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**Federal Supply Service**  
**Authorized Federal Supply Schedule Pricelist**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order system are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

**INFORMATION TECHNOLOGY PROFESSIONAL  
SERVICES (IT70)**

**Special Item Numbers (SINs) 132-51, 132-51STLOC, 132-51RC (Information  
Technology Professional Services)**

(Prices Shown Herein are Net)

**Right Sized Solutions, Inc.**

22636 Glenn Dr. #302

Sterling, Virginia 20164

Telephone: 571.375.2299 • Fax: (703) 997-8115

e-mail: [contracts@rss-i.com](mailto:contracts@rss-i.com)

**Contract Number: GS35F0607Y**

Period Covered by Contract: Option Period 1 – Modification PO-0018

Aug 29<sup>th</sup>, 2017 thru Aug 28<sup>th</sup>, 2022

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button  
at <http://www.fss.gsa.gov>.

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**INFORMATION FOR ORDERING OFFICES**

Right Sized Solutions, Inc. 22636 Glenn Dr. #302. Sterling, VA 20164	Metropolitan Washington, DC Area: 571.375.2299	Facsimile: (703) 997-8115
	Internet e-mail Address: <a href="mailto:contracts@rss-i.com">contracts@rss-i.com</a>	

**Special Item Numbers (SINs) Awarded**

Special Item Number	Description
<b>132-51</b>	<b>IT Professional Services</b>

**1. GEOGRAPHIC SCOPE OF CONTRACT**

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and state and local governments. Overseas support to US Government customers as required

**2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION**

Mail and facsimile orders should be forwarded to the following address and telephone number:

Right Sized Solutions, Inc.  
 22636 Glenn Dr. #302  
 Sterling, VA 20164  
 Attn: Sun Tok Barrass  
 Facsimile Number: (703) 997-8115

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

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance:

(703) 623.9505

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
 Block 16: Contractor Establishment Code (DUNS): 962024761  
 Block 30: Type of Contractor: A. Small Business



Block 31: Woman-Owned Small Business - Yes  
Block 36: Contractor's Taxpayer Identification Number (TIN) – 27-2170994

**4a. CAGE CODE: 5XYT4**

**5. FOB DESTINATION: FOB Destination (CONUS/OCONUS – Worldwide)**

**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	As negotiated between the Government and Right Sized Solutions, Inc.

b. **Urgent Requirement.** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three (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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS**

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

- a. Prompt Payment: None offered.
- b. Quantity: None offered.
- c. Dollar Volume: None offered.
- d. Government Educational Institutions: None offered.
- e. Other

**8. TRADE AGREEMENTS ACT FOR 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:**

All packaging meets export packaging requirements.

**10. SMALL REQUIREMENTS:**

The minimum dollar value of orders to be issued is \$100.00 for all SINS.

**11. MAXIMUM ORDER**

The maximum dollar value per order for all IT professional services will be \$ 500,000.



**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.** In accordance with FAR 8.404:

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need to seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

**a. Orders placed at or below the micropurchase threshold.** Ordering offices can place orders at or below the micropurchase threshold with any Federal Supply Schedule Contractor.

**b. Orders exceeding the micropurchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three (3) Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or services;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

**c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold.** This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping services;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.



**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**d. Blanket purchase agreement (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**e. Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

**f. Small business.** For orders exceeding the micropurchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micropurchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

Federal departments and agencies 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 specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

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#### 13.a 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, either at the above address or the following telephone number:  
(703) 487-4650.

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### **13.b 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 Supply 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, (street address) Gaithersburg, MD 20899, (301) 975-2833.

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### **14. SECURITY REQUIREMENTS**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

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### **15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

Any ordering office, 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 FARs 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.).

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### **16. GSA ADVANTAGE!**

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule price lists with ordering information. The 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 (e.g., Netscape). The Internet address is <http://www.fss.gsa.gov>.

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### **17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and reasonable pricing has been determined by the ordering activity for the open market (non-contract) items.





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**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.

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**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 price list outside the 48 contiguous states and the District of Columbia.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY  
(IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)  
AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBER 132-60F)**

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**1. SCOPE**

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

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

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





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### 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.

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### 4. PERFORMANCE OF SERVICES

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

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### 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.

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## 6. INSPECTION OF SERVICES

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

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## 7. RESPONSIBILITIES OF THE CONTRACTOR

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

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## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

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## 9. INDEPENDENT CONTRACTOR

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

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## 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.

