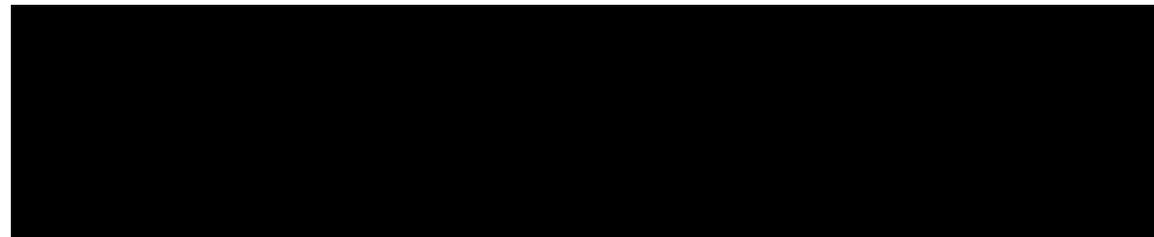


GENERAL SERVICES ADMINISTRATION INFORMATION TECHNOLOGY SCHEDULE



Contract Number: GS-35F-0641N
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Authorized Federal Supply Service

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

Special Item Number [SIN] 132-51

Information Technology (IT) Professional Services

FPDS Code	Description
D302	IT Systems Development Services
D306	IT Systems Analysis Services
D308	Programming Services
D310	IT Backup and Security Services
D311	IT Data Conversion Services
D316	IT Network Management Services
D399	Other Information Technology Services, Not Elsewhere Classified

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

Note 2: Offeror and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.



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Document History

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1	06-04-2004	EPA Adjustment for 2004/5 Period
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Renewal	06-10-08	EPA Adjustment for 2008 Period
Renewal	06-10-08	Renewal Until May 27, 2013

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SPECIAL NOTICE TO AGENCIES

Small Business Participation

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

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

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

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

Chapter 1

Ordering Information

1.1 Geographic Scope of Contract

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

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

Vandelay Technologies is requested to check one of the following boxes:

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

1.2 Ordering Address and Payment Information

Ordering Address	Payment Address
Vandelay Technologies, LLC 15020 Rolling Hills Drive Glenwood, MD 21738 (301) 762-2540 (v) (614) 455-6987 (f)	Vandelay Technologies, LLC 15020 Rolling Hills Drive Glenwood, MD 21738 (301) 762-2540 (v) (614) 455-6987 (f)

Vandelay Technologies accepts Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: (301) 762-2540.

1.3 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.

1.4 Statistical Data for Government Ordering Office Completion of Standard Form 279

- Block 9G: Order/Modification under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: 038-09-0572
- Block 30: Type of Contractor: B- Other Small Business
- Block 31: Woman-Owned Small Business: No
- Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2185080
- A. CAGE Code: 1U4L2
- B. Contractor has registered with the Central Contractor Registration Database.

1.5 FOB Declaration for CONUS Sites Only

Vandelay Technologies is offering SIN 132-51 IT Professional Services and doesn't anticipate offering IT Equipment or Software.

1.6 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: 132-51
 Delivery Time (Days ARO): Determined in the Task Order SOW
- B. 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.

1.7 Discounts

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

Discount Type	Discount Amount
Prompt Payment	None
Quantity	None
Dollar Volume	None
Government Educational Institutions	None
Other	All discounts are embedded in the rates offered under contract

1.8 Trade Agreements Act of 1979, as amended

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

1.9 Statement Concerning Availability of Export Packing

N/A

1.10 Small Requirements

The minimum dollar value of orders to be issued is \$100.

1.11 Maximum Order

All dollar amounts are exclusive of any discount for prompt payment.

- A. The Maximum Order value for the Special Item Number 132-51 - Information Technology (IT) Professional Services is \$500,000
- B. No other Special Item Numbers (SINs) are offered under this contract.

1.12. Ordering Procedures for Federal Supply Schedule Contracts

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

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

1.13 Federal Information Technology/Telecommunications 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 or not 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.

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, both at the above address, or telephone number (703) 487-4650.

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, Gaithersburg, MD 20899, telephone number (301)975-2833.

1.14. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2001)

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

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

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, Vandelay may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, Vandelay may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** Vandelay may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, Vandelay's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** Vandelay may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

1.15 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 FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

1.16 GSA Advantage!

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

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

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

1.17 Purchase of Open Market Items

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

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

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

1.18 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.; and
 - (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.

1.19 Overseas Activities

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

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Upon request of the Contractor, the 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.

1.20 Blanket Purchase Agreements (BPAs)

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

1.21 Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

1.22 Installation, Deinstallation, Reinstallation

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

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

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1.23 Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at Vandelay Technologies' web site.

Vandelay Technologies is offering IT Professional Services only. If any Section 508 compliance issues are relative to Vandelay Technologies project activities, then this information will be addressed and found at www.vandelaytech.com

The EIT standard can be found at: <http://www.section508.gov>.

1.24 Prime Contractor Ordering From Federal Supply Schedules

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

- A. A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

B. The following statement:

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

1.26 Software Interoperability

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

1.27 Advance Payments

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

Chapter 2

Terms and Conditions Applicable For Information Technology (IT) Professional Services

Special Item Number 132-51

2.1 Scope

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

2.2 Performance Incentives

- A. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- B. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- C. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- D. The above procedures do not apply to Time and Material or labor hour orders.

2.3 Ordering Procedures for Services (Requiring a Statement of Work)

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

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

- A. When ordering services, ordering offices shall:

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

- (a) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (b) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (c) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
 - (d) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.
 - (2) Transmit the Request to Contractors:
 - (a) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
 - (b) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.
 - (3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- B. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall:
- (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (a) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (b) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
 - (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- C. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- D. When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

2.4 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 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.

2.5 Performance of Services

- A. Vandelay Technologies shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- B. Vandelay Technologies agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- C. The Agency 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 Vandelay Technologies 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.

Vandelay Technologies highlights this requirement in Appendix C.

2.6 Stop-Work Order (FAR 52.242-15) (August 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.

2.7 Inspection of Services

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

2.8 Responsibilities of Vandelay Technologies

Vandelay Technologies 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 Rights in Data – General, may apply.

2.9 Responsibilities of the Government

Subject to security regulations, the ordering office shall permit Vandelay Technologies access to all facilities necessary to perform the requisite IT/EC Services.

2.10 Independent Contractor

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

2.11 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 Government contract, without some restriction on 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 Government, ordering offices 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.

2.12 Invoices

Vandelay Technologies, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office 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.

2.13 Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract

2.14 Resumes

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

2.15 Incidental Support Costs

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

2.16 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.

2.17 Description of IT Services and Pricing

- A. Vandelay Technologies provides Professional Services per hour, per task and per day under the terms and conditions of SIN 132-51. Vandelay Technologies' general pricing matrix and rate definitions are found in Appendix A.
- B. A description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service is provided in Appendix B.

