibilities

The Project manager plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline workplan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May also coordinate project activities with activities of government regulatory or other governmental agencies.

Specific tasks include but are not limited to:

- Coordinate planning, programming, and management to ensure project activities are executed in accordance with established contract requirements, budgets and schedules to achieve project completion on time and within budget.
- The Project Manager will implement and maintain budget and schedule controls.
- The Project Manager will report significant issues in a timely manner to the Project Director and will prepare Monthly Progress Reports in accordance with contract documents.
- The Project Manager will participate in reviewing and evaluating documentation related to the planning, site investigation, design, construction, and contract administration.
- The Project Manager will attend project-related meetings, capture minutes, and record issues.
- The Project Manager will maintain the Program Management Team site office for the duration of the project.

### Education and Experience

Must possess the ability to develop positive working relationships with the Owner/client, professional consultants, development partners, contractors, residents and authorities having jurisdiction. Must possess excellent written and verbal communication skills. Must possess excellent analytical skills, with the ability to read, interpret and develop statistical reports and calculations. Must possess a working knowledge of generally accepted accounting and budgeting practices.

## **Curriculum Manager**

### Duties and Responsibilities

The Curriculum Manger is responsible for directing all client information technology training activity to ensure effective design, development and implementation of training solutions for a suite of products and or services.

### Education and Experience

B.S. degree required, and 5 years training experience, preferably in a technical field. Plus, 3 additional years of experience as well as experience managing instructors.

Must have experience developing & implementing training programs & course materials  
Strong presentation, consulting, facilitation, project mgmt and customer service skills required.

## **Technical Editor**

### Duties and Responsibilities

Determine suitability of material for target audience, the organization, the type of presentation, word use, Illustrations, comprehensibility, completeness and correctness and retrievability (index, table of contents)

Be involved from planning stage to completion. In addition, an editor may be called upon to fill the following functions: Provide additional or missing material, edit transcribed tapes, edit for technical content.

A technical editor may be required to deal with: Printed materials (for example, books, pamphlets, quick reference cards), Electronic (for example, online documentation, online help, web pages), Video scripts

Computer based training materials

### Education and Experience

Four year degree or diploma (not necessarily in a technical area)

Good English skills, Analytical and problem-solving skills, ability to work in a team, ability to work with minimal direction, ability to learn new tools and skills quickly, thoroughness, strong sense of responsibility

Preferrably Knowledgeable of subject matter from the reader's point of view, and knowledge of computer use, the software tools used to produce the material being edited, and the tools used in editing the materials

## **Course Manager**

### Duties and Responsibilities

The Course Manger is responsible for directing all client information technology training activity to ensure effective design, development and implementation of training solutions for a suite of products and or services.

### Education and Experience

B.S. degree required, and 5 years training experience, preferably in a technical field.

Must have experience developing & implementing training programs & course materials  
Strong presentation, consulting, facilitation, project mgmt and customer service skills required.

## **Senior Training Specialist**

### Duties and Responsibilities

The Senior Training Specialist continually assesses overall and general program training requirements in order to support the mission of our customer and deliver upon the strategic plan. Works with leaders within the projects to determine the learning needed for future success (leadership training, change management training etc.

Coordinates and presents/facilitates company-wide and unit training to staff and assists in providing education, learning and training consultation to requesting departments. Provides support for individual development and for the organization.

- Defines training objectives. Assists as appropriate with the development and design of training, including sessions and supporting materials.
- Coordinates, administers, markets, and presents education, and training sessions across the organization.
- Manages the selection, development, and use of peer facilitators within the unit.
- Adheres to the organization's training philosophy and promotes the compelling objectives in all training endeavors.
- Partners with leaders and identified technical trainers to provide input into the design, development and implementation of company and unit-wide on-the-job training programs.
- Evaluates and follows-up on effectiveness of all training.
- Develops strong consultative relationships with the unit's senior leaders. Continually works to understand the needs of the unit by consulting with the leadership team and completing the training needs assessment for the organization, departments and individuals.
- Researches, identifies, and responds with creative yet realistic solutions to the training and development needs of the unit.
- Maintains and applies knowledge of educational training theories and techniques to sustain overall training effectiveness.
- Maintains familiarity with outside vendors, training programs and resources.

#### Education and Experience

BS/BA degree, and a minimum of four years of prior platform training experience, coupled with 3 plus years experience in a complex, diverse organization/corporation.

Excellent written and verbal communication skills across all levels of an organization.

Strong computer aptitude and demonstrated computer proficiency in word processing and presentation software applications.

