

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: [GSAAAdvantage.gov](http://GSAAAdvantage.gov).

**Schedule 70 General Purpose Commercial Information Technology Equipment,  
Software and Services**

**FSC Group: 70**

**FSC Class/Product Code: 7010**

**SIN 132 51 Information Technology Professional Services**



**InuTeq, LLC  
7000 Muirkirk Meadows Dr  
Suite 100  
Beltsville, MD 20705  
Phone: (301) 837-5500  
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[www.inuteqllc.com](http://www.inuteqllc.com)  
Contract Number: GS-35F-063CA**

For more information on ordering from  
Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Effective: November 05, 2014**

**Business Size: 8(a) certified Small Business**

## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**

SIN 132-51 Information Technology Professional Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

Not Applicable.

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Please see page 5**

- 2. Maximum order.**  
SIN 132-51 \$500,000

- 3. Minimum order.**  
\$100.00

- 4. Geographic coverage (delivery area).**  
Domestic only.

- 5. Point(s) of production (city, county, and State or foreign country).**

**InuTeq, LLC  
7000 Muirkirk Meadows Dr  
Suite 100  
Beltsville, MD 20705  
Phone: (301) 837-5500**

- 6. Discount from list prices or statement of net price.**

All prices herein are net government prices (discounts already deducted).

**7. Quantity discounts.** None

**8. Prompt payment terms.**

0% net 30 days

**9a. Government purchase cards are accepted at or below the micro-purchase threshold.**

**9b. Government purchase cards are accepted above the micro-purchase threshold.**

**10. Foreign items (list items by country of origin).**

Not Applicable.

**11a. Time of delivery.**

As specified on task orders.

**11b. Expedited Delivery.**

Contact InuTeq, LLC. for expedited delivery

**11c. Overnight and 2-day delivery.**

Contact InuTeq, LLC. for overnight and 2-day delivery.

**11d. Urgent Requirements.**

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 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. Ordering Agency can contact Contractor to effect a faster delivery.

**12. F.O.B. point.**

Destination.

**13a. Ordering address(es).**

**InuTeq, LLC  
7000 Muirkirk Meadows Dr  
Suite 100  
Beltsville, MD 20705  
Phone: (301) 837-5500**

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).

- 14. Payment address.**  
InuTeq, LLC  
7000 Muirkirk Meadows Dr  
Suite 100  
Beltsville, MD 20705  
Phone: (301) 837-5500  
Fax: (301) 837-1874
- 15. Warranty provision.**  
Not Applicable
- 16. Export packing charges, if applicable.**  
Not Applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**  
Contact InuTeq, LLC .
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).**  
Not Applicable.
- 19. Terms and conditions of installation (if applicable).**  
Not Applicable.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**  
Not Applicable.
- 20a. Terms and conditions for any other services (if applicable)**  
Not applicable.
- 21. List of distribution points (if applicable).**  
Not applicable.
- 22. List of participating dealers (if applicable)**  
Not Applicable.
- 23. Preventive maintenance (if applicable).**  
Not Applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**  
Not Applicable.
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be**

**found (e.g. contractor's website or other location.) The EIT standards can be found at:**  
**[www.Section508.gov/](http://www.Section508.gov/)**

Not Applicable.

**25. Data Universal Number System (DUNS) number.**

829522403

**26. Notification regarding registration in Central Contractor Registration (CCR) database.**

InuTeq, LLC. has registered with the Central Contractor Registration database. The CAGE code is 5NTT4. .