Chapter 3

USA Commitment To Promote Small Business Participation Procurement Programs

PREAMBLE

Vandelay Technologies, LLC provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- ▶ To actively seek and partner with small businesses.
- ▶ To identify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- ▶ To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- ▶ To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- ▶ To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- ▶ To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses which whom to partner.
- ▶ To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities, please contact Steve Stein, CEO and/or Lenny Ilkovich, President at

Vandelay Technologies, LLC
15020 Rolling Hills Drive
Glenwood, MD 21738
(301) 762-2540 (v)
(614) 455-6987 (f)
<http://www.vandelaytech.com>

Chapter 4

Suggested Blanket Purchase Agreement (BPA) Format

**Best Value
Blanket Purchase Agreement
Federal Supply Schedule**

Vandelay Technologies, LLC
15020 Rolling Hills Drive
Glenwood, MD 21738

In the spirit of the Federal Acquisition Streamlining Act (**Agency**) and **Vandelay Technologies, LLC** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract **GS-35F-0641N**.

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 Government that works better and costs less.

Signatures:

Agency Date Vandelay Technologies, LLC Date

BPA Number _____

**Vandelay Technologies, LLC
Blanket Purchase Agreement**

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-0641N, Blanket Purchase Agreements, Vandelay Technologies agrees to the following Terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY with the Ordering Agency:

- 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

- Delivery:

Destination	Delivery Schedules/Dates

- The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- This BPA does not obligate any funds.
- This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- The following office(s) is hereby authorized to place orders under this BPA:

Office	Point of Contact

- Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper
- 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:
 - Name of Contractor;
 - Contract Number;
 - BPA Number;
 - Model Number of Stock Number (NSN);
 - Purchase Order Number;
 - Date of Purchase;

- G. Quantity, Unit Price, and Extension of Each Item
 - (Unit prices and Extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - H. Date of Shipment.
- 9. The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- 10. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and Vandelay Technologies' invoice, the provisions of this BPA will take precedence.

Chapter 5

Basic Guidelines for Using “Contractor Team Arrangements”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to Terms and Conditions 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.

Appendix A

Professional Services Pricing Structure

A. Overview

General Professional Services are provided based on the utilization and type of individual required for a given task. General Professional Services are offered consistent to the terms and conditions set forth in the specific Special Items Numbers identified within this Schedule Contract. The following definitions help determine the rate and type of skill set required.

A.1 General Professional Services Assumptions

These individuals are assigned to a given project based on a given purchase order. The levels of effort determine the rate structure offered by Vandelay Technologies to the agency. The three levels of efforts are:

- **Ad-Hoc/On-Demand (Low Utilization - Daily):** A quick response and a very limited period of time on assignment.
- **Moderate Demand Services (Moderate Utilization - Monthly):** The project requirements estimate a minimal to moderate level of effort. The utilization rate is estimated to be under 50% for the year.
- **Constant usage for a specific period of time (High Utilization - Yearly):** The project requirements estimate a moderate to high level of effort. The utilization rate is estimated to be over 50%.

Utilization	Code	Definition
Low	LU	Applies to an individual whose billable hours will be less than 450 hours per year.
Moderate	MU	Applies to an individual whose billable hours will be between 450 and 1,000 hours per year.
High	HU	Applies to an individual whose billable hours will be greater than 1,000 hours per year.

For each project activity, the rate value placed on a professional is a function of

- The type of professional [Web Master, Senior System Engineer, etc],
- The experience of the individual [from 25 years to less than a year], and
- The level of utilization of the individual.

A.1.1 Engineering Services on a Per Task Basis

This work is performed by individuals qualified to perform the tasks but who are not identified by a specific skill set [*Software Engineer*]. A typical task would be the installation of a new Web site, the development of device drivers, or installation of complex COTS software on an enterprise configuration.

A.1.2 Skill Titles and Position Descriptions

Within Appendix B, the following items are presented: Professional Service Position Descriptions and Task Activities.

A.1.3 Professional Services Project Makeup

For a given project, Vandelay Technologies will respond to an agency RFQ. From the Statement of Work [SOW], Vandelay Technologies will determine the makeup and skill levels of the proposed technical staff. Upon the agency acceptance of VT's quote, Vandelay Technologies will assemble the project team from its available staff, new and identified hires, or approved Contractor Team Members. The skill sets required for a given activity are subject to agreement by both the agency and Vandelay Technologies. Since skill levels and individual job experience vary, Vandelay Technologies has designed a flexible rate structure to accommodate these variances.

A.1.4 Business Hours

Vandelay Technologies will provide support outside its normal working hours, as required.

- Regular hours can be defined to be consistent with the agency's standard business hour. Vandelay Technologies' normal hours are between 8:30 AM and 5:00 PM EST.
- The After Hours rate is a multiple (1.5) of the regular hourly rate.
- The Sunday & Holiday rate is a multiple (2.0) of the regular hourly rate.

A.1.5 Other Direct Charges

Travel Reimbursements and Other Direct Charges for Professional Services are discussed in Appendix C.

A.1.6 Professional Services Rate Increases

The Professional Services rates are adjusted annually, are approved by GSA and effective at the beginning of each federal fiscal Year [Oct 1]. Vandelay Technologies will republish its GSA schedule catalog within fifteen business days of its rate increase approval. The **Economic Adjustment** is based on Vandelay Technologies' commercially published Professional Service Pricelist and the Government's released CPI data.

A.1.7 Industrial Funding Fee

All rates shown are burdened and include the **Industrial Funding Fee** [IFF].

A.2 Skill Level Descriptions

Vandelay Technologies has structured the labor tables to reflect various levels of experiences and accomplishments of the individual. This includes the development of grades and step levels for its professional staff. To assist the agency in determining the type of individual suitable for a potential task, the following legend is provided. Since there are constant variations from the description of a skill to the actual individual's circumstances, this legend and subsequent charts should serve mainly as a guide in determining the type and rate of an individual. Vandelay Technologies would expect to respond to a direct inquiry or agency RFQ to determine precisely the structure of the project team, its members, and the degree of an individual's involvement in the project.

A.2.1 Skill Matrix Chart

The Skill Matrix Chart defines the general skill levels by years of experience. The Professional Service Rate table is interlinked back to the skill matrix by the letter code shown below. Currently, not all levels are approved under this schedule contract.

SKILL MATRIX CHART

Level	Description	Utilization		
		Low [LU]	Moderate [MU]	High [HU]
Professional and Management Services				
D	The individual has senior-level experience within multiple disciplines. More than 12 years of progressive technical and managerial experience in the selection and introduction of large and complex information technology systems applied across multiple information technology platforms and the integration of diverse architectures.	\$267.00	\$240.30	\$200.25
E	The individual has experience within multiple disciplines. Up to 12 years of progressive technical and managerial experience in the introduction and deployment of complex IT architectures, applications, and infrastructures.	\$182.95	\$152.46	\$121.97
F	This individual generally has deep understanding of architecture, process, and management within their given areas of specialization combined with a solid experience across a range of IT-related initiatives. The individual has up to 12 years across a broad spectrum of systems, applications, user communities, and requirements.	\$169.03	\$140.87	\$112.70
H	Generally regarded as an expert within their particular discipline or technology. This level of personnel generally has up to 10 years of professional experience within a particular field of expertise.	\$155.12	\$129.27	\$103.41
I	Superior knowledge of the labor category field combined with a robust appreciation of a variety of IT environments and processes plus a demonstrated ability to work independently on complex assignments. This level of personnel generally has up to 10 years of professional experience in the field of expertise.	\$140.20	\$116.83	\$93.47
Analytical and Technical Services				
J	Specific knowledge of the labor category field, broad knowledge of related technologies and techniques, and a demonstrated ability to independently work on complex assignments. This level of personnel generally has up to 8 years of professional experience in the field of expertise.	\$117.33	\$97.78	\$78.22
K	Significant knowledge of the labor category field and the ability to work independently on typical assignments. This level of personnel generally has at least 6 years of professional experience in the field of expertise.	\$97.45	\$81.20	\$64.97
M	General technical knowledge of the labor category field and the ability to work with supervision. Technical personnel generally have up to 2 years of professional experience in the field of expertise.	\$74.57	\$62.16	\$49.72
N	General technical knowledge of the labor category field and the ability to work with supervision. Personnel generally have more than 1 year of professional experience in the field of expertise.	\$66.63	\$55.52	\$44.42