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## 11. INVOICES

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



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## 12. PAYMENTS

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

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

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## 13. RESUMES

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

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## 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.

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## 15. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and reasonable pricing has been determined by the ordering activity for the open market (noncontract) items.

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## 16. 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.

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## 17. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

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



**PRICE LIST**

The price list is based on the RSSi pricelist as of 1 Jan 2016 and is presented on the following pages and includes .75% IFF. Following the price list, there are detailed descriptions of the services offered.

GSA Rates for RSSi Staff Providing Services at the Customer Site				
Position	CLIN	Min Education	Min Experience	GSA Rate
Support Technician 1	0001	High School Diploma	1	\$ 47.62
Support Technician 2	0002	High School Diploma	2	\$ 53.33
Support Technician 3	0003	Associates Degree	2	\$ 59.74
Support Technician 4	0004	Associates Degree	3	\$ 68.92
Support Technician 5	0005	Bachelors Degree	4	\$ 77.19
Support Technician 6	0006	Bachelors Degree	5	\$ 86.44
Support Technician 7	0007	Bachelors Degree	6	\$ 96.83
Support Technician 8	0008	Bachelors Degree	8	\$ 105.28
Systems Analyst 1	0009	High School Diploma	1	\$ 81.92
Systems Analyst 2	0010	High School Diploma	2	\$ 91.75
Systems Analyst 3	0011	High School Diploma	3	\$ 102.76
Systems Analyst 4	0012	High School Diploma	4	\$ 115.09
Systems Engineer 1	0013	Bachelors Degree	2	\$ 100.74
Systems Engineer 2	0014	Bachelors Degree	4	\$ 108.31
Systems Engineer 3	0015	Bachelors Degree	6	\$ 127.61
Systems Engineer 4	0016	Bachelors Degree	8	\$ 146.92
Technical Specialist 1	0017	Bachelors Degree	2	\$ 108.54
Technical Specialist 2	0018	Bachelors Degree	4	\$ 113.32
Technical Specialist 3	0019	Bachelors Degree	6	\$ 125.50
Technical Specialist 4	0020	Bachelors Degree	6	\$ 133.44
Technical Specialist 5	0021	Bachelors Degree	8	\$ 143.49
Technical Specialist 6	0022	Bachelors Degree	10	\$ 153.90
Technical Specialist 7	0023	Masters Degree	12	\$ 162.54
Technical Specialist 8	0024	Masters Degree	14	\$ 175.63
Technical Specialist 9	0025	Masters Degree	16	\$ 188.10
Technical Specialist 10	0026	Masters Degree	18+	\$ 198.71
Records/Documentation Clerk 1	0027	High School Diploma	1	\$ 21.17
Records/Documentation Clerk 2	0028	High School Diploma	2	\$ 23.50
Records/Documentation Clerk 3	0029	High School Diploma	3	\$ 25.39
Records/Documentation Clerk 4	0030	High School Diploma	4	\$ 27.42
Records/Documentation Analyst 1	0031	High School Diploma	2	\$ 30.12
Records/Documentation Analyst 2	0032	High School Diploma	4	\$ 37.91
Records/Documentation Analyst 3	0033	High School Diploma	6	\$ 44.91
Section Manager	0034	High School Diploma	1	\$ 65.95
Project Manager	0035	Bachelors Degree	2	\$ 146.36
Project Manager 2	0036	Bachelors Degree	4	\$ 169.71
Program Manager	0037	Bachelors Degree	2	\$ 193.06
Program Manager 2	0038	Bachelors Degree	4	\$ 221.52
Sr Subject Matter Analyst 1	0039	Bachelors Degree	2	\$ 225.19
Sr Subject Matter Analyst 2	0040	Bachelors Degree	4	\$ 244.98
Consultant	0041	Bachelors Degree	6	\$ 135.27
Staff Consultant	0042	Bachelors Degree	6	\$ 180.98
Sr. consultant	0043	Bachelors Degree	8	\$ 194.23
Principal consultant	0044	Bachelors Degree	10	\$ 210.19
SME	0045	Masters Degree	12	\$ 204.54
Staff SME	0046	Masters Degree	10	\$ 228.16
Sr. SME	0047	Masters Degree	14	\$ 251.60
Principal SME	0048	Masters Degree	14	\$ 330.32



## Professional Labor Category Descriptions and Education/Experience Levels

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### **Commercial Job Title: Support Technician I**

*Experience:* This position requires one (1) year of experience involving one or more of the following: 1) the design, implementation and support of support systems; 2) data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5) document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, CC-Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) importation of multiple file format data into formats usable by the office standard applications; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma.