### **Senior Software Engineer**

#### Duties and Responsibilities

This individual will support the development, design, implementation & testing of various technologies using tools such as VB6 visual studio, NET, SQL Server, InstallShield, Subversion and Yours Truly Express, and will develop algorithms and use innovative technologies including C++, VB, and SQL using COM+, databases and low-level windows API. In addition will be responsible for web and application development. Has the ability to apply and implement algorithms to complex problems and optimize the performance of application.

#### Education and Experience

- 5 years experience

- Masters degree in Computer Science
- Must have ability to translate English requirements into SQL statements in complex database schema object-oriented programming and knowledge of VisualBasic.NET and C++, Web software development (HTML, JavaScript, CSS)
- Must have knowledge of InstallShield, Adobe image processing software and PDF libraries (including color management and color space mapping)
- Abstract algorithmic knowledge is required for the optimization and scheduling of products workflow
- Must have knowledge of Subversion or another software repository system. Strong Structural Query Lange SQL skills

## **Data Analyst I**

### Duties and Responsibilities

Position works under general supervision in performing a variety of data entry and analytical duties. Provides support for a variety of functions and follows defined procedures and processes for completing assigned tasks. This position requires demonstrated ability to review and analyze data and information from multiple sources; establish case and project files; enter and retrieve data from databases; prepare and format management reports; manipulate, transfer, compute, and print information; create and manipulate spreadsheets; and prepare and correct reports and correspondence using word processing software and electronic spreadsheets and databases, such as Microsoft Word, Excel, and Access.

### Education and Experience

Data Analyst I must possess an AA degree or two years experience (preferably in a paralegal or legal field). Good verbal and written communication skills are needed, including the ability to interact with all levels of staff.

## **Data Analyst II**

### Duties and Responsibilities

Works with limited supervision, provides support for a variety of functions and develops and follows clearly defined procedures for completing tasks. The individual in this position must have the demonstrated ability to review and analyze data and information from multiple sources; establish case and project files; enter and retrieve data from data bases; prepare and format management reports; manipulate, transfer, compute, and print information; create and manipulate spreadsheets; and prepare and correct reports using word processing software and electronic spreadsheets and databases such as Microsoft Word, Excel, and Access.

### Education and Experience

Data Analyst II must possess an AA degree with at least 1 year experience or three-five years experience (preferably in a paralegal or legal field). Good verbal and written communication skills are needed, including the ability to interact with all levels of staff.

## **Data Analyst III**

### Duties and Responsibilities

Work requires initiative, judgment, knowledge of procedures and the ability to function independently. May supervise, direct, or lead lower level personnel. The individual in this position must have the demonstrated ability to review and analyze data and information from multiple sources; establish case and project files; enter and retrieve data from data bases; prepare and format management reports; manipulate, transfer, compute, and print information; create and manipulate spreadsheets; and prepare and correct reports using word processing software and electronic spreadsheets and databases such as Microsoft Word, Excel, and Access.

### Education and Experience

Data Analyst III must possess an AA degree with at least 3 years experience or at least five years work experience (preferably in a paralegal or legal field) and one year of supervisory experience. Position requires good verbal and written communication skills including the ability to interact well with all levels of staff.

## **Senior GIS Software Engineer**

### Duties and Responsibilities

Software development expertise to include object-oriented design and programming, user interface/front-end development, business object/component development, and database programming. Experience with modular software design in general and object-oriented design (OOD) and object-oriented programming (OOP) principles in particular

Assist the in-house architect in the Web Services/Service Oriented Architecture (SOA)/Enterprise Server Bus (ESB) space. Experience with database design and modeling is desired, preferably with Oracle.

### Education and Experience

**Must have Bachelor's Degree (BS/BA) in Computer Science, Engineering; Masters degree a plus.** Experience developing Web-based applications based on model-view-controller (MVC) design patterns and Java frameworks such as Struts and Spring desired.

The ability to understand software architectures and design from Unified Modeling Language (UML) diagrams is desired. Experience with ESRI desired. Experience with PostGIS Server desired

## **Sr. Image Processing Specialist**

### Duties and Responsibilities

The GIS Image Processing Specialist provides support in various projects involving Geographic Information Systems (GIS) data analysis, editing, quality control and progress tracking. Under the direction of the GIS Analyst, obtains, develops, and verifies the accuracy of data for use in variety of projects. Provides GIS and technical support to users and geodatabase. In addition, the Sr. Image Processing Specialist will make contributions in each phase of corporate office and field operations including data acquisition, processing, integration and report generation. In this role, the Sr. Image Processing Specialist will; assist in the development of methodologies for quality control and quality assurance of GIS data, assist in defining, prioritizing, developing and implementing GIS projects, and assist in the detailed analysis and identification

of issues related to GIS data edits to produce a clean and accurate data.