A.2.2 Professional Service Rates

The Professional Service Rate Table is provided in this section. This table serves as a cross reference to the above Skill Matrix Chart and displays skill sets by general discipline such as Engineering Support Services, System and Network Administration and Web Support Services. The experience, education and description of duties for these job positions are provided in Appendix B. The skill matrix and job position descriptions should be used as a guide to determining the personnel makeup of the project staff. Upon request, resumes will be provided either during the quotation period or prior to the actual assignment of project team to the specific GSA purchase/task order. There exist additional task price tables for consulting services in Appendix B.

The hourly labor rates shows within this catalog are based on an individual performing their duties at a Vandelay Technologies site. If members of the project team are assigned on location at a government facility, then, for the high utilization labor rate only, the published rate is adjusted to 99% of the Vandelay-site labor rate.

Professional Services Rate Table – Contractor Site

Job Code	GSA Labor Category	Skill Level	Utilization Rates		
			Low	Moderate	High
Engineering Support					
ES-01	Lead System Engineer	E	\$182.95	\$152.46	\$121.97
ES-02	Senior System Engineer	F	\$169.03	\$140.87	\$112.70
ES-03	System Engineer	J	\$117.33	\$97.78	\$78.22
Network Security Assurance					
SA-03	Security Analyst	H	\$155.12	\$129.27	\$103.41
Program/Project Management					
PM-04	Project Manager	I	\$140.20	\$116.83	\$93.47
System and Network Administration					
SN-03	System Administrator	J	\$117.33	\$97.78	\$78.22
Software Design and Development					
SD-01	Senior Applications Developer	H	\$155.12	\$129.27	\$103.41
SD-02	Applications Developer	I	\$140.20	\$116.83	\$93.47
SD-03	Senior Database Developer	F	\$169.03	\$140.87	\$112.70
SD-04	Database Developer	H	\$155.12	\$129.27	\$103.41
SD-05	Database Analyst	K	\$97.45	\$81.20	\$64.97
SD-07	Lead Software Engineer	F	\$169.03	\$140.87	\$112.70
SD-08	Senior Software Engineer	I	\$140.20	\$116.83	\$93.47
SD-09	Software Engineer	J	\$117.33	\$97.78	\$78.22
SD-12	Senior Database Administrator	E	\$182.95	\$152.46	\$121.97
SD-13	Database Administrator	F	\$169.03	\$140.87	\$112.70
Web Support Services					
WS-02	Lead Web Developer	H	\$155.12	\$129.27	\$103.41
WS-05	Associate Web Developer	M	\$74.57	\$62.16	\$49.72
WS-12	Assistant Web Administrator	N	\$66.63	\$55.52	\$44.42
WS-13	Lead Internet Applications Developer	H	\$155.12	\$129.27	\$103.41
WS-15	Internet Applications Developer	J	\$117.33	\$97.78	\$78.22
WS-17	Graphics Designer	K	\$97.45	\$81.20	\$64.97
WS-18	Graphics Specialist	N	\$66.63	\$55.52	\$44.42
WS-19	Web Master	D	\$239.70	\$199.75	\$159.80
WS-21	Web Analyst	H	\$155.12	\$129.27	\$103.41

Professional Services Rate Table – Government Site

			Utilization Rates		
Job Code	GSA Labor Category	Skill Level	Low	Moderate	High
Engineering Support					
ES-01	Lead System Engineer	E	\$182.95	\$152.46	\$120.75
ES-02	Senior System Engineer	F	\$169.03	\$140.87	\$111.57
ES-03	System Engineer	J	\$117.33	\$97.78	\$77.44
Network Security Assurance					
SA-03	Security Analyst	H	\$155.12	\$129.27	\$102.38
Program/Project Management					
PM-03	Project Manager	I	\$140.20	\$116.83	\$92.54
System and Network Administration					
SN-03	System Administrator	J	\$117.33	\$97.78	\$77.44
Software Design and Development					
SD-01	Senior Applications Developer	H	\$155.12	\$129.27	\$102.38
SD-02	Applications Developer	I	\$140.20	\$116.83	\$92.54
SD-03	Senior Database Developer	F	\$169.03	\$140.87	\$111.57
SD-04	Database Developer	H	\$155.12	\$129.27	\$102.38
SD-05	Database Analyst	K	\$97.45	\$81.20	\$64.32
SD-07	Lead Software Engineer	F	\$169.03	\$140.87	\$111.57
SD-08	Senior Software Engineer	I	\$140.20	\$116.83	\$92.54
SD-09	Software Engineer	J	\$117.33	\$97.78	\$77.44
SD-12	Senior Database Administrator	E	\$182.95	\$152.46	\$120.75
SD-13	Database Administrator	F	\$169.03	\$140.87	\$111.57
Web Support Services					
WS-02	Lead Web Developer	H	\$155.12	\$129.27	\$102.38
WS-05	Associate Web Developer	M	\$74.57	\$62.16	\$49.22
WS-12	Assistant Web Administrator	N	\$66.63	\$55.52	\$43.98
WS-13	Lead Internet Applications Developer	H	\$155.12	\$129.27	\$102.38
WS-15	Internet Applications Developer	J	\$117.33	\$97.78	\$77.44
WS-17	Graphics Designer	K	\$97.45	\$81.20	\$64.32
WS-18	Graphics Specialist	N	\$66.63	\$55.52	\$43.98
WS-19	Web Master	D	\$239.70	\$199.75	\$158.20
WS-21	Web Analyst	H	\$155.12	\$129.27	\$102.38

Appendix B

IT Professional Services [SIN 132-51]

B.1 Information Technology Fields of Interest

As a national consulting firm, Vandelay Technologies has professional expertise in the following areas:

Functional Areas of Pursuit	
Client/Server	
Systems Integration	Windows NT/Server Administration
Cross-Platform Migration	Solaris, HP-UX and other Unix Administration
RDBMS (Oracle, Sybase, SQL Server)	Linux
Networks	Operating Systems Tuning
Application Development	
Java	Java Script
Borland JBuilder	Oracle Forms
C/C++	PHP
CGI	Visual Basic for Applications
Cold Fusion	Visual Basic
HTML	Visual Basic Script
ASP	Visual C++
Web/Internet/Intranet	
Site Design	Oracle Web Server
Content Determination and Creation	Two-tier & three-tier application porting
Site Management & Maintenance	Microsoft Internet Information Server
Image Processing	Microsoft Active Server Pages
Graphic Design	Apache

Note: The technological fields of interest as shown above require a wide range of professional skill sets. With the constant advances in the information technology field, Vandelay Technologies will update this section as required. The specific salary grades will be determined by the market place and the demand for such talent.

