



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

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

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D310 IT Backup and Security Services

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: Offerors 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.

Mohawk Information Systems and Consulting, Inc. (MISC)

**576 North Birdneck Road
Box 703
Virginia Beach, Virginia 23451
www.misc-consults.com**

Contract Number: GS-35F-0663S

Period Covered by Contract: September 27, 2006-September 26, 2011

General Services Administration
Federal Supply Service

Pricelist current through **Modification #PO-0001**, dated **January 9, 2007**.

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

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal 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 micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!TM 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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

MISC, Inc.
12001 Market Street, Suite 260
Reston, VA 20190
Attn: Mr. Robert A. Salisbury

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

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

703-967-0069 Mr. Robert Salisbury

315-794-4607 Mr. William Pantle

3. LIABILITY FOR INJURY OR DAMAGE

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

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 157195897

Block 30: Type of Contractor – **B. Other Small Business**

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 16-1587044

4a. CAGE Code: 1QF37

4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

To be determined between MISC the Ordering Activity

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

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

a. Prompt Payment: 1% - 15 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: **Government Educational Institutions are offered the same discounts as all other Government customers.**

e. Other: None

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: N/A

10. Small Requirements: The minimum dollar value of orders to be issued is **\$100.00**

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

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products

under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

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

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

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

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

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

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

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

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

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

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

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of

termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

www.misc-consults.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

LABOR CATEGORY	GSA HOURLY RATE
Subject Matter Expert 3	\$151.13
Technical Writer/Editor	\$ 63.72
Task Order Project Manager	\$110.47
Principal Information Engineer	\$123.88
IT Executive Consultant II	\$103.27
IT Senior Consultant	\$ 97.30
Senior Information Engineer	\$114.93
Senior Computer Systems Analyst	\$ 93.72
Computer Systems Analyst	\$ 76.96
Comm.Network Manager	\$ 80.97
Senior Computer Security Specialist.	\$ 93.72
Computer Security Specialist	\$ 83.62
Principal Network Architect	\$ 97.22
Program Manager II B	\$111.52
Program Manager II C	\$102.06
Senior Functional Analyst	\$102.06
Principal Engineer	\$100.75
Functional Specialist	\$85.64
Technical Specialist II	\$70.53

Labor Category Descriptions

PRINCIPAL ENGINEER

Functional Responsibilities:

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

Specific Job Functions:

1. Develops and applies advanced methods, theories, and research techniques in investigating system requirements and solving highly complex problems.
2. Plans, coordinates, and technically directs projects or major phases of significant projects. Coordinates the work of systems engineering and other technical staff. Provides programmatic oversight as required.
3. Conducts investigations and tests of considerable complexity.
4. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management, clients, and other technical staff as appropriate.
5. Participates in data collection, analysis, documentation, and reporting of results at all levels. Coordinates with the engineering staff to ensure appropriate support and representation.

Education and Experience:

This position requires a minimum of a Bachelor and preferably a Master degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 8 years of progressively responsible systems engineering experience, including experience with advanced systems design principles, procedures, and practices related to project assignments. Individuals must be able to coordinate the work of and lower-level engineers, to communicate with and instruct others, and to explain highly complex technical subjects and processes. The establishment and maintenance of effective working relationships with management, staff, and clients are necessary. Individuals must possess demonstrated expertise with equipment, software, and operating systems to be used on project assignments.

PROGRAM MANAGER II B

Functional Responsibilities:

Program managers act as senior company representatives for projects reporting to them and interact on an ongoing basis with client representatives. Individuals are responsible for working closely with project managers or lead technical staff and monitoring project performance to ensure that all work is performed within the scope of the contract and in compliance with the contract document. Responsibilities include monitoring the quality and timeliness of all deliverables, approving staff plans, and ensuring adherence to project budgets. Individuals engage in new business development by seeking business opportunities in technical areas of expertise and by leading and/or participating in proposal preparation for new or follow-on business. Incumbents operate independently and report on a regular basis to a director or above regarding program progress. Difficulties encountered, whether administrative or technical, are reported immediately to the appropriate senior personnel. Responsibilities are carried out within the framework of company policies, procedures, and practices.