### **Commercial Job Title: Support Technician II**

*Experience:* This position requires two (2) years of experience involving one or more of the following: 1) the design, implementation and support of support systems; 2) data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5) document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) other support functions; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

### **Commercial Job Title: Support Technician III**

*Experience:* This position requires two (2) years of experience involving one or more of the following: 1) the design, implementation and support of support systems; 2) data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5) document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, CC-Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) other support functions; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization

*Education:* Associates degree or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for an Associates Degree or Professional Certification.

### **Commercial Job Title: Support Technician IV**





*Experience:* This position requires three (3) years of experience involving one or more of the following: 1) the design, implementation and support of support systems; 2) data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5) document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) other support functions; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization.

*Education:* Associates degree or an appropriate Professional Certification or equivalent

**Commercial Job Title: Support Technician V**

*Experience:* This position requires four (4) years of experience involving one or more of the following: 1) the design, implementation and support of support systems; 2) supervision of data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5) document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) other support functions; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization.

*Education:* Bachelor's degree or an appropriate Professional Certification or equivalent

**Commercial Job Title: Support Technician VI**

*Experience:* This position requires five (5) years of experience involving at least two or more of the following: 1) the design, implementation and support of support systems; 2) supervision of data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5) document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) other support functions; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization

*Education:* Bachelor's degree or an appropriate Professional Certification or equivalent

**Commercial Job Title: Support Technician VII**

*Experience:* This position requires six (6) years of experience involving at least one of the following: 1) the design, implementation and support of support systems; 2) supervision of data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5)



document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, CC-Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) other support functions; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization.

*Education:* Bachelor's degree or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Support Technician VIII**

*Experience:* This position requires eight (8) years of experience involving at least three of the following: 1) the design, implementation and support of support systems; 2) supervision of data entry projects, 3) the formulation and implementation of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 4) domain experience relevant to the office requiring support, such as IT, security, financial records, and accounting; 5) document analysis, document management, and document flow control systems; 6) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, CC-Mail, etc.); 7) experience in applications instruction, including both one-on one instruction as well as more formalized classroom training; 8) writing of procedures in support of custom macros and/or office procedures, such as logging in, naming conventions, re-routing printer output, etc.; 9) other support functions; and 10) direct client interaction from clerical to upper management, requiring communications at all levels of the organization.

*Education:* Bachelor's degree or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Systems Analyst I**

*Experience:* This position requires at least one (1) year experience in similar positions with some experience and knowledge of installation, operation and maintenance of operating systems. Experience in operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is usually necessary.

*Education:* High School Diploma

**Commercial Job Title: Systems Analyst II**

*Experience:* This position requires two (2) years' experience in similar positions with some experience and knowledge of installation, operation and maintenance of operating systems. Experience in operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is usually necessary.

*Education:* High School diploma or equivalent

**Commercial Job Title: Systems Analyst III**

*Experience:* This position requires three (3) or more years' experience in similar positions with 1 year of specialized experience and knowledge of installation, operation and maintenance of operating systems in a heterogeneous environment. Broad knowledge of operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is usually necessary.

*Education:* High School diploma or equivalent

**Commercial Job Title: Systems Analyst IV**





*Experience:* This position requires four (4) or more years' experience in similar positions with 2 years specialized experience and knowledge of installation, operation and maintenance of operating systems in a heterogeneous environment. Broad knowledge of operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is usually necessary.

*Education:* High School diploma or equivalent

**Commercial Job Title: Systems Engineer I**

*Experience:* This position requires two (2) or more years' experience in similar positions, which include 2 years specialized experience and knowledge of installation, operation and maintenance of operating systems, security systems, or software development in a heterogeneous environment. Broad knowledge of operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is usually necessary.

*Education:* Bachelor's degree or an appropriate Professional Certification or equivalent

**Commercial Job Title: Systems Engineer II**

*Experience:* This position requires four (4) or more years' experience in similar positions with 2 years specialized experience and knowledge of installation, operation and maintenance of operating systems, security systems or software development in a heterogeneous environment. Broad knowledge of operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is usually necessary.