B.1.1 Client/Server Solutions

Systems Integration

Vandelay Technologies has extensive experience in bringing together database, network, application and hardware technology in successful system integration projects.

Migration

Cross-platform migrations can be among the most challenging IT endeavors. Vandelay Technologies has Microsoft and UNIX certified consultants that have broad experience and expertise. Vandelay Technologies has successfully planned and executed migrations using different operating systems and a variety of databases and applications.

Relational Database Management Systems (RDBMS)

Vandelay Technologies first-hand experience in logical and physical data modeling assures a solution that will continue to serve the agency's own IT growth concerns. The agency can select the RDBMS and then Vandelay Technologies will unlock all of the special features of that system, or, Vandelay Technologies can create non-proprietary RDBMS solutions which will interface with any of the top RDBMS.

Networks

Properly managing the network can have a dramatic effect on database and application efficiency. Vandelay Technologies can optimize the agency's network configuration, detect and prevent bottlenecks, and avoid saturation and congestion problems.

Operating System Expertise

Server performance, stability and availability are critical elements in successful execution of an IT project. Each operating system has its own specific needs, and Vandelay Technologies certified system administrators specialize in the installation, tuning and maintenance of the most popular systems.

B.1.2 Application Development Solutions

Application Development Solutions include analysis, design, development, testing and implementation. Vandelay Technologies language and tool knowledge includes:

- C and C++
- GUI Development in Visual C++
- HTML/CGI/Java Interface Design
- Java
- Oracle Forms
- Visual Basic

B.1.3 Web/Internet/Intranet

General Information

The design and implementation of a successful Web site is a process that requires thorough knowledge and understanding from both technical and commercial perspectives. To many, the Web site will be the first impression of the agency.

Solution

Vandelay Technologies feels it is imperative that a client understands and feels comfortable with the different opportunities and phases involved in developing and maintaining a Web site. The first objective, when developing a client site, is to determine the Public Relationship or IT goals of the agency. Based upon the agency's needs, Vandelay Technologies marketing specialists will develop an outline, upon which will become the guidelines in the development of the Web site.

B.2 Services Offered

Vandelay Technologies offers a variety of services categorized by hourly work, daily work and project oriented task work.

B.2.1 Consulting Services by Hour

Vandelay Technologies skill positions are grouped together by skill category as shown in the table below:

	Skill Category	Accounting Code	Class of Employee
2	Engineering Support Services	ES	Exempt Positions
3	Network Security Assurances	SA	Exempt Positions
4	System and Network Administration	SN	Exempt Positions
5	Software Design and Development	SD	Exempt Positions
7	WEB Support Services	WS	Exempt Positions
8	Program/Project Management	PM	Exempt Positions

For each category, a listing by skill title with corresponding position descriptions follows.

Skill Categories			
2. Engineering Support Services		7. Web Support Services	
ES-01	Lead System Engineer	WS-02	Lead Web Developer
ES-02	Senior System Engineer	WS-05	Associate Web Developer
ES-03	System Engineer	WS-12	Assistant Web Administrator
		WS-13	Lead Internet Applications Developer
3. Network Security Assurances		WS-15	Internet Applications Developer
SA-03	Security Analyst	WS-17	Graphics Designer
		WS-18	Graphics Specialist
4. System and Network Administration		WS-18	Web Master
SN-03	System Administrator	WS-21	Web Analyst
5. Software Design and Development		8. Program/Project Management	
SD-01	Senior Applications Developer	PM-04	Project Manager
SD-02	Applications Developer		
SD-03	Senior Database Developer		
SD-04	Database Developer		
SD-05	Database Analyst		
SD-07	Lead Software Engineer		
SD-08	Senior Software Engineer		
SD-09	Software Engineer		
SD-12	Senior Database Administrator		
SD-13	Database Administrator		

B.2.1.1 Category 2: Engineering Support Services

Evaluates, designs, implements, operates, and maintains organizational and enterprise-wide IT infrastructures and processes.

Job Code	Skill Position	Status	Skill Level
ES-01	Lead System Engineer	Exempt	E
ES-02	Senior System Engineer	Exempt	F
ES-03	System Engineer	Exempt	J

ES-01 Lead System Engineer

Functional Responsibilities:

Applies extensive diversified knowledge and skills in a highly specialized technical field such as infrastructure or security assurance. Typical assignments involve applying highly specialized comprehensive advanced technical knowledge in formulating new concepts or methods in the technical specialty field. Expected to recommend solutions to difficult problems and propose changes as needed. Recommendations are derived from personal knowledge of the application and established principles and practices within the field of specialization. Regularly interacts with others both within and outside the organization. May serve as a primary interface with clients on technical problems and issues and have responsibility for reporting project status. Performs high end systems and project analysis as necessary to design, schedule, integrate, and deploy sophisticated automated systems consistent with specifications provided through project tasks. Provides leadership and supervision to senior technical personnel.

General Experience:

The incumbent shall demonstrate twelve (12) years experience, of which at least seven (7) years must be specialized. Specialized experience includes high-level system engineering and administration responsibility within complex multi-protocol and multi-server environments. General experience includes responsibility for server setup and configuration, LAN system administration, and workstation configuration. Possesses superior communication and presentation skills (oral and written).

Minimum Education:

Bachelor’s degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

ES-02 Senior System Engineer

Functional Responsibilities:

Typical assignments involve evaluating, selecting and applying highly specialized comprehensive technical techniques and knowledge in the field. Technical specialty practices, concepts and techniques are applied in one or more aspects of the specialty area to moderately complex assignments. Individual may devise new methods, approaches or procedures. Professional must work closely with clients on technical problems and issues. Interactions involve planning, coordinating, advising, giving information or obtaining facts. Contacts involve influencing, motivating or directing other people or groups. Contacts require the individual to be skillful in presenting information or obtaining cooperation. In addition, individual performs systems and project analysis as necessary to design, schedule, integrate, and deploy sophisticated automated systems consistent with specifications provided through project tasks. Typical duties shall involve the overall installation, configuration, and test of COTS equipment, systems, and applications. Responsibilities may include Internet and e-mail connectivity, server installation and optimization, routers, switches, clustering design, replication and backup, legacy systems integration, and systems schedules and procedures. Provide leadership and supervision to less senior technical personnel.

General Experience:

The incumbent shall demonstrate eight (8) years experience, of which at least four (4) years must be specialized. Specialized experience includes high-level system engineering and administration responsibility within complex multi-protocol and multi-server environments. General experience includes responsibility for server setup and configuration, LAN system administration, and workstation configuration. Possesses superior communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

ES-03 System Engineer

Functional Responsibilities:

Performs analysis as necessary to schedule, integrate, and deploy sophisticated automated systems consistent with specifications provided through project tasks. Typical duties shall involve the installation, configuration, and test of COTS equipment, systems, and applications. Responsibilities may include Internet and e-mail connectivity, server installation and optimization, clustering design, routers, switches, replication and backup, legacy systems integration, and systems schedules and procedures. May provide leadership and supervision to less senior technical personnel.