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

**\*\*\*\*NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

**1. SCOPE**

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

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

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

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

#### **6. INSPECTION OF SERVICES**

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

#### **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

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

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

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

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

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

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

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

### **Labor Category Descriptions**

#### **Assistant Technical Director**

**Minimum Years of Experience:** Must have 10-12 years of experience.

**Functional Responsibility:** Assists in the management of a directorate or is at an entry level in management of a directorate under the close supervision of the Technical or Executive Director. Manages one or more programs. May supervise professional and technical personnel performing in their regular disciplines. May participate in the development and execution of budgets, sales and marketing plans and other strategic tools. Participates in directorate efforts toward achieving established objectives. May serve as the primary or assistant technical and management interface for the company, customer, and senior staff. Provide management services including general administrative oversight, time accounting, financial tracking, cost projection, inventory management, personnel evaluation and support. Responsible for the preparation of and accountability for all contract deliverables. Provide administrative support to tech Quality Assurance Unit and Health and Safety organizations to insure all related contract objectives are achieved. Responsible for assisting in the technical leadership and direction to a multidisciplinary staff. Develop and operate a variety of technical systems related to the specific job function. Specify systems requirements and insure that completed systems meet requirements. Support data acquisition process control. Prepare and approve Standard Operating Procedures, Protocols and other technical documentation. Able to supervise, manage, support and evaluate personnel.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Configuration Management Specialist, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Designs and establishes management documentation. Authorizes the release of drawings, and software configuration changes specified by management and other functional groups. Provides advice and guidance on methods, procedures, and requirements to individuals responsible for the creation of documentation. Plans and implements methods to improve response. Participates in special studies. May provide work leadership for lower level employees. Under the guidance of a senior level analyst, performs data management tasks as required by contract.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Data Administration, Specialist**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Requires intermediate knowledge of data administration (DA), with an understanding of its role in enterprise information resource management and experience in its principal sub-disciplines (data modeling and standardization, analysis and mapping of system data, metadata parsing and definition). Executes essential

tasks in support of data administration policies, using established procedures (e.g. DoD 8320 series guidance), tools (CASE, IRDS-compliant data dictionaries), and methodologies (IDEF1X, data life cycle management). Level II DA specialists are able to plan and complete specific DA tasks (e.g., legacy system mapping & matching, development and submission of data standardization proposal packages) with minimal supervision.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Database Analyst, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Defines and administers database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a data base environment. Advises applications development staff and users on data-based solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of data bases. Ensures economic and efficient availability of data within adequate safeguards. Designs, implements, and maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design. Develops and maintains expertise in use of automated tools for database design and implementation.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Database Analyst, Principal**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Defines and oversees database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a data base environment. Advises applications development staff and users on data-based solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of data bases. Ensures economic and efficient availability of data within adequate safeguards. Designs and implements databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Develops and maintains expertise in use of automated tools for database design and implementation. Develops, maintains and documents JCL, shell scripts and batch processes. Participates as a leader and as a team member, and works to maintain a positive environment.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **GIS Analyst, Associate**

**Minimum Years of Experience:** Must have 0-3 years of experience in imagery-based cartography, photo interpretation and/or photogrammetry.

**Functional Responsibility:** Works as entry level geospatial analyst to ensure geospatial products are in compliance with applicable specifications. Products include, but are not limited to, elevation data, image raster data, map raster data, hardcopy maps/charts and vector data. Activities also include creation and maintenance of project data, imagery manipulation (including generation of stereo pairs), performing In- Process Quality Checks. Generate plots of vector data/contours for QC and display purposes.

**Minimum Years of Education:** Associate or Bachelor degree in Surveying, Engineering, or Geography or an equivalent combination of education

**Any certifications required:** None

### **GIS Analyst, Staff**

**Minimum Years of Experience:** Must have 3-5 years of experience in the application of GIS/GPS technology.

**Functional Responsibility:** Under general supervision, performs basic geographic information systems (GIS) analyses on natural resources data. Should have basic knowledge of global positioning systems (GPS). Plans, designs, develops, documents, and analyzes basic spatial and relational databases. Applies basic software to manage spatial and related tabular data. Builds routine databases by capturing map information with a coordinate digitizer. Produces computer map products depicting contents of databases. Writes basic software routines to facilitate analysis. Locates sources of GIS data from Government, state agencies, and private companies. Operates computer workstations, digitizers, printers, and plotters following directions. Ability to create basic user applications and interfaces using various programming languages. Analyzes image data using basic image processing software. Prepares technical research. Knowledge of geography, concepts of spatial analysis, computer programming, land management, map design, digital image processing, and coordinate geometry.