### Education and Experience

A Bachelor's Degree in Geography, Cartography, Geodetic Science, Surveying or Computer Science and 3 years direct experience editing in ArcGIS and Geodatabase environment. Must be familiar with Visual Basic, ArcObjects, and ArcSDE in a SQL Server environment. · Operating principles and practices of computer equipment, networks and databases, proficient in MS Office products (Excel, Access, Word). Ability to: perform precise and accurate work in software environment, learn new programs and equipment quickly, detect errors in the material and data being processed, and to read, understand, follow and apply procedures, user manuals and related materials.

## **Sr. GIS Engineer**

### Duties and Responsibilities

The Sr. GIS Engineer is responsible for the design, implementation, and documentation of GIS applications and integration of GIS applications into the production environment. The tasks include but are not limited to:

- Identification of potential products leveraging spatially enabled data
- Design, implement, and document products which integrate a variety of data sets based on spatial considerations
- Provide leadership and direction for GIS Developers and GIS Analysts
- Participate in the evaluation of new product requests including identification of GIS opportunities, constraints, and impacts.
- Identification and evaluation of GIS related COTS
- Design, implement, document, and integrate new GIS integrated applications

### Education and Experience

B.A./B.S. in technical field, minimum 8 years experience with GIS COTS products and applications, experience with sound software engineering principles. Good analytic skills, Excellent communication skills. Ability to lead and to work independently.

## **GIS Software Developer**

### Duties and Responsibilities

The GIS Software Developer is responsible for the automation of standard GIS product generation (mapping products and integrated datasets based on geospatial information). The tasks and responsibilities include but are not limited to:

- Development of software applications which interact with GIS COTS software (primarily ESRI provide GIS tools)
- Ensuring the reliable and timely execution of the applications to provide data when required
- Aiding in the design of new GIS integrated applications
- Maintaining and modifying existing GIS integrated applications
- Documentation of GIS system configuration

- Maintenance and upgrade of the GIS COTS software on servers and workstations

#### Education and Experience

B.A./B.S. in technical field, training in GIS COTS products, especially ESRI products, 3-8 years of software development experience including experience with GIS integrated application development, knowledge of and experience with software engineering principles. Must possess good analytic skills and be capable of both independent and team work.

### **GIS Analyst**

#### Duties and Responsibilities

Applies knowledge of information systems principles, spatial data processing functions, spatial analysis of topological structured data, and computer programming languages and techniques to solve multi-discipline query and classification of spatial data. Designs computer automated processes and programs to solve cartographic and map communication problems. Applies scientific and statistical methods in obtaining, analyzing, rectifying, and classifying remotely sensed digital raster and vector data to develop or modify geospatial databases.

The GIS Analyst position has two major areas of responsibility:

- Being the point of contact to the analytical staff for:
  - Resolution of issues with ESRI tools
  - Providing support for the use of ESRI tools
  - Providing training on new ESRI tools
  - Creating special tools and products on behalf of the analyst
  - Helping take analyst needs and produce product specifications which will be passed to the development staff
- Preparing static GIS data sets for inclusion in a geospatial database (ArcSDE or Oracle Spatial). This effort will entail going through the static vector data sets combining layers that are always used together and removing layers which are not of interest to the agricultural analysts.

#### Education and Experience

A Bachelor's degree in Geography, Geographic Information Systems, Information Systems, or Computer Science, or related field from an accredited college or university. Up to 3 years of work experience. Hands on experience with ESRI tools (especially ArcIMs, ArcGIS, and ArcSDE). Experience supporting use of ESRI tools by analytical users is desired.

### **Architect**

#### Duties and Responsibilities

The Architect is responsible for system design and process design and modeling. Specific tasks include but are not limited to:

- Modeling the business process

- Identification of potential failure or bottleneck conditions
- Identification of missing or inadequate procedures
- Identification of opportunities for automation of procedures or streamlining processes
- Identification of data models for operational databases
- Identification of metrics for control of the system
- Identification of impacts for proposed business plan changes

#### Education and Experience

B.A./B.S. degree in technical field, Masters or PHD preferred. Strong modeling experience and background especially in modeling decision support systems. Understanding of the modeling paradigms and tools. Minimum 10 years experience in the design and implementation of computer information systems, database design and implementation, and/or operations of a decision support system.