General Experience:

The incumbent shall demonstrate six (6) years experience, of which at least three (3) years must be specialized. Specialized experience includes high-level system engineering and administration responsibility within multi-protocol and multi-server environments. General experience includes responsibility for server setup and configuration, LAN system administration, and workstation configuration. Possesses good communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

B.2.1.2 Category 3: Network Security Assurances

Supports project management efforts for designing and implementing an enterprise environment against computer network intrusions and attacks. Provides system analysis and tools for continuously monitoring the system's network performance.

Job Code	Skill Position	Status	Skill Level
SA-03	Security Analyst	Exempt	H

SA-03 Security Analyst

Functional Responsibilities:

Analyzes, defines, documents, and proposes security requirements, policies, and procedures. Designs, develops, engineers and implements solutions to computer security requirements. Performs risk analyses, which also includes risk assessment.

General Experience:

The incumbent shall demonstrate ten (10) years general IT experience, of which at least four (4) years must be specialized. Specialized experience includes security requirements definition, operation/consultation to diagnose and resolve computer security problems, or related responsibilities. Possesses good communication and presentation skills (oral and written). Regarded as an expert within their particular discipline or technology.

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

B.2.1.3 Category 4: System and Network Administration

Evaluates, recommends, designs, monitors, overviews organizational and enterprise-wide IT infrastructures and processes.

Job Code	Skill Position	Status	Skill Level
SN-03	System Administrator	Exempt	J

SN-03 System Administrator

Functional Responsibilities:

Supervises and manages the daily activities of configuration and operation of business systems that may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

General Experience:

A minimum of five (5) years experience, of which at least three (3) years must be specialized experience in administrating UNIX, Microsoft Windows, or Open Systems. General experience includes operations experience on a large-scale computer system or a multi-server LAN.

Minimum Education:

An Associate’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

B.2.1.4 Category 5: Software Design and Development

Examines, evaluates, models, designs, and proposes organizational and enterprise-wide IT infrastructures, applications, and processes.

Job Code	Skill Position	Status	Skill Level
SD-01	Senior Applications Developer	Exempt	H
SD-02	Applications Developer	Exempt	I
SD-03	Senior Database Developer	Exempt	F
SD-04	Database Developer	Exempt	H
SD-05	Database Analyst	Exempt	K
SD-07	Lead Software Engineer	Exempt	F
SD-08	Senior Software Engineer	Exempt	I
SD-09	Software Engineer	Exempt	J
SD-12	Senior Database Administrator	Exempt	E
SD-13	Database Administrator	Exempt	F

SD-01 Senior Applications Developer

Functional Responsibilities:

Performs full life-cycle development ranging from requirements analysis to deployment often within a complex object-oriented software development environment. Works directly with client management and end-users to examine and evaluate complex systems requirements, specifications, and design standards. Develops detailed functional requirements and designs, works with task architect, subject matter expert, and/or program manager to specify and prescribe both physical and logical design parameters, and establishes testing and validation procedures to ensure product suitability. Develops, deploys, and maintains a wide variety of computer programs and related applications and database tools. May provide on-going leadership and supervision for less senior technical staff to help ensure client requirements meet or exceed functional and timeline requirements.

General Experience:

The incumbent shall demonstrate ten (10) years experience, of which at least five (5) years must be specialized. Specialized experience includes: high-level software engineering and applications development responsibility within a relational and client-server environment (e.g. DB2, SQL Server, Oracle, Sybase, or similar). General experience includes responsibility for preparation of computer programs, logic flow charts, diagrams, and documentation. Possesses superior communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

SD-02 Applications Developer

Functional Responsibilities:

Works directly with client and end-users to examine and evaluate systems requirements, specifications, and design standards. Develops detailed functional requirements and designs, works with task architect, subject matter expert, and/or program manager to specify and prescribe both physical and logical design parameters, prepares and tests code to ensure suitability. Develops, deploys, and maintains a wide variety of computer programs and related applications and database tools. May provide on-going leadership and supervision for less senior technical staff to help ensure client requirements meet or exceed functional and timeline requirements.

General Experience:

The incumbent shall demonstrate six (6) years experience, of which at least two (2) years must be specialized. Specialized experience includes high-level software engineering and application development within a relational and client-server environment (e.g. DB2, SQL Server, Oracle, Sybase, or similar). General experience includes responsibility for preparation of computer programs, logic flow charts, diagrams, and documentation. Possesses superior communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

SD-03 Senior Database Developer

Functional Responsibilities:

Works directly with client to manage the development and deployment of database projects, including data array, storage, and retrieval, data mining, digital libraries, and legacy integration and Web enablement. Collects, evaluates, and prioritizes requirements. Develops functional specifications and prepares and (in conjunction with senior customer and contractor staff) proposes development criteria, architecture, and implementation schedules. Monitors project execution to ensure adherence to stated design and development standards. Provides daily supervision and direction to support staff as necessary.

General Experience:

The incumbent shall demonstrate ten (10) years experience, of which at least five (5) years must be specialized. Specialized experience includes experience using current DB technologies and application design using various DB systems and experience with DB internals. General experience includes responsibility and experience utilizing various DB systems, DB systems analysis and programming. Possesses superior communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

SD-04 Database Developer*Functional Responsibilities:*

Works with more senior project staff to define, develop, test, and deploy database modules, applications, and solutions. Collects and evaluates requirements. Defines file organization, indexing methods, and security procedures. Assists in the development of functional specifications and the preparation and proposal of development criteria, architecture, and implementation schedules. Monitors project execution to ensure adherence to stated design and development standards.

General Experience:

The incumbent shall demonstrate seven (7) years experience, of which at least three (3) years must be specialized. Specialized experience includes experience using current DB technologies and application design using various DB systems and experience with DB internals. General experience includes experience utilizing various DB systems and DB systems analysis and programming. Possesses good communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

SD-05 Database Analyst*Functional Responsibilities:*

Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

General Experience:

Provides a minimum of six (6) years experience, of which at least three (3) years must be specialized. Specialized experience includes demonstrated experience using current DBMS technologies, application design using various DBMS and experience with DBMS internals. General experience includes the ability to work independently or under only general direction.

Minimum Education:

Bachelor of Science degree in a related field is required.

SD-07 Lead Software Engineer*Functional Responsibilities:*

Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Estimates software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

General Experience:

A minimum of fifteen (15) years experience managing or performing software engineering activities. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

Minimum Education:

A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

SD-08 Senior Software Engineer*Functional Responsibilities:*

Leads the design, development and modification of major software programming applications. Designs, codes, tests and documents programs. Instructs, directs, and checks the work of other software engineers. May be responsible for quality assurance review

General Experience:

A minimum of ten (10) years experience managing or performing software engineering activities. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

Minimum Education:

A bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master's degree (in the fields described above), eight (8) years of which at least five (5) years must be specialized.

SD-09 Software Engineer*Functional Responsibilities:*

Must have an excellent understanding of software development (i.e., software requirements analysis, top-down design, structured analysis). In addition, knowledge of DOD 2167A and/or DOD-STD-1703, software testing, software documentation per DoD-STD-1703, contract monitoring knowledge and contract acquisition knowledge is desirable.

General Experience:

A minimum of five (5) years of experience is required, of which four (4) years must be specialized. Must demonstrate the ability to work independently or under only general direction.

Minimum Education:

A Bachelor of Science degree in a related field is required. With six (6) years experience, of which at least five (5) years are specialized, a degree is not required.