**Minimum Years of Education:** Associate or Bachelors degree in Surveying, Engineering, or Geography

**Any certifications required:** None

### **Graphics Artist**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Under minimum supervision, provides computer generated materials for publications, presentations and proposals company-wide. Develops graphic artwork in a variety of electronic media to support publication requirements. Typically uses computerized equipment such as Macintosh. Produces a variety of art work, including technical and commercial documentation support assignments, view graph and, Senior3mm slide presentations, pamphlets, brochures, and other forms of computer generated artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Performs conceptual and visualization work.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Help Desk Specialist, Associate**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Responsible for providing telephone support to end-user community on hardware, software and network related problems, questions, and use. Provides first level problem resolution on the telephone with users, walks the user through a series of steps to determine problem and classify level, priority and nature of problem. If not able to diagnose problem and/or problem requires physical interaction with end user dispatches field engineers from appropriate team. Opens, tracks and closes trouble tickets; ensures problem ownership and promotes end-user satisfaction; track activities of field engineers to who tickets were assigned. Must have a wide range of skills and knowledge in computer hardware and software as well as networking systems in use at customer sites. Requires experience in the set-up, configuration, use, and trouble shooting of computer. Trained and certified in automated help desk management systems.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Information Security Specialist, Associate**

**Minimum Years of Experience:** Must have 0-4 years of experience.

**Functional Responsibility:** Knowledge and experience with information network security equipment. Must have a thorough understanding of information network threats such as computer viruses. In addition, must be able to operate vulnerability assessment equipment in support of penetration analyses.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Information Security Specialist, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Capable of independent assessment of information security posture of an organization using applicable tools. Supervises lesser-experienced information security professionals. Prepares evaluation reports. Recommends remedial action.

**Minimum Years of Education:** Bachelors degree or equivalent

**Any certifications required:** None

#### **Network Administrator, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Designs, installs, maintain and coordinate the use of the network system. Evaluates hardware and software and peripheral equipment for simple networks. Manages network performance. Troubleshoots and resolves problems to ensure quality transmission service on the network. Maintains, creates/deletes user accounts, maintains and updates system security plans on most platforms. Administers network policies, procedures and standards. Enforces security procedures.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Network Engineer, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Helps to evaluate, design, document, install, implement, test, and perform problem isolation and resolution. Monitors, tunes, sets standards and maintain a range of computer network components and systems. Performs these functions

across a limited range of network facilities including some, but not all, physical media, protocol stacks, hubs, routers, bridges, gateways, digital servers, line drivers, telecommunications transport facilities, mainframe VTAM, NCP and related software and hardware, and network management components. Utilizes monitoring, performance analysis, network management, software and hardware equipment to troubleshoot and isolate problems, gauge network performance, and trace data and protocol activity.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Network Engineer, Principal**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Evaluates, designs, documents, installs, implements, tests, performs problem isolation and resolution, monitors, tunes, and sets standards. Maintains a complex range of computer network components and systems. Performs these functions across a wide range of network facilities to include: physical media, protocol stacks, hubs, routers, bridges, gateways, digital servers, line drivers, telecommunications transport facilities, mainframe VTAM, NCP (related software/hardware) and network management components. Provides client consulting and training on the interfacing and use of the network facilities. Plans and coordinates major computer network initiatives. Researches, evaluates, and recommends new computer network equipment and technologies. Utilizes monitoring, performance analysis, network management, software and hardware equipment to trouble shoot and isolate problems, gauge network performance, and trace data and protocol activity. Devises solutions to complex operational problems within the capacity and operational limitations of installed equipment. Develops and executes contingency plans for network software and hardware failures including isolated and major outages. Provides internal consulting, technical guidance, information and support to application developers, computer operations, workstation support, company management and departmental clients. Assists in internal training programs.