*Education:* Bachelor's degree or an appropriate Professional Certification

**Commercial Job Title: Systems Engineer III**

*Experience:* This position requires six (6) or more years' experience in similar positions with 3 years specialized experience and knowledge of installation, operation and maintenance of operating systems, security systems or software development in a heterogeneous environment. Broad knowledge of operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is usually necessary.

*Education:* Bachelor's degree or an appropriate Professional Certification

**Commercial Job Title: Systems Engineer IV**

*Experience:* This position requires eight (8) or more years' experience in similar positions with 3 years specialized experience and knowledge of installation, configuration, operation and maintenance of operating systems, security systems or software development in a heterogeneous environment. Experience in the execution of operating system migrations and troubleshooting is desirable. Broad knowledge of operating systems, networking or local area networks (LANs), and user support is preferred. Specific knowledge relating to the user environment is necessary.

*Education:* Bachelor's degree or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Technical Specialist I**

*Experience:* Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least one of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist I should have two (2) years of experience in one of these areas and be recognized as a proven performer capable of complex task accomplishment with minimal supervision

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent



**Commercial Job Title: Technical Specialist II**

*Experience:* Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least one of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. Technical Specialist 2 should have four (4) years' experience in one of these areas and be recognized as a proven performer capable complex task accomplishment with minimal direction.

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent

**Commercial Job Title: Technical Specialist III**

Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least one of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist III should have six (6) years' experience in one of these areas and be recognized as a proven performer capable complex task accomplishment with minimal direction.

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Technical Specialist IV**

*Experience:* Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least one of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist 4 should have six (6) years' experience in at least one of these areas and be recognized as a proven performer capable of working independently.

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent

**Commercial Job Title: Technical Specialist V**

*Experience:* Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, and construction in support of at least one of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist V should have eight (8) years' experience in at least one of these areas and be recognized as a proven performer capable of working independently. Generalized experience should include information system requirements analysis, system design, implementation, and testing.

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent

**Commercial Job Title: Technical Specialist VI**

Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least two of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist VI should have ten (10) years' experience in at least one of these areas and be recognized as a proven performer capable of working independently. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.



*Education:* Bachelor's degree in a related field or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Technical Specialist VII**

Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least two of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist VII should have twelve (12) years' experience in at least one of these areas and be recognized as a proven performer who is self-directed. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

*Education:* Master's degree in a related field. A Bachelor's degree in a related field or an appropriate professional certification and two additional years' experience may be substituted for a Master's degree.

**Commercial Job Title: Technical Specialist VIII**

Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least two of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist VIII should have fourteen (14) years' experience in at least one of these areas and be recognized in the industry as an innovative solution provider. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

*Education:* Master's degree in a related field. A Bachelor's degree in a related field or an appropriate professional certification and two additional years' experience may be substituted for a Master's degree.

**Commercial Job Title: Technical Specialist IX**

*Experience:* Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least two of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist IX should have fourteen (16) years' experience in at least one of these areas and be recognized in the industry as an innovative solution provider. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

*Education:* Master's degree in a related field. A Bachelor's degree in a related field or an appropriate professional certification and two additional years' experience may be substituted for a Master's degree.

**Commercial Job Title: Technical Specialist X**

Applies technical or functional disciplines to accomplish tasks at a high level involving planning, design, or development in support of at least two of the following: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development, or 6) other technical discipline. The Technical Specialist VIII should have fourteen (18+) years' experience in at least one of these areas and be recognized in the industry as an innovative solution provider. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.



*Education:* Master's degree in a related field. A Bachelor's degree in a related field or an appropriate professional certification and two additional years' experience may be substituted for a Master's degree.

**Commercial Job Title: Records/Documentation Clerk I**

*Experience:* This position requires one (1) year of experience involving one or more of the following: 1) data entry, 2) use of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 3) domain experience relevant to the office requiring support, such as financial or accounting records; 4) document review, document or document flow control systems; 5) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 6) importation of multiple file format data into formats usable by the office standard applications; and 7) direct client interface from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

**Commercial Job Title: Records/Documentation Clerk II**

*Experience:* This position requires two (2) years of experience involving one or more of the following: 1) data entry, 2) use of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 3) domain experience relevant to the office requiring support, such as financial or accounting records; 4) document review, document or document flow control systems; 5) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 6) importation of multiple file format data into formats usable by the office standard applications; and 7) direct client interface from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