### **GIS Database Analyst**

#### Duties and Responsibilities

The GIS Database position is responsible for the creation and exploitation of spatially enabled databases. Such databases should facilitate the mining of data based on geographic considerations. Tasks include but are not limited to:

- Spatially enabling legacy database information
- Identification and analysis of alternate spatial database approaches
- Selecting and implementing spatial database solutions that will permit continued growth of the database
- Design, implement, and document the interface to spatially enabled databases
- Ensuring safety and reliability of data stored in spatially enabled databases
- Design, implement, and document backup and recovery of the database
- Design, implement, and document database monitoring processes
- Designing and implementing load routines for loading the data into the database

#### Education and Experience

B.A./ B.S. in technical field, Masters preferred. 10 plus years of software development and database development experience including experience with GIS COTS software and applications. Must have certification in one or more of the main database COTS (Oracle, SQL Server, Sybase, DB2). Must have excellent technical writing skills.

### **Manager Information Technology**

#### Duties and Responsibilities

The information Technology Manager plans, coordinates, and directs research and facilitate the computer-related activities of firms. They help determine both technical and business goals in consultation with top

management and make detailed plans for the accomplishment of these goals. Information Technology managers direct the work of systems analysts, computer programmers, support specialists, and other computer-related workers. These managers plan and coordinate activities such as installation and upgrading of hardware and software, programming and systems design, development of computer networks, and implementation of Internet and intranet sites. They are increasingly involved with the upkeep, maintenance, and security of networks. They analyze the computer and information needs of their organizations from an operational and strategic perspective and determine immediate and long-range personnel and equipment requirements. They assign and review the work of their subordinates and stay abreast of the latest technology to ensure the organization does not lag behind competitors.

#### Education and Experience

A bachelor's degree is required however a graduate degree is preferred, especially an MBA with technology as a core component. This degree differs from a traditional MBA in that there is a heavy emphasis on information technology in addition to the standard business curriculum.

### **Quality Assurance Specialist**

#### Duties and Responsibilities

Coordinates activities for the company Quality policy and procedure development. Confers with Directors and other personnel to review achievements and discuss required changes in processes, goals, or objectives resulting from current status and conditions. Advises management on quality issues. Audits and reviews the quality practices that have been implemented within the various companies and on individual projects.

#### Education and Experience

Bachelor degree in a related discipline, and a minimum of 3 years direct quality assurance responsibilities. Should have extensive knowledge of business processes, quality assurance requirements and tools (for process development and process reengineering). Must be able to interact well with others, and work well in a team environment. Must have excellent written and verbal communications skills, as well as above average organizational and project management practices. Should be able to utilize hardware and software adopted as standard by the company. Must be able to handle non-routine situations in a professional effective manner.

### **Computer System Analyst I**

#### Duties and Responsibilities

Individuals assigned to this position assist in writing and maintaining routine, straightforward programs, generally coding from documented logic and instructions. They also perform limited systems analysis work. Working under immediate supervision, incumbents are expected to show independent judgment, discretion, and initiative in performing assigned tasks, as well as to complete assignments on schedule. Work is checked closely and frequently. Some interaction with client representatives may be required.

#### Education and Experience

This is the entry-level analysis/programming position for employees with a Bachelor degree in information systems, computer science, or business administration, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. The position requires basic

knowledge of computer programming techniques including principles of block diagramming, flowcharting, coding, file structures, file access methods, input/output, data reformatting, and code maintenance. The ability to prepare clear, detailed programs of instruction is required.

### **Computer System Analyst III**

#### Duties and Responsibilities

Under general supervision, incumbents perform complex and diverse systems analysis and programming assignments related to client projects. Activities require extensive knowledge, creativity, ingenuity, and judgment in applying principles and methods, developing novel techniques, and establishing new concepts. Recommendations are authoritative and have a strong impact on assigned work. Individuals regularly operate under deadlines and may be subject to extreme workloads. Employees must be capable of independent work, concept formulation, and identification of new methods and procedures. Occasional functional guidance may be provided to lower-level staff.

#### Education and Experience

This position requires a Bachelor degree in information systems, computer science, or business administration, or a related discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of experience in programming and analysis. An advanced degree is highly desired. Employees must have a thorough knowledge of several high-level programming languages (e.g., C, C++, HTML, Java) plus good knowledge of algorithms, processes, and procedures applicable to programming and related to project assignments. The position requires senior-level, hands-on experience with UNIX and DBMS. Individuals must possess a background in several technical areas such as systems analysis, application design, systems integration, application development tools, Internet data communications, data acquisition and conversion, operations tools, customer software configuration control, and application release approaches.