Education and Experience:

This position requires Bachelor and Master or MBA degrees in disciplines related to project assignments, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired,

plus a minimum 10 years of applicable experience. Applicable experience must include demonstrated success in managing technical projects in a Government contracting environment to include technical project or program planning and implementation, contract interpretation and administration, budget development, and administration of Government projects. Incumbents must be able to work independently of any direct supervision and possess excellent written and verbal communication skills, strong organizational ability, initiative and follow-through, and flexibility and responsiveness to changing requirements and conditions. The ability to identify and resolve problems in a team environment is needed.

PROGRAM MANAGER II C

Functional Responsibilities:

Program Manager c is very similar to the Program Manager b, with few exceptions. They interact more frequently with client representatives and are responsible for working closely with project managers or lead technical staff. They are tasked with monitoring project performance to ensure that all work is performed within the scope of the contract and in compliance with the contract document. Responsibilities include monitoring the quality and timeliness of all deliverables, approving staff plans, preparing and presenting project reports including the collection and coordinating of multiple tasks and ensuring adherence to project budgets. Individuals engage in leading and/or participating in proposal preparation for new or follow-on business. Incumbents operate independently and report on a regular basis to a director or above regarding program progress. Difficulties encountered, whether administrative or technical, are reported immediately to the appropriate senior personnel. Responsibilities are carried out within the framework of company policies, procedures, and practices.

Education and Experience:

This position requires a minimum of a Bachelor degree in disciplines related to project assignments, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 8 years of applicable experience. Applicable experience must include demonstrated success in managing technical projects in a Government contracting environment to include technical project or program planning and implementation, contract interpretation and administration, budget development, and administration of Government projects. The ability to identify and resolve problems in a team environment is needed.

SENIOR FUNCTIONAL ANALYST

Functional Responsibilities:

Working with little supervision, incumbents require only general direction in developing and applying highly complex methods, theories, and research techniques to investigating and solving applications problems related to assigned projects. Assignments are highly complex in nature and require comprehensive, specialized knowledge of both the technical field(s) related to assigned tasks and the specific engineering area. Individuals operate with substantial latitude for unreviewed action or decision and typically provide technical direction and guidance to lower-level engineers. Excellent tact, judgment, and initiative are necessary in carrying out work assignments. Excellent interpersonal skills are needed within this job category.

Specific Job Functions:

1. Designs system tools and subsystems to support the operational environment and manages their implementation.
2. Reviews existing programs and assist in making refinements, reducing operating time, and improving current techniques.
3. Participates in program reviews, assesses quality, and provides feedback.
4. Resolves highly complex problems of design, reliability, and maintainability of systems. Provides quality assurance review.
5. Provides internal and external consulting services in areas of expertise, giving professional appraisal where necessary and indicating the manner in which solutions can be developed.
6. Analyzes and studies highly complex system requirements and develops methods for solving problems.
7. Provides technical guidance and direction to lower-level engineers.

Education and Experience:

Incumbents must possess a minimum of a Bachelor and preferably a Master degrees in hard science, information systems, or related fields, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum eight years of progressively responsible experience, including experience with highly complex design engineering principles, procedures, and practices related to project assignments. Individuals must possess advanced experience in one or more of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering, telecommunications engineering, network engineering, electrical engineering, data quality engineering, or other relevant engineering disciplines as well as familiarity with applicable standards. The ability to provide technical leadership on a project is needed. The ability to communicate well, both verbally and in writing, is needed.

FUNCTIONAL SPECIALIST**Functional Responsibilities:**

Working with little supervision, incumbents require only general direction in analyzing existing systems and defining, designing, and developing new system requirements in support of client products and services. Individuals possess and apply a comprehensive knowledge of the principles, practices, and procedures of systems engineering to include telecommunications, computing hardware and software, computer security, maintenance support, and power systems to the completion of assignments. Tasks are highly complex in nature and require comprehensive, specialized knowledge of the both the technical areas related to assigned tasks and the systems engineering area in general. There is considerable latitude for unreviewed action or decision. Tact, judgment, and initiative are necessary in carrying out work assignments, and individuals have a definite impact on the company's future business with clients. Excellent interpersonal skills are needed.