SD-12 Senior Database Administrator*Functional Responsibilities:*

The Senior Database Administrator coordinates and assists high level professional staff member in supporting the client's Management Information Systems [MIS] projects. The individual uses proven DBA processes and tools to deliver the services outlined by the client's project plan. Typical administrative and supporting role responsibilities could include some or all of the following:

- Establishing the needs of users;
- Planning data flows for a new or revised database;
- Mapping out the 'conceptual design' for a planned database in outline;
- Refining the 'logical design' so that it can be translated into a specific data model;
- Further refining the 'physical design' to meet system storage requirements;
- Controlling access permissions and privileges;
- Training users;
- Capacity planning;
- Working closely with IT project managers, database programmers and web developers;
- Providing technical support for outdated 'legacy' systems;
- Communicating regularly with technical, applications, and operational staff, to ensure the database integrity and security;

General Experience:

The individual has senior-level experience within multiple disciplines. The individual has an accumulation of eight (8) years of progressive technical and/or educational experience, of which at least five (5) years must be specialized in the introduction and deployment of complex Management Information Systems [MIS].

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

SD-13 Database Administrator

Functional Responsibilities:

The Database Administrator assists other database professionals in supporting the client's Management Information Systems [MIS] projects. The individual uses basic to advance DBA processes and tools to deliver the services outlined by the client's project plan. Typical administrative and supporting role responsibilities could include some or all of the following:

- Testing new systems;
- Maintaining data standards;
- Writing database documentation, including data standards, procedures and definitions for the data dictionary ('metadata');
- Controlling access permissions and privileges;
- Meeting users' access requirements and resolving their problems;
- Ensuring that storage, archiving, backup and recovery procedures are functioning correctly;
- Capacity planning;
- Providing technical support for outdated 'legacy' systems;
- Communicating regularly with technical, applications, and operational staff, to ensure the database integrity and security;
- Implementing and installing new applications.

General Experience:

The incumbent shall demonstrate six (6) years experience, of which at least four (4) years must be specialized in database technology. Specialized experience includes high-level system and database design and administration. Experience should show a growing level of knowledge in administering information systems and complex multi-protocol and multi-server environments.

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education

B.2.1.5 Category 7: Web Support Services

Creates supports, evaluates, designs, expands and maintains Web sites.

Job Code	Skill Position	Status	Skill Level
WS-02	Lead Web Developer	Exempt	H
WS-05	Associate Web Developer	Exempt	M
WS-12	Assistant Web Administrator	Exempt	N
WS-13	Lead Internet Applications Developer	Exempt	H
WS-15	Internet Applications Developer	Exempt	J
WS-17	Graphics Designer	Exempt	K
WS-18	Graphics Specialist	Exempt	N
WS-19	Web Master	Exempt	D
WS-21	Web Analyst	Exempt	H

WS-02 Lead Web Developer

Functional Responsibilities:

Leads a project team in the design of Web sites, conducts the planning and scheduling of projects, determines applicable project milestones, conducts risk mitigation procedures to ensure schedule adherence, develops and implements Web pages, provides database and e-commerce capabilities to Web sites, conducts and documents module and system level testing, and conducts debugging and troubleshooting procedures.

General Experience:

The incumbent has seven (7) years in the general field and five (5) years of demonstrated experience in the Web environment. Typical assignments involve evaluating, selecting and applying highly specialized comprehensive technical or scientific techniques and knowledge in the field. Technical specialty practices, concepts and techniques are applied in one or more aspects of the specialty area to low to moderately complex assignments where there are precedents and procedures that can be referenced. Interactions are primarily to obtain, clarify, give or exchange facts or information. These contacts may involve planning, coordinating, advising, giving information or obtaining facts.

Minimum Education:

Bachelor’s degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

WS-05 Associate Web Developer

Functional Responsibilities:

Working under supervision with a project team or independently: designs Web pages; assists in the planning and scheduling of Web site development; creates Web pages; assists in adding database and e-commerce capabilities to Web sites; conducts and documents page level testing; and conducts debugging and troubleshooting procedures.

General Experience:

Worked as an entry-level employee in a Web design environment. The position requires a basic working knowledge of Web practices, rules, procedures or operations. Typical assignments involve applying basic principles, theories, concepts and knowledge in Web development to more routine tasks.

Minimum Education:

Generally requires a Bachelor's degree in specialty/related field and up to two (2) years of directly related and progressively responsible experience or an equivalent combination of education and experience.

WS-12 Assistant Web Administrator*Functional Responsibilities:*

Under direct supervision, assists in the operation of a Web site. Assists in software and content upgrades. Supports Web usage and operations issues. Assists end users with access problems. Assists in creating accounts for new users. Assists in performing Web maintenance tasks. Generally receives specific instructions on tasks to be performed and expected results.

General Experience:

Worked as an entry-level employee in a Web design environment. The position requires a basic working knowledge of Web practices, rules, procedures or operations. Typical assignments involve applying basic principles, theories, concepts and knowledge in Web development to more routine tasks.

Minimum Education:

Generally requires a Bachelor's degree in specialty/related field with up to two (2) years of related and progressively responsible experience or an equivalent combination of education and experience.

WS-13 Lead Internet Applications Developer*Functional Responsibilities:*

The incumbent applies extensive diversified knowledge and skills in the Internet field such as software engineering, database design, or application implementation. Typical assignments involve applying highly specialized and advanced technical knowledge in formulating new concepts or methods in the technical specialty field. Expected to recommend solutions to difficult problems and propose changes as needed. Recommendations are derived from personal knowledge of the application of established principles and practices within the field of specialization. Regularly interacts with others both within and outside the organization. May serve as a primary interface with clients on technical problems and issues and has responsibility for reporting project status.

General Experience:

The incumbent shall demonstrate at least ten (10) years experience, of which at least five (5) years must be specialized. Specialized experience includes high-level Web development responsibility. General experience includes responsibility for preparation of computer programs, logic flow charts, diagrams, and documentation. The incumbent will interface directly and frequently with the client and must possess superior communication and presentation skills (oral and written).

Minimum Education:

The incumbent must have at least a Bachelor's degree plus must have earned additional credentials or technical certifications.

WS-15 Internet Applications Developer*Functional Responsibilities:*

Develop program processes and procedures to allow browser-based application interface and Internet/Intranet enablement. Requirements may necessitate interface with various legacy systems to provide data exchange/updates. Gathers client requirements, evaluates alternative approaches, and crafts custom interfaces and front-ends using tools such as: Java, HTML, UML and other modeling disciplines, Perl, CGI, JavaScript, JavaBeans, Lotus/Domino, Apache, Active Server Pages (ASP), ActiveX, VB Controls, VBScript, C, C++, etc. Provides usability testing and assists with preparation of documentation and the development and delivery of user training.

General Experience:

The incumbent shall demonstrate seven (7) years experience, of which at least three (3) years must be specialized. Specialized experience includes high-level Web development responsibility. General experience includes responsibility for preparation of computer programs, logic flow charts, diagrams, and documentation. Possesses good communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Certification(s) in area of specialization may be required. Two (2) years additional experience may be substituted for each year of degree-level education.