### **Systems Engineer I**

#### Duties and Responsibilities

This is the entry-level position in the systems engineering job family. This position assist in analyzing existing systems and defining, designing, and developing new system requirements. Individuals may be trained in a variety of technical specialties, including simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Working with detailed specifications presented by supervisors and other professionals, SE Is are expected to show judgment and initiative in performing assigned tasks, as well as to complete assignments on schedule. Individuals typically work under close supervision and direction. Assignments are routine and normally require limited experience. Supervisors and other technical staff are frequently advised of progress. Particular emphasis is placed on technical training and professional development while in this job classification.

#### Education and Experience

Employees must possess a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. Some applicable work experience is desired. Employees must be knowledgeable of systems design principles, procedures, and practices as well as the literature and sources of information available concerning systems design engineering technology.

## **Systems Engineer II**

### Duties and Responsibilities

This is mid-level position in the systems engineering job family. This job role assists in analyzing existing systems and defining, designing, and developing new system requirements. Individuals may be trained in a variety of technical specialties, including simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Working with detailed specifications presented by supervisors and other professionals, incumbents are expected to show judgment and initiative in performing assigned tasks, as well as to complete assignments on schedule. Individuals typically work under close supervision and direction.

### Education and Experience

Employees must possess a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. A minimum of 2 years work experience is required.

## **Systems Engineer III**

### Duties and Responsibilities

Individuals assigned to this position require limited guidance in performing the more difficult and complex assignments related to analyzing existing systems and information requirements and defining, designing, and development system specifications and requirements. Activities may include simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Incumbents possess and apply a broad knowledge of principles, practices, and procedures of systems to include telecommunications, hardware and software, computer security, and power systems. They operate with appreciable latitude for unreviewed action or decision. Incumbents work under deadlines and may be subject to extreme workloads. Errors can cause substantial delay, expense, and inefficiency. Judgment and creativity are regularly exercised in problem-solving and in providing proper advice and recommendations. Excellent interpersonal skills are needed. Individuals typically provide technical guidance and direction to lower-level engineers and interact closely with clients.

### Education and Experience

This position requires a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of applicable experience, including senior-level experience related to project assignments. Individuals must be able to interpret client needs and then translate these to systems engineering tasks. Incumbents must be able to communicate analytical conclusions and recommended solutions, to write clear and concise technical reports, and to establish and maintain effective working relationships with technical staff and management. The position requires coordination of work tasking and on-the-job training for lower-level engineers. PC literacy is needed, including working knowledge of hardware, software, and operating systems related to assigned projects. The ability to communicate well, both verbally and in writing, is needed.

## **Systems Engineer IV**

### Duties and Responsibilities

Individuals assigned to this position require very little direction in analyzing existing systems and defining, designing, and developing new system requirements in support of client products and services. Individuals possess and apply advanced knowledge of the principles, practices, and procedures of systems engineering to include telecommunications, computing hardware and software, computer security, maintenance support, and power systems to the completion of assignments. Tasks are at the higher level of technical complexity and require comprehensive, specialized knowledge of both the technical fields related to assigned tasks and the systems engineering area in general. There is wide latitude for unreviewed action or decision, and incumbents regularly provide technical leadership and assist in training less experienced engineers and other technical staff.

### Education and Experience

This position requires Bachelor and Master degrees in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 8-10 years of progressively responsible systems engineering experience, including experience with advanced systems design principles, procedures, and practices related to project assignments. Individuals must be able to coordinate the work of and train lower-level

engineers, to communicate with and instruct others, and to explain highly complex technical subjects and processes

### **Senior Systems Engineer III**

#### Duties and Responsibilities

Individuals assigned to this position require limited guidance in performing the more difficult and complex assignments related to analyzing existing systems and information requirements and defining, designing, and development system specifications and requirements. Activities may include simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Incumbents possess and apply a broad knowledge of principles, practices, and procedures of systems to include telecommunications, hardware and software, computer security, and power systems. They operate with appreciable latitude for unreviewed action or decision. Incumbents work under deadlines and may be subject to extreme workloads. Errors can cause substantial delay, expense, and inefficiency. Judgment and creativity are regularly exercised in problem-solving and in providing proper advice and recommendations. Excellent interpersonal skills are needed. Individuals typically provide technical guidance and direction to lower-level engineers and interact closely with clients.