**Commercial Job Title: Records/Documentation Clerk III**

*Experience:* This position requires three (3) years of experience involving one or more of the following: 1) data entry, 2) use of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 3) domain experience relevant to the office requiring support, such as financial or accounting records; 4) document review, document or document flow control systems; 5) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 6) importation of multiple file format data into formats usable by the office standard applications; and 7) direct client interface from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

**Commercial Job Title: Records/Documentation Clerk IV**

*Experience:* This position requires four (4) years of experience involving one or more of the following: 1) data entry, 2) use of standard procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 3) domain experience relevant to the office requiring support, such as financial or accounting records; 4) document review, document or document flow control systems; 5) support of standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, MS Mail, etc.); 6) importation of multiple file format data into formats usable by the office standard applications; and 7) direct client interface from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

**Commercial Job Title: Records/Documentation Analyst I**

*Experience:* This position requires two (2) years of experience involving one or more of the following: 1) data analysis, 2) use of customized or tailored procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 3) domain expertise



relevant to the office requiring support, such as financial or accounting records; 4) document management of document flow control systems; 5) high level proficiency in standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, etc.); 6) direct client interaction from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

**Commercial Job Title: Records/Documentation Analyst II**

*Experience:* This position requires four (4) years of experience involving one or more of the following: 1) data analysis, 2) use of customized or tailored procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 3) domain expertise relevant to the office requiring support, such as financial or accounting records; 4) document management of document flow control systems; 5) high level proficiency in standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, etc.); 6) direct client interaction from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

**Commercial Job Title: Records/Documentation Analyst III**

*Experience:* This position requires six (6) years of experience involving one or more of the following: 1) data analysis, 2) use of customized or tailored procedures for document control and tracking, evidentiary screening and preparation, document indexing/abstracting, and quality control; 3) domain expertise relevant to the office requiring support, such as financial or accounting records; 4) document management of document flow control systems; 5) high level proficiency in standard applications such as word processing (Word, etc.), spreadsheets (Excel, etc.), e-mail (MS Exchange, etc.); 6) direct client interaction from clerical to upper management, requiring communications at all levels of the organization

*Education:* High School diploma or equivalent

**Commercial Job Title: Section Manager**

*Experience:* Serves as the primary task manager between the customer and company to lead and ensure completion as directed of technical requirements and contract deliverables. Manages small teams for achievement of business objectives. Ensures scheduled staffing to support current and projected workload and appropriate workforce skills and certifications to support customer requirements

*Education:* High School diploma or equivalent

**Commercial Job Title: Project Manager**

Serves as the primary business relationship manager between the customer and company to manage and ensure successful fulfillment of technical requirements and contract deliverables. Manages overall program business processes and achievement of business objectives. Ensures appropriate staffing to support current and projected workload and appropriate workforce skills and certifications to support customer requirements for small technical teams

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience

**Commercial Job Title: Project Manager 2**

Serves as the primary business relationship manager between the customer and company to manage and ensure successful fulfillment of technical requirements and contract deliverables. Manages overall program business processes and achievement of business objectives. Ensures appropriate staffing to support current and projected workload and appropriate workforce skills and certifications to support customer requirements for Mid-sized technical teams





*Education:* Bachelor's degree in a related field or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Program Manager**

Serves as the primary business relationship manager between the customer and company to manage and ensure successful fulfillment of management and technical requirements and contract deliverables. Manages overall program business processes and achievement of business objectives. Ensures appropriate direct and indirect staffing to support current and projected workload and appropriate workforce skills and certifications to support customer requirements for large-sized technical teams or small to mid-sized integrated teams. Projects often will contain subcontractor team members

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience

**Commercial Job Title: Program Manager 2**

Serves as the primary business relationship manager between the customer and company to manage and ensure successful fulfillment of management and technical requirements and contract deliverables. Manages overall program business processes and achievement of business objectives. Ensures appropriate direct and indirect staffing to support current and projected workload and appropriate workforce skills and certifications to support customer requirements for large-sized technical teams or small to mid-sized integrated teams. Projects often will contain subcontractor team members

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Sr. Subject Matter Analyst 1**

*Experience:* Applies a Structured approach to accomplish tasks at a high level involving planning, design, and implementation in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development. 6) General Subject Matter Expertise. The Analyst should have two (2) years of experience in one of these areas and be recognized as a proven performer capable of complex task accomplishment with minimal supervision

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent

**Commercial Job Title: Sr. Subject Matter Analyst 2**

*Experience:* Applies a structured approach to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development. 6) General Subject Matter Expertise The Analyst should have four (4) years' experience in one of these areas and be recognized as a proven performer capable complex task accomplishment with minimal direction

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent

**Commercial Job Title: Consultant**

*Experience:* Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development. The Consultant should have six (6) years' experience in one of these areas and be recognized as a proven performer capable complex task accomplishment with minimal direction.