WS-17 Graphics Designer*Functional Responsibilities:*

Responsible for translating customer requirements and specifications into electronic graphic design solutions that reflect the desired look, feel, and functionality appropriate for the selected medium (including supporting brochures, publications, and other documentation, as appropriate). Combines understanding of the client's needs with superior knowledge of system capabilities to construct various interface and input/output layouts and designs for UML/SGML/HTML and related environments.

General Experience:

The incumbent shall demonstrate five (5) years general graphics artist/illustrator experience and three (3) years IT/Web experience.

Minimum Education:

Associate's degree. Two (2) years additional experience may be substituted for each year of degree-level education.

WS-18 Graphics Specialist*Functional Responsibilities:*

Assists with translating overall project vision and goals into comprehensive electronic graphic design solutions providing the desired "look" and functionality utilizing various interface and input/output layouts and designs and methodologies.

General Experience:

At least one year of general graphics artist/illustrator experience.

Minimal Education:

High School

WS-19 Webmaster*Functional Responsibilities:*

Must possess excellent project management skills and have strong written/oral skills. The individual will be responsible for the all aspects of the Internet/Intranet activity. This includes application development and documentation, identify addition Intranet projects, determine hardware/software needs, develop Intranet security strategy and lead technology evaluations. The Web Master will also be involved with development environments, fail-over and other infrastructure requirements related to the Intranet Project. Requires expertise in Internet/Intranet server technology. Must be familiar with the infrastructure in a Microsoft NT or Unix environment. Thorough knowledge of HTML, Java, JavaScript, Perl, ASP, Microsoft SQL Server and NT/2000 Server required.

General Experience:

Fifteen (15) years of general computer science experience and eight (8) years of corporate Intranet support and development.

Minimal Education:

Requires a Bachelor's degree in IS/IT or Computer Science preferred; Certifications MCSE, completion or progress towards completion desired.

WS-21 Web Analyst

Functional Responsibilities:

Designs and develops corporate websites based on the organization's Internet strategies and objectives. Proposes website strategies and creates action plans and applications to carry out strategies and accomplish objectives. Customizes Web-based interactive features, builds database gateways, and implements electronic commerce services.

General Experience:

Individual requires at least two (2) or more years experience with HTML and World Wide Web servers and browsers, technical knowledge of NT and UNIX systems administration, a working knowledge of database query languages, and development skills with authoring tools such as Macromedia Dreamweaver and programming languages such as Java, CGI, PERL, Visual Basic, and C/C++. In addition, individual should possess seven (7) years of General Application Interface experience, five (5) years experience as a System Software Engineer and two (2) years in the general field of Web design.

Minimal Education:

Typically requires a Bachelor's degree in Computer Science or related degree.

B.2.1.6 Category 8: Program/Project Management

Plans, coordinates, and manages all aspects of complex information technology projects. Prepares and presents status on project schedule, project costs, project deliverables, project risks, and risk containment strategies.

Job Code	Skill Position	Status	Skill Level
PM-04	Project Manager	Exempt	I

Functional Responsibilities:

The Project Manager ensures that assigned deliverables meet or exceed client expectations. Plans, directs, and oversees accomplishment of technical projects and tasks through direct supervision of subordinate technical staff. Operates under the guidance of senior program/project management to ensure projects, tasks and task components are completed in a timely, appropriate, and professional manner. Assists in the development and maintenance of timelines and budgets and helps ensure close coordination with designated client/government contracting and oversight personnel.

General Experience:

The incumbent shall demonstrate seven (7) years IT experience, of which at least four (4) years must be specialized. Specialized experience includes: leadership and management of subordinate technical personnel and management of project schedules. General experience can include technical engineering, development, or related responsibilities. Possesses good communication and presentation skills (oral and written).

Minimum Education:

Bachelor's degree. Two (2) years additional experience may be substituted for each year of degree-level education.

B.2.2 Consulting Services by Day

IDS-01L Internet-Enabled Design and Development Consultative Services..... \$1,626/day

Duties and Responsibilities:

The consultant will apply extensive diversified knowledge and skills in the field of Internet-enabled Design and Development. These consulting activities will include some or all of the following design and development tasks:

- 1) Content Organization and Content Development/Conversion

The consultant will assist in developing new content or in converting existing content into a format suitable for the Web. This content can be for inclusion in a Web page or for inclusion in a database.

- 2) Graphic Design and Development
Vandelay Technologies [VT] offers a full range of graphic services, including the development of logos, graphics, artwork, and photos, or VT can scan and convert the activity's existing images and/or photos. VT can also develop clickable (image maps), interlaced and animated images; as well as Shockwave and/or Java based images and presentations
- 3) Web Page Development
Based on the Web plan, the consultant develops and codes web pages using HTML, Java, ColdFusion, ActiveX, JavaScript or VBScript. We also provide coding and conversion services to implement Acrobat (PDF), video (MOV, AVI), RealAudio (RA) and sound (WAV, AU, AIFF) files.
- 4) Database Support
For websites that require a database backend such as Oracle, Sybase, SQL Server, Access, dBase or text files, the consultant develops all required interfaces and web pages using Cold Fusion [or software of choice] templates.
- 5) Forms Design and Implementation
The consultant develops fill-out forms and writes all required CGI scripts and/or ColdFusion [or software of choice] templates.
- 6) Web Testing and Validation
The consultant tests all Web pages using all major Web browsers. This is to ensure usability by the greatest number of users possible.
- 7) Web Maintenance
Subject to the project requirements, the consultant will, on an on-going basis, add to, modify and maintain the activity's Web pages.

General Project Services:

Typical general assignments would involve gathering project requirements, recommending hardware/software solutions and defining best business practices. The individual will serve as a consultant to the on-site Data Base Administrator [DBA] [if appropriate]. The consultant will review and/or prepare technical specifications and test plans; oversee coding design approaches; coordinate or suggest code review techniques; suggest code applications, prototype or utilities that are required on given project. Function as a technical oversight leader for the Ordering Activity's Internet/Web Support Group.

General Experience:

The consultant must demonstrate at least 3-5 years of corporate Web support/development. Individual requires expertise in Internet/Intranet server technology. Must be familiar with the infrastructure present in a Microsoft XP/NT/2000, IBM, or UNIX environment. Thorough knowledge of HTML, Java, JavaScript, Perl, ASP, Microsoft SQL Server and XP/NT/2000 Server is desired. Must possess excellent project management skills and have strong written/oral skills.

Minimum Education:

The consultant must have a Bachelor's degree in Computer Science or Information Technology or equivalent academic achievement. In addition, individual must demonstrate technology certifications in specific operating environments [i.e., MCSE] and must be actively progressing certifications in emerging fields of interest. Individual must also have knowledge of industry tools in developing Web-based applications including ASP, COM, ActiveX, ColdFusion, DHTML/HTML, JavaScript, VBscript, IIS and XML.

B.2.3 Consulting Services by Project

The following are projects that Vandelay Technologies will perform for the price indicated below.

B.2.3.1 Web Development Projects

Vandelay Technologies offers various Web services by project parameter [Page/Site].

WPD-03 Web Page Development – Advanced Implementation\$517/Page

Task involves setting up a Web page. The effort may involve the development of tables, the creation of style sheets, and the use of JavaScript, embedding graphics, and establishing database connectivity. Client will provide all text, graphics and logos. Subject content must be available prior to development.