#### Education and Experience

Incumbents possess a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a 7 years of applicable experience, including senior-level experience related to project assignments. Individuals must be able to interpret client needs and then translate these to systems engineering tasks. Incumbents must be able to communicate analytical conclusions and recommended solutions, to write clear and concise technical reports, and to establish and maintain effective working relationships with technical staff and management. The position requires coordination of work tasking and on-the-job training for lower-level engineers. PC literacy is needed, including working knowledge of hardware, software, and operating systems related to assigned projects. The ability to communicate well, both verbally and in writing, is needed.

### **Programmer II**

#### Duties and Responsibilities

The Programmer supports the core business computing systems by participating in the needs analysis, specification, acquisition, design, development and maintenance of application software and associated hardware. Tasks include:

- Provide business systems design, analysis and programming services to modify existing programs and write new programs.
- Test programs to ensure they work properly and to determine that programs meet user needs. Correct any problems encountered during testing.
- Provide user support, consulting with users to determine needs, providing training and assisting with help-line support.
- Provide production support, maintaining the daily production schedule of core business systems.
- Develop an increasing familiarity with many business systems of the institution.

- Learn a variety of languages, operating systems, security procedures and utilities.
- Participate in internal and external training programs.
- Establish and maintain appropriate working relationships with colleagues and users and follow University policies and procedures governing IT efforts.

Education and Experience

Education level typically associated with Bachelor's degree and two years of related work experience required or a minimum tenure of two years in the rank of Programmer/Analyst I. A degree in Computer Science or Business is highly desirable

**Programmer III**

Duties and Responsibilities

In this role, the Programmer III will write programs according to the specifications determined primarily by computer software engineers and systems analysts. After the design process is complete, it is the job of the programmer to convert that design into a logical series of instructions that the computer can follow. Programming languages desired: COBOL; Prolog; and/ or Java, C++, or ACTOR. We seek Programmers with knowledge of more than one of the programming languages listed above.

Education and Experience

Bachelors Degree required, minimum 4 years related experience.

**Programmer IV**

Duties and Responsibilities

In this role, the Programmer IV will write programs according to the specifications determined primarily by computer software engineers and systems analysts. After the design process is complete, it is the job of the programmer to convert that design into a logical series of instructions that the computer can follow. Programming languages desired: COBOL; Prolog; and/ or Java, C++, or ACTOR. We seek Programmers with knowledge of more than one of the programming languages listed above.

Education and Experience

Bachelors Degree required, minimum 8 years related experience.

**Database Administrator**

Duties and Responsibilities

Individuals assigned to this position design, develop, test, and implement database applications to accommodate a variety of user needs. They participate in interpreting database requirements and design specifications to code, integrate, and test database components. Employees are competent to work on complex analysis, development, implementation, and maintenance projects. Work is often performed under deadlines, and incumbents are subject to heavy workloads. They typically work with limited

guidance and require instruction and guidance only on the most complex projects. Frequent interaction with the technical staff, clients, and management is needed. Good judgment and initiative are required in performing routine duties and related problem-solving. Errors can cause delay, expense, and disruptions. Incumbents may provide occasional functional guidance to lower-level staff.

#### Education and Experience

This position requires a Bachelor degree in information systems, computer science, or a related technical field, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of related database design and implementation experience, including at least one year of programming experience. Specialized experience is needed in areas related to project assignments. Individuals must be qualified to provide technical leadership on a project and capable of creative problem-solving. The position requires excellent organizational and interpersonal skills as well as strong verbal and written communication skills.

### **Software Engineer II**

#### Duties and Responsibilities

The Developers (Software Engineer II) are responsible for maintaining and enhancing the code in the DLHWC applications. Troubleshooting and providing technical solutions to application issues encountered by new and existing DLHWC applications.

#### Education and Experience

Must have at least 5 years of Delphi experience, including 3 years of Longshore system specific development, strong knowledge/experience with Object oriented concepts and Delphi 6/7. Significant knowledge/experience with DB2 back end tools. Incumbents report to Development Lead.

### **Help Desk Technician I**

#### Duties and Responsibilities

Incumbent responds to and diagnoses information systems problems through discussion with users. Individuals are knowledgeable about procedures, processes, and technical aspects of assigned hardware and/or software products. Interacts with all levels of employees. May require shift work or irregular hours.

#### Education and Experience

Incumbents possess a high school diploma or equivalent, including high school level reading, writing, and analytical skills, plus a minimum two years of applicable experience in a help desk operation, including knowledge of assigned hardware and/or software products. Good verbal communication skills are needed, including the ability to interact with all levels of staff in effectively communicating technical issues.