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

### **Network Planning, Senior Manager**

**Minimum Years of Experience:** Must have 15 years of experience.

**Functional Responsibility:** Manages the overall activities of the network operations. Responsible for the long-term planning for switch network, including circuit forecasts, traffic studies, budgets, and other network performance reports. Plans integration of new switches into network. Oversees ordering process to effectively and economically meet grade of service objectives. Plans new routing revisions to ensure that the network databases are consistent with network plans. Ensures that traffic planning software is developed and revised to accurately report traffic levels.

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

### **Program Control Analyst, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Assists in providing on-site project management/administrative support and coordination to a complex contract, project task(s) or business unit. Duties may include contract accounting and reporting, project schedule focus to management, tracking annual fiscal plans and monthly updates, payroll/personnel processing, maintenance and reporting, contract administration, purchasing, facility leasing and service administration. Maintains contract budgets, prepares contract billing, estimates materials, equipment, production costs and delivery schedules. Oversees personnel records, facility administration and purchases equipment and supplies.

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

#### **Program Control Analyst, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Provides on-site project management/administrative support and coordination to a complex contract, project, task(s) or business unit. Duties may include contract accounting and reporting, project schedule focus to management, tracking annual fiscal plans and monthly updates, payroll/personnel processing, maintenance and reporting, contract administration, purchasing, facility leasing and service administration. Maintains contract budgets, prepares contract-billing, estimates materials, equipment, production costs and delivery schedules. Oversees personnel records, facility administration and purchases equipment and supplies

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

#### **Program Control Analyst, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Provides senior level on-site project management/administrative support and coordination to a complex contract, project, task(s) or business unit. Duties may include contract accounting and reporting, project schedule focus to management, tracking annual fiscal plans and monthly updates, payroll/personnel processing, maintenance and reporting, contract administration, purchasing, facility leasing and service administration. Maintains contract budgets, prepares contract-billing, estimates materials, equipment, production costs and delivery schedules. Oversees personnel records, facility administration and purchases equipment and supplies.

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

#### **Program Director**

**Minimum Years of Experience:** Must have 16 or more years of experience.

**Functional Responsibility:** Responsible for the successful technical, schedule, and cost performance of a major program, or multiple programs, through subordinate program/project managers, in accordance with contract requirements and company policies, procedures and guidelines. Acquires follow-on business associated with areas of

responsibility and supports new business development by leading major proposals personally, or through subordinate program/project managers..

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

### **Program Manager**

**Minimum Years of Experience:** Must have 12-15 years of experience.

**Functional Responsibility:** Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base.

Program area typically represents more than three functional areas such as engineering, systems analysis, quality control and administration. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Project Manager**

**Minimum Years of Experience:** Must have 10-12 years of experience.

**Functional Responsibility:** Responsible for the performance of relatively small technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Project Manager, Deputy**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Directs a project team usually within a matrix organization, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. May on occasion interface with external customers as well as top management for the purpose of communicating status of project throughout life cycle.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Records Analyst, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote record centers. May oversee work of junior members of team. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (with an emphasis, preferably in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and five to seven years of related (records management program which includes records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Scientist, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Under close supervision, performs and reviews scientific studies in a specific technical area related to an engineering field of study. The incumbent formulates concepts, approaches, and technical content of proposals in areas of expertise. Independently composes and delivers, both verbally and in writing, reports of the highest professional quality.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Scientist, Principal**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Operates under consultative direction toward pre-determined long range goals, performing scientific duties to solve complex problems. Widely recognized for achievements, technical expertise, and meritorious standing within the profession. Frequently interacts with senior level professionals in other disciplines in promoting efficient solutions to multidisciplinary problems. The incumbent works in a dynamic team of scientists and technicians and must have outstanding written and oral communication skills. Independently composes and delivers, both verbally and in writing, reports of the highest professional quality. Develops and maintains individual knowledge by staying abreast of new, diversified scientific and technical techniques and advances.