B.2.3.2 Content Management Services

Developments in the field of computer technology create constant changes in all aspects of the industry. These technology advances and implementations can result in the potential of losing the capacity to access previously available data/file structures and their content. The critical challenge is always compatibility - converting valuable data from the "old" system into the "new" system. Vandelay Technology and its staff have detailed expertise regarding operating systems and file formats. This gives Vandelay Technologies a unique insight and ability to facilitate the conversion of data between various platforms, file formats, and audio/video media standards. Successful implementation of a web site requires the availability of content from different sources. A Vandelay Technologies consultant will assess the media/data type and then design and implement a data conversion schema which will convert the data into a format suitable for a given application.

DCT-01 Data Conversion Task – Basic \$3,608/Conversion

This effort focuses on the creation, development and validation of the code for a data conversion and is assumed to take one professional less than a week to do. The labor effort for the actual processing of data related to this conversion is not included in this task.

B.2.3.3 Plug-ins, Filters, and Extensions [PFE]

A plug-in is generally a software module that can be added to a program to enhance its functionality. Various classes of software can incorporate plug-ins. Plug-ins can be found for image editing software, illustration development, page layout, and many others applications. Plug-ins are almost always developed by a third party and not the publisher of the software. The purpose of a plug-in is to add functionality and ease of use that is not inherent in the software.

The terms filter and extension are use in the context of data conversion, graphics software and plug-ins. Filters can also refer to the capture of a subset of a data structure. When the term filter is used in relation to graphics software, it generally refers to a plug-in that produces a special effect. The term extension refers to the fact that the plug-in extends the functionality of the software.

WET-01 Web Enhancement Tools – Basic \$4,640/PFE

This task is for the creation, development and validation of a Plug-in, Filter or Extension [PFE] code. The effort is assumed to take one professional less than a week to do.

WET-02 Web Enhancement Tools – Medium \$9,160/PFE

Same principals apply as in WET-01; however the level of effort is much greater. This effort focuses on the creation, development and validation of the code for a data conversion and is assumed to take one professional less than a month to do.

Appendix C

Travel Reimbursement and Other Direct Charges

Personnel Travel Time

The Agency agrees to pay charges for these services including billable travel time, if applicable, described hereafter in accordance with the rates set forth below. Billable Travel Time is travel time in excess of one hour spent in traveling to the Agency's location. Travel time is billable at the same hourly rates as set forth in the Professional Services Price List. Travel time will be calculated as the lesser of the actual travel time incurred, or the normal travel time from/to the nearest Vandelay Technologies Branch Office to/from the Agency's location, or the normal travel time from/to the professional's assigned Vandelay Technologies location. A **one-hour** minimum charge applies.

Transportation Expenses

Costs for transportation (air, automobile and/or transit expenses) and per diem (lodging, meals and incidental expense) are directly reimbursable by the Agency. Not-to-Exceed (NTE) amounts will be negotiated with the Agency prior to the acceptance of each delivery order as appropriate. Travel time is defined above and is billable at the same hourly rates as set forth in the Professional Services Price List. Mileage shall be reimbursed at a rate not to exceed \$0.xx per mile, in accordance with the current Joint Federal Travel Regulations [JFTR], as applicable with the specific agency.

Non-Contract Skills

In the event the Agency requires a specific technical skill which is not available under the Vandelay Technologies' GSA Schedule contract or from the Vandelay Technologies Branch Office, Vandelay Technologies will seek prior approval to offer the required service. In such an event, Vandelay Technologies will not proceed until the Agency has notified Vandelay Technologies and issued authorization to proceed. Billable travel time, if any would occur as described above.

Incidental Support Charges

In addition to the charges laid out herein, there may be charges applicable to this activity for special or unusual expenses incurred by Vandelay Technologies which are deemed necessary to perform these services. If applicable, these charges will be set out separately in the Agency's order and subject to the agency's approval.

Appendix D

Federal Government Orders by Cost Reimbursement Prime Contractors and Management and Operating Contractors

Federal Government Cost Reimbursement Prime Contractors & Management and Operating Contractors are authorized to order under this General Purpose IT Schedule Contract provided each type of Contractor complies with the provisions appropriate to the type of Contractor set forth below.

Cost Reimbursement Prime Contractor

A Federal Government Cost Reimbursement Prime Contractor is a company contracting directly with a Federal Agency under the terms of which contract the Prime Contractor receives payment for its allowable incurred costs. Vandelay Technologies will accept orders from such Contractors under this Schedule Contract providing that:

1. A written authorization provided to the Federal Government Cost Reimbursement Prime Contractor by the Federal Agency states that the named Federal Government Cost Reimbursement Prime Contractor is authorized to procure from GSA Supply sources in the performance of prime contract number _____ and title to any equipment purchased by the Contractor will vest in the U.S. Government, and a copy of such authorization is furnished to Vandelay Technologies by the Federal Government Cost Reimbursement Prime Contractor; and
2. Each order placed by the authorized Federal Government Cost Reimbursement Prime Contractor states:
“This order is placed under terms of your GSA Schedule Contract pursuant to a written authorization dated _____, and furnished to Vandelay Technologies. Regardless of the terms and conditions contained in this order, the terms and conditions of Vandelay Technologies’ GSA Schedule Contract will be the only terms and conditions applicable to this transaction.”

It is understood and agreed that title to any machines purchased hereunder shall vest directly in the Government at the time of acceptance. Machines purchased and programs licensed hereunder will be utilized solely for the performance of the cost reimbursement prime contract under which this authorization was granted. Maintenance service ordered hereunder is solely for the purpose of maintaining Government owned machines.

Note: Written authorization provided to cost reimbursement prime contractors by the Government should specifically state that the prime contractor “**is authorized to procure from GSA supply sources**” and should not be limited solely to authorization to purchase product if it is intended that Special Items other than Special Item Number 132-8 are to be utilized by the contractor.

Management and Operating Contractor

A Federal Government Management and Operating Contractor (**MOC**) is a prime contractor under contract with a federal agency (who is authorized by statute to enter into such a Management and Operating Contract) to operate, maintain, or support on behalf of the Government, a “Government-owned or -controlled research, development, special production, or testing establishment wholly or principally devoted to one or more major programs of the contracting Federal Agency.” Vandelay Technologies will accept orders from such MOC’s under this Schedule Contract provided that:

1. A written authorization provided to the MOC by the Federal Agency states that the named MOC is authorized to procure from GSA Supply sources in the performance of MOC contract number _____ and title to any equipment purchased by the MOC will vest in the U.S. Government, and a copy of such authorization is furnished to Vandelay Technologies by the MOC; and
2. Each order placed by the authorized MOC states:
“This order is placed under terms of your GSA Schedule Contract pursuant to a written authorization dated _____, and furnished to Vandelay Technologies. Regardless of the terms and conditions contained in this order, the terms and conditions of the Vandelay Technologies, GSA Schedule Contract will be the only terms and conditions applicable to this transaction.”

It is understood and agreed that title to any machines purchased hereunder shall vest directly in the Government at the time of acceptance. Machines purchased and programs licensed hereunder will be utilized solely for the performance of the cost reimbursement prime contract under which this authorization was granted.

Note: Written authorization provided to the MOC by the Government should specifically state that the prime Contractor “is authorized to procure from GSA supply sources” and should not be limited solely to authorization to purchase if it is intended that Special Items other than Special Item 132-8 are to be utilized by the Contractor.

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