### **Records Information Manager III**

#### Duties and Responsibilities

Responsible for successful operation of contracted work site such as a large or complex file room, a program or work unit records management program, a small records centers, a single docket, a limited scanning center, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: file room operations, records indexing, inventories, barcoding, records retirement and transfer, circulation, limited training on file room procedures or on file plan use, and data entry into existing database.

#### Education and Experience

Minimum of a have a college degree and 3 years records management experience. Experience with at least one automated information system is required.

### **Records Information Manager IV**

#### Duties and Responsibilities

Responsible for successful operation of contracted records management programs, records centers, dockets, scanning centers, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records and information services, development of procedures, management of collections, records inventories or audits, organization and classification, indexing and abstracting, training EPA staff, document conversion and database development (using Agency-approved off the shelf software) and utilization.

Guidelines for Utilization: The RIM labor category is used for positions that require extensive records management expertise and/or responsibility for successful operation of a specific work site. The appropriate RIM level for a specific project will depend on a) the levels of staff being supervised and or b) level of records management expertise needed and the complexity of the records management assignments. A RIM Level V would be used to support the National Records Management Program or a major Regional or Headquarters Program.

#### Education and Experience

Requires either 1) a Master's degree in library/information science and a minimum of 2 years' supervisory experience with records management, or 2) a Bachelor's Degree in library/information science and 5 years experience, two of which must be in a supervisory role, with records management.

## **Records Information Manager V**

### Duties and Responsibilities

Responsible for successful operation of contracted records management programs, records centers, docketing, scanning centers, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records and information services, development of procedures, management of collections, records inventories or audits, organization and classification, indexing and abstracting, training EPA staff, document conversion and database development (using Agency-approved off the shelf software) and utilization.

Guidelines for Utilization: The RIM labor category is used for positions that require extensive records management expertise and/or responsibility for successful operation of a specific work site. The appropriate RIM level for a specific project will depend on a) the levels of staff being supervised and or b) level of records management expertise needed and the complexity of the records management assignments. A RIM Level V would be used to support the National Records Management Program or a major Regional or Headquarters Program.

### Education and Experience

A Master's degree in a relevant field and a minimum of 5 years' experience (3 of which must be in a supervisory role) with records management, or a Bachelor's degree in a relevant field and eight years' experience (3 of which must be in a supervisory role) with records management.

## **Information Specialist II**

### Duties and Responsibilities

The Information Specialist labor category provides information and document management services in records centers and docketing, such as answering ready-reference questions regarding documents, and assists in use of bibliographic tools, such as periodicals indexes. Answers routine inquiries, and refers persons requiring professional assistance to appropriate staff. Shelves new and returned material in stacks. Maintains automated circulation system and circulation desk. Greets and assists walk-in-visitors, researchers, and other patrons and oversees file/reading room. Sorts and distributes mail to appropriate units. Maintains equipment and arranges for equipment repairs. Produces current awareness reports, bibliographies, and other items as directed. Responds to requests for information on documents from Agency staff, other government agencies, or the public. Sorts and responds to incoming mail and telephone request in a timely, courteous and accurate manner. Provides the manager with the information required for weekly and monthly reports.

Guidelines for Utilization: The IS labor category is used for providing services that do not require extensive knowledge of records management principles and techniques or library experience. These series are used to support the more routine functions in records programs.

## Education and Experience

High school diploma or equivalent with 3 years experience working in a library or records management program. Typing skill of at least 35 words per minute is also required, along with proficiency with word processing equipment.

### **Information Specialist III**

#### Duties and Responsibilities

The IS3 position provides intermediate technical support to task orders. IS3 personnel may perform but are not limited to the following technical services: hardware & software assessments and inventories; software upgrades or licensing updates; creating and running routine queries or reports on system performance or content; troubleshooting export of scanning batches; routine hardware maintenance; installing barcode technologies or software patches; maintaining documentation libraries; organizing security paperwork and development lifecycle documentation; assisting in establishment of new user workstations; and providing assistance to LAN team or application vendor upon request. The IS3 may also develop or maintain limited web pages for a small regional office or work unit such as law library.

Guidelines for Utilization: The IS III category assumes that eligible persons will have knowledge and experience in network operations, report or query development, basic database use, scanning or bar coding technologies, application installations, basic PC troubleshooting, electronic record keeping, the WWW and basic Web page use, development and maintenance, but may have achieved this through educational experiences other than the attainment of a Bachelor's Degree.