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

#### **Scientist, Senior Principal**

**Minimum Years of Experience:** Must have 10-12 years of experience.

**Functional Responsibility:** Serves as a professional authority. Widely recognized for achievements, technical expertise, and meritorious standing within the profession. Frequently interacts with senior level professionals in other disciplines in promoting efficient solutions to multidisciplinary problems. The incumbent works in a dynamic team of scientists and technicians and must have outstanding written and oral

communication skills. Independently composes and delivers, both verbally and in writing, reports of the highest professional quality. Develops and maintains individual knowledge by staying abreast of new, diversified scientific and technical techniques and advances. Writes articles and presents papers for professional societies covering technical areas of expertise and research projects.

**Minimum Years of Education:** Bachelors or Masters degree

**Any certifications required:** None

#### **Security Engineer, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Monitors, evaluates, and maintains systems and procedures to protect the data systems and databases from unauthorized users. Identifies potential threats and responds to reported security violations. Determines causes of security breaches. Researches, recommends, and implements changes to procedures to protect data from future violations. Assist in educating users on security procedures.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Security Engineer, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Monitors, evaluates, and maintains systems and procedures to protect the data systems and databases from unauthorized users. Identifies potential threats and responds to reported security violations. Determines causes of security breaches. Researches, recommends, and implements changes to procedures to protect data from future violations. Assists in educating users on security procedures.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Software Developer, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Under close direction, perform maintenance on existing software products. Assist in coding, testing, and debugging new software or making enhancements to existing software. Write programs according to specifications from higher-level personnel. Suggest solutions for problems or software enhancements. May assist in the development of user manuals and work with technical staff to learn and understand problems with software. Attend on-going training sessions to achieve a higher level of technical skill.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Software Developer, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Under direction, develop, code, test, and debug new software or enhancements to existing software. Possess a good understanding of business applications. Work with technical staff to understand and resolve software problems, resolve customer complaints with software and respond to suggestions for software

modifications or enhancements. May be involved in the development of software user manuals and demonstrate software.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Software Developer, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Under minimal direction, perform as a technical expert in the design development, coding, testing, and debugging new software or complex enhancements to existing software. Work with technical staff to understand and to develop resolution of software problems. Resolve customer complaints with software and respond to suggestions for software modifications or enhancements. Participate in the development of software user manuals. Assist in the training of less experienced software development staff and may act as a team leader on less complex projects.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Software Developer, Principal**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Under minimal direction, performs as the technical expert with thorough understanding of the business application of an assigned project. Performs as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned software developers working on a specific project. Assists in the scheduling and coordinating of projects and may be involved in the design phase of a project. Works with customers and technical staff in the resolution of software problems and respond to suggestions for software modifications or enhancements. Participates in the development of software user manuals.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

### **Software QA Specialist, Principal**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Independently executes test scripts to ensure that quality software is provided for release to production. May also develop test scripts. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Creates and modifies test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Assists in developing the configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required. Releases completed projects into production. Writes trace-ability matrices and test reports.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

**Software QA Specialist, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience

**Functional Responsibility:** Independently executes test scripts to ensure that quality software is provided for release to production. May also write test scripts, under moderate supervision. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Under moderate supervision, creates and modifies test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Assists with configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required. Releases completed projects into production. May write trace-ability matrices and test reports. May perform minor program changes or develop software programs as required.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

**Subject Matter Expert, Principal**

**Minimum Years of Experience:** Must have 8-15 years of experience, depending upon the degree.

**Functional Responsibility:** Relevant experience includes, but is not limited to, experience in supporting large projects related to the individuals subject matter expertise. These senior personnel are experts in either functional domains (e.g., finance, personnel, acquisition, etc.) with many years of experience. They will have some experience as leaders and Project Managers. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. They produce and/or review substantive and/or complex documentation reflecting detailed knowledge of areas as identified in the statement of work.