Specific Job Functions:

1. Develops and applies advanced methods, theories, and research techniques in investigating and solving highly complex system requirements and problems.
2. Plans, conducts, and technically directs projects or major phases of significant projects. Provides programmatic oversight as required.
3. Conducts investigations and tests of considerable complexity.
4. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management, clients, and other technical staff as appropriate.
5. Evaluates vendor capabilities to provide required products or services.
6. Assists in establishing standards for systems engineering procedures. Collaborates with other technical personnel on feasibility studies and systems planning.
7. Prepares activity and progress reports as directed.
8. Coordinates with clients in preparing for and completing system design reviews.

Education and Experience:

Incumbents must possess a minimum of a Bachelor degrees in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum eight years of progressively responsible systems engineering experience, including experience with highly complex systems design principles, procedures, and practices related to project assignments. Individuals must be able to communicate with and instruct others, and to explain highly complex technical subjects and processes. The establishment and maintenance of effective working relationships with management, staff, and clients are necessary. The position requires demonstrated expertise with equipment, software, and operating systems to be used on project assignments. The ability to communicate well, both verbally and in writing, is needed.

TECHNICAL SPECIALIST II**Functional Responsibilities:**

This is the entry-level position in the systems engineering job family. It is staffed by individuals who have had sufficient educational background and/or experience to qualify them to start in systems engineering. Incumbents

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

Specific Job Functions:

1. Performs a variety of project tasks involving analysis of existing systems or the definition, design, and development of new system requirements.
2. Participates in determining system specifications, input/output processes, and working parameters for hardware/software compatibility.
3. Identifies, analyzes, and may resolve program support deficiencies.
4. Ensures complete, accurate documentation of all procedures and results.
5. Documents all problems and work performed to resolve them.
6. Reports progress on problem resolution to management.
7. Prepares activity and status reports as required.
8. Maintains technical manuals.
9. Maintains files, records, or other operational data related to assigned work.
10. Provides technical support to more senior systems engineers.

Education and Experience:

This is the entry-level position in the systems engineering job family. Employees must possess a strong background in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. Employees must be knowledgeable of systems design principles, procedures, and practices as well as the literature and sources of information available concerning systems design engineering technology. Incumbents must have the ability to design formats of reports, computer displays, and input/output forms, to read and understand technical manuals, to communicate analytical conclusions and recommended solutions, to write clear and concise technical reports, and to establish and maintain effective working relationships with technical staff and management. PC literacy is needed, including basic knowledge of hardware, software, and operating systems related to assigned projects. This knowledge may have been gained from coursework or from on-the-job experience.

SUBJECT MATTER ANALYST III

Functional Responsibilities:

Incumbents provide internal and external consulting services as top-level technical contributors in one or more areas of the most highly specialized technical phases of subject matter analysis. Acting independently or under the most general direction, individuals are expected to develop new methods and processes or provide technical guidance on highly complex projects. Significant interaction is needed with all levels of management, technical staff, and client representatives. Individuals provide work direction and guidance to lower-level analysts. Tact, judgment, and initiative are necessary in carrying out work assignments. Individuals may have a definite impact on the company's current and future business opportunities with key clients.

Specific Job Functions:

1. Analyzes and evaluates major client requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with systems, operations, and processes.
 2. Reviews client requirements and provides direction in identifying problems and potential solutions.
 3. Provides analytical support in conceptualizing, developing, and implementing complex, multiple, inter-linked systems.
 4. Defines systems objectives and prepares systems designs to meet client requirements and address relationships between components and systems.
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5. Formulates logical statements of client requirements and develops solutions by applying methods such as incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.
6. Reviews alternate approaches and selects the appropriate methodology.
7. Performs quality assurance review.
8. Reviews literature and current practices relevant to performing assigned projects.
9. Maintains and develops contacts within the scientific and technical communities that enhance and foster the image of the company.
10. Provides work direction and leadership to lower-level analysts.