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent

**Commercial Job Title: Staff Consultant**



Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Management; or 5) Software development. The Consultant should have six (6) years' experience in at least one of these areas and be recognized as a proven performer capable of working independently.

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification. Two additional years generalized IT experience may be substituted for a Bachelor's Degree or Professional Certification. A Master's degree in a related field may be substituted for two years' experience.

**Commercial Job Title: Sr. Consultant**

*Experience:* Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development. The Consultant should have eight (8) years' experience in at least one of these areas and be recognized as a proven performer capable of working independently. Generalized experience should include information system requirements analysis, system design, implementation, and testing.

*Education:* Bachelor's degree in a related field or equivalent

**Commercial Job Title: Principal Consultant**

*Experience:* Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development. The Consultant should have ten (10) years' experience in at least one of these areas and be recognized as a proven performer capable of working independently. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

*Education:* Bachelor's degree in a related field or an appropriate Professional Certification or equivalent

**Commercial Job Title: Subject Matter Expert (SME)**

Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Management; or 5) Software development. The SME should have twelve (12) years' experience in at least one of these areas and be recognized as a proven performer who is self-directed. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

*Education:* Master's degree in a related field. A Bachelor's degree in a related field or an appropriate professional certification and two additional years' experience may be substituted for a Master's degree.

**Commercial Job Title: Staff Subject Matter Expert (SME)**

*Experience:* Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development. The SME should have twelve (12) years' experience in at least one of these areas and be recognized in the industry as an innovative solution provider. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

*Education:* Master's degree in a related field or equivalent

**Commercial Job Title: Sr. Subject Matter Expert (SME)**





**Experience:** Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Process Reengineering; or 5) Software development. The SME should have fourteen (14) years' experience in at least one of these areas and be recognized as a proven performer who is self-directed. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

**Education:** Master's degree in a related field or equivalent

**Commercial Job Title: Principal Subject Matter Expert (SME)**

Applies a structured approach to provide expertise and to accomplish tasks at a high level involving planning, design, and construction in support of: 1) Information Engineering; 2) Network Engineering; 3) Computer Security Engineering; 4) Business Management; or 5) Software development. The SME should have fourteen (14) years' experience in at least one of these areas and be recognized in the industry as an innovative solution provider. Generalized experience should include information system requirements analysis, system design, implementation, and testing, with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

**Education:** Master's degree in a related field. A Bachelor's degree in a related field or an appropriate professional certification and two additional years' experience may be substituted for a Master's degree.

**Allowable Substitutions of Education and Experience**

When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made, as shown in the tables below. The minimum education and experience will be met when the educational equivalencies in the Tables below are considered. Additional educational achievements in excess of requirements can be substituted for experience requirements:

Education Substitutions for Experience		
Required Education	Actual Education Obtained	Additional Years of Experience Credited
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS/MBA	2
HS/GED	BA/BS	4

Experience Substitutions for Education		
Actual Education	Required Education Obtained	Additional Years of Experience required
None	HS/GED	2
HS/GED	Technical Institute/Military Training	2
HS/GED	BA/BS	4
HS/GED	MA/MS/MBA	6
HS/GED	Ph.D.	No Equivalency
BA/BS	MA/MS/MBA	2



BA/BS	Ph.D.	6
MA/MS/MBA	Ph.D.	4

Incumbency in a position, when the position is transferred from a legacy contractor shall be considered to meet all the requirements of a position regardless of any other education or experience requirements for a labor category.



**BLANKET PURCHASE AGREEMENT (BPA)**

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreement (BPA) as “...a simplified method of filling anticipated repetitive needs for supplies or services by establishing ‘charge accounts’ with qualified sources of supply.” The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contracts.”

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature.

See the Suggested Format, contained below in this Schedule Pricelist, for customers to consider when using this purchasing tool.



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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) 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;



**CONTRACTOR TEAMING ARRANGEMENTS**

**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.