**Minimum Years of Education:** BS/MA/PhD

**Any certifications required:** None

**Systems Administrator, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Maintains data files and control procedures for a system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

**Systems Administrator, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Maintain data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host

workstation, or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Systems Administrator, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information. Provides technical guidance to lesser experienced systems administrators.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Systems Administrator, Principal**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Maintain data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and works with management to define requests for information. Provides technical guidance to lesser-experienced systems administrators.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Systems Engineer, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Under direction, assists in the definition and programming of moderately complex software. Works effectively on several phases of systems/software programming/analysis with little direction, but may require some instruction and guidance for other aspects. Provides functional and empirical analysis related to the design, development, and implementation of hardware and software operating systems for the organization's products. May assist in the coding of benchmark testing, job accounting and other control modules developed internally by the company. May assist with moderately complex software applications, such as system generations, compilers, link editors, and assemblers.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Systems Engineer, Principal**

**Minimum Years of Experience:** Must have 7-9 years of experience.

**Functional Responsibility:** Provides expertise and direction in the development or modification of complex software programs to enhance an operating system. Provides

functional and empirical analysis related to the design, development, and implementation of hardware and software operating systems for the organization's products. Responsible for the instruction, assigning, and overseeing the performance of less experienced software systems engineers. Coordinates the activities of the software engineering department with other sections of the corporation's information systems operation. May train and supervise subordinate systems engineers.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Technical Writer, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations. Excellent written communication skills.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Telecommunications Analyst, Associate**

**Minimum Years of Experience:** Must have 0-2 years of experience.

**Functional Responsibility:** Helps to plan, evaluate, and/or coordinate the installation of local and/or remote data and voice communications equipment such as terminals, modems, video conferencing units, concentrators, minicomputers, central processing units, facsimiles, and pagers. Assists in the designs of networks or portions of networks that include selection of hardware and software packages. Assists in voice network reconfiguration and billing reconciliation's. Helps to ensure that all software including network control programs satisfy the communications needs covering both the hardware and software installed. Develops or assists in the development of standards for carrier service and equipment. Prepares or ensures that appropriate network documentation exists, including operational instructions. Provides regulatory monitoring and voice network analysis regarding short and long range planning for in-house systems.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Telecommunications Analyst, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Plans, evaluates, and/or coordinates the installation of local and/or remote data and voice communications equipment such as terminals, modems, video conferencing units, concentrators, minicomputers, central processing units, facsimiles, and pagers. Designs entire networks or portions of networks that include selection of hardware and software packages. Oversees voice network reconfiguration and billing reconciliation's. Ensures that all software including network control programs satisfy the communications needs covering both the hardware and software installed.

Develops or assists in the development of standards for carrier service and equipment. Prepares or ensures that appropriate network documentation exists, including operational instructions. Provides regulatory monitoring and voice network analysis regarding short and long range planning for in-house systems.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Telecommunications Analyst, Senior**

**Minimum Years of Experience:** Must have 5-7 years of experience.

**Functional Responsibility:** Plans, evaluates, and/or coordinates the installation of local and/or remote data and voice communications equipment such as terminals, modems, video conferencing units, concentrators, minicomputers, central processing units, facsimiles, and pagers. Designs entire networks or portions of networks that include selection of hardware and software packages. Oversees voice network reconfiguration and billing reconciliation's. Ensures that all software including network control programs satisfy the communications needs covering both the hardware and software installed. Develops or assists in the development of standards for carrier service and equipment. Prepares or ensures that appropriate network documentation exists, including operational instructions. Provides regulatory monitoring and voice network analysis regarding short and long range planning for in-house systems.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

#### **Web Developer, Staff**

**Minimum Years of Experience:** Must have 2-4 years of experience.

**Functional Responsibility:** Develops custom programs for web sites, which will attract and are appealing to users. Possesses a thorough knowledge of programming and server software operations. Creates Web front end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business applications accessible.