#### Education and Experience

Bachelor's degree in a field commensurate with the position description set forth above with experience in program/application development and maintenance of programs developed on off-the-shelf database management and/or records management software; or three years experience in use of the types of software listed, with specific experiences in the area of concentration required by the specific job, and either a certificate from a post high-school Vocational/Technical school with emphasis on the computer science, or a High School Diploma or equivalent and two-to-three years of College level education (AA degree).

### **Information Specialist IV**

#### Duties and Responsibilities

The Information Specialist (IS) labor category is used for positions that require expertise related to information technology including but not limited to: the Internet, bar coding, web page and portal design, document management systems, document conversion technologies, circulation databases, database design, and coding or programming languages. Experience with relevant software may include but is not limited to: writing and maintaining programs and reports within software such as dBaseV, InMagic, Lotus Domino, Microsoft Access, SQL, Crystal Reports, Documentum, Hummingbird, Tower, FileNet, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard web server programs; technical abilities in designing, creating, maintaining, inputting, and retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext and Extended Markup Language (HTML/XML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to

communicate with others in technical and/or business unit workgroups. The IS V may supervise a team of developers, designers, or other technical contractors, may be responsible for technical project management and the development lifecycle, and may interface with client or vendor teams at various levels.

Guidelines for Utilization: This IS labor category requires persons of extensive experience in the technological aspect of electronic record keeping and library automation; use of the Internet/Intranet/World Wide Web; and development, maintenance and use of Web sites and protocols necessary to fulfill the requirements of the contract. The category requires a person skilled in developing and leading technical training Complex and special projects in electronic record keeping, library automation and use of the WWW will be assigned to persons in this category.

Education and Experience

Bachelor's degree in a field commensurate with the position description set forth above with five years experience in program development and maintenance in off-the-shelf database management and/or records management software as listed in the description for Level V; with specific experiences in the use of the Internet and/or in the creation and maintenance of Home pages/Web pages.

**LABOR CATEGORY RATES – Mod #: PA-0004, Effective Date 7/30/2009**

<b>Labor Categories</b>	<b>Hourly Rate</b>
Facility Security Officer	\$69.76
Security Engineer I	\$46.77
Security Engineer III	\$66.84
Onsite Project Manager	\$69.76
Security Assistant	\$37.71
Project Director On-Site	\$119.21
Project Coordinator On-Site	\$64.57
Key Entry Operator I	\$28.17
Key Entry Operator II	\$42.51
Word Processor I	\$33.88
Word Processor III	\$41.43
Computer Operator I	\$39.88
Computer Operator II	\$42.51
Computer Operator III	\$60.55
Application Development Manager	\$108.69
Training Manager	\$120.70
Webmaster	\$76.03
Program Administrator	\$76.07
On-Site Supervisor	\$43.86
Program Analyst	\$63.52
Program Manager	\$132.54
Deputy Program Manager	\$119.83
Project Manager	\$117.68

<b>Labor Categories</b>	<b>Hourly Rate</b>
Curriculum Manager	\$91.22
Technical Editor	\$78.54
Course Manager	\$70.72
Sr. Training Specialist	\$71.73
Sr. Software Engineer	\$84.67
Data Analyst I	\$53.28
Data Analyst II	\$57.53
Data Analyst III	\$61.75
Sr. GIS Software Engineer	\$108.76
Sr. Image Processing Specialist	\$69.09
Sr. GIS Engineer	\$78.30
GIS Software Developer	\$71.97
GIS Analyst	\$57.01
Architect	\$98.81
GIS Database Analyst	\$100.34
Manager (Information Technology)	\$128.03
Quality Assurance Specialist	\$81.68
Computer Systems Analyst I	\$64.01
Computer Systems Analyst II	\$74.17
Computer Systems Analyst III	\$80.02
Systems Engineer I	\$62.94
Systems Engineer II	\$73.47
Systems Engineer III	\$88.45
Systems Engineer I	\$101.01
Senior Systems Engineer III	\$125.81
Programmer II	\$76.75
Programmer III	\$90.43
Programmer IV	\$101.16
Database Administrator	\$87.81
Software Engineer II	\$86.24
Help Desk Technician I	\$61.09
Records Information Manager III	\$62.97
Records Information Manager IV	\$77.23
Records Information Manager V	\$104.77
Information Specialist II	\$42.84
Information Specialist III	\$59.38
Information Specialist IV	\$68.60

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

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Don Hein, Contract Manager, Tel: 301-837-9029, [Donald.hein@asrcfederal.com](mailto:Donald.hein@asrcfederal.com)**).

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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (**ASRC Management Services**) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

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

This BPA will 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(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

(h) Date of Shipment.

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

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

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

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

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

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

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

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

Here is a general outline on how it works:

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