**Minimum Years of Education:** Bachelors degree

**Any certifications required:** None

## Proposed GSA Price List

### Rates Applicable for Government Site Only

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	PRICE OFFERED TO GSA (including IFF)
132-51	Assistant Technical Director	\$116.70
132-51	Configuration Management Specialist, Senior	\$80.43
132-51	Data Administration, Specialist	\$82.39
132-51	Database Analyst, Senior	\$99.90
132-51	Database Analyst, Principal	\$121.94
132-51	GIS Analyst, Associate	\$65.40
132-51	GIS Analyst, Staff	\$87.60
132-51	Graphics Artist	\$63.27
132-51	Help Desk Specialist, Associate	\$57.10
132-51	Information Security Specialist, Associate	\$66.71
132-51	Information Security Specialist, Senior	\$96.63
132-51	Network Administrator, Staff	\$74.11
132-51	Network Engineer, Associate	\$68.38
132-51	Network Engineer, Principal	\$109.81
132-51	Network Planning, Senior Manager	\$118.73
132-51	Program Control Analyst, Associate	\$69.64
132-51	Program Control Analyst, Staff	\$76.67
132-51	Program Control Analyst, Senior	\$84.43
132-51	Program Director	\$176.48
132-51	Program Manager	\$121.48
132-51	Project Manager	\$113.25
132-51	Project Manager, Deputy	\$91.64
132-51	Records Analyst, Senior	\$68.55
132-51	Scientist, Associate	\$45.14
132-51	Scientist, Principal	\$70.60
132-51	Scientist, Senior Principal	\$83.46
132-51	Security Engineer, Associate	\$66.71
132-51	Security Engineer, Staff	\$84.12
132-51	Software Developer, Associate	\$61.28
132-51	Software Developer, Staff	\$73.28
132-51	Software Developer, Senior	\$89.91
132-51	Software Developer, Principal	\$97.61
132-51	Software QA Specialist, Staff	\$79.92
132-51	Software QA Specialist, Principal	\$93.95
132-51	Subject Matter Expert, Principal	\$124.62
132-51	Systems Administrator, Associate	\$66.51
132-51	Systems Administrator, Staff	\$72.35
132-51	Systems Administrator, Senior	\$91.92
132-51	Systems Administrator, Principal	\$115.88
132-51	Systems Engineer, Staff	\$89.78
132-51	Systems Engineer, Principal	\$120.79
132-51	Technical Writer, Associate	\$68.04
132-51	Telecommunications Analyst,	\$63.74

	Associate	
132-51	Telecommunications Analyst, Staff	\$87.83
132-51	Telecommunications Analyst, Senior	\$114.56

## **subSIN descriptions**

### **D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE**

#### **• Facility Management**

InuTeq, LLC. provides an IT support team that is not only technically savvy with an in-depth knowledge of hardware peripheral components relative to the installation of computers, telecommunications devices, and audio/video equipment. Our experienced team realizes the critical need to fully comprehend our clients facilities infrastructure and has extensive experience coordinating, configuring and installing equipment per specification and in accordance with guiding Standard Operating Procedures.

### **D302 IT AND TELECOM- SYSTEMS DEVELOPMENT**

#### **• Systems Development Services**

InuTeq, LLC's team of software developers and network engineers has extensive experience evaluating IT Environments and building integral and complex systems that are fully aligned with our customer's requirements. With an extensive experience in the IT field, we provide a thorough comprehensive understanding of business application rules and processes. Our staff is fluent in several application development languages and has experience in building multi-tier applications.

### **D306 IT AND TELECOM- SYSTEMS ANALYSIS**

#### **• Systems Analysis Services**

InuTeq, LLC. can help companies maximize the strength of their IT staff to provide more focus on high-value and strategic IT initiatives. Commoditized IT support functions can be fulfilled in many ways, but preserving the focus of internal resources on strategic initiatives is key.

### **D308 IT AND TELECOM- PROGRAMMING**

#### **• Programming Services**

The InuTeq, LLC team of highly analytical problem solvers has extensive experience designing, developing, debugging, and testing document software. We have both the in-depth and technical experience needed to ensure provide our customers with the optimum level of programming services for a broad range of customer needs.