Education and Experience:

Incumbents must possess Bachelor and Master degrees in fields of study related to assigned projects, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum eight years of increasingly complex and responsible experience managing or performing subject matter analyses related to assigned project tasks. Demonstrated experience in advanced concepts, processes, and analysis is required. Individuals must be competent with systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques. PC skills are needed in software and systems related to project assignments. Previous supervisory experience is required. Individuals must be able to coordinate the work of lower-level analysts, to communicate with and instruct others, and to explain highly complex technical subjects and processes. The establishment and maintenance of effective working relationships with management, technical staff, and client representatives are critical in this high-visibility position. Long hours are needed during peak periods. Some travel may be required.

TECHNICAL WRITER/EDITOR

Functional Responsibilities:

Individuals assigned to this position follow established procedures and formats in researching, writing, editing, and proofreading technical data. Materials may include documents or sections of documents such as manuals, procedures, specifications, training materials, installation guides, proposals, reports, and other technical information. Working with detailed specifications presented by supervisors and other personnel, individuals are expected to show judgment and initiative in performing assigned tasks, as well as to complete projects on schedule. Employees work under close supervision and exercise some ingenuity and originality in daily problem-solving. There is limited interaction with individuals outside the project. Excellent interpersonal relations must be maintained with all levels of management and staff.

Specific Job Functions:

1. Researches, writes, edits, and proofreads technical data for use in documents or sections of documents.
2. Participates in establishing style guidelines and standards.
3. Follows established procedures and formats. Ensures that the final product meets all required specifications.
4. Assures that technical documents are accurate, complete, and meet editorial standards.
5. Follows material through production. Assists in recommending overall organization and layout, mode of presentation, and publication methods. Ensures adherence to quality, graphics, coverage, format, and style standards.
6. Works long hours as needed to meet deadlines.
7. Works well with others and handles day-to-day situations with an acceptable, reasonable approach.

Education and Experience:

Employees assigned to this position must possess a Bachelor degree in English, journalism, a related technical field, or a related discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus two years of technical writing and editing experience, preferably in areas related to project assignments. The position requires excellent written communication skills. Individuals must be familiar with the types of technical projects to be assigned. PC literacy, including expertise with desktop publishing and word processing software adopted as standard by the client, is needed. The establishment and maintenance of effective working relationships with supervisors and other technical staff are necessary.

TASK ORDER PROJECT MANAGER

Functional Responsibilities:

Individuals assigned to this position plan and perform duties in a specific technical area on complex problems related to an engineering field of study. Incumbents frequently interact with senior-level professionals in other disciplines in promoting efficient solutions to multidisciplinary problems. Acting independently or with minimal supervision, individuals provide work direction to lower-level technical staff while fostering professional growth and creativity among these employees. Individuals exercise excellent judgment and initiative and generally spend a good deal of time advising senior management, clients, and subcontractors on solutions to high-level problems. Employees independently compose and deliver, verbally or in writing, reports of the highest professional quality. Close interaction with clients is needed, and individuals may have a definite impact on project success.

Specific Job Functions:

1. Plans and performs scientific studies on new and varied problems where only general objectives are stated.
2. Coordinates broad phases of assigned projects and performs advanced development work to obtain or maintain technical leadership in assigned fields.
3. Plans work effort in coordination with related activities of other projects.
4. Collaborates with management to determine scheduling, budget, staffing, and equipment required for assigned project(s).
5. Demonstrates creativity ability through problem-solving, scientific reports, or technical papers and articles.
6. Develops and maintains individual knowledge and competence by staying abreast of new, diversified scientific, technical, and engineering techniques and advances in the state-of-the-art.

Education and Experience:

Individuals at this level possess a minimum of a Bachelor degree in a technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of related experience in an engineering or scientific field, including research experience. The position requires expert knowledge of broad areas of computer applications that have common structures, processes, and techniques. Considerable knowledge of mathematical sciences that pertain to or are involved in information processing is needed. Individuals must be able to think logically in determining pertinent data and in drawing conclusions. This level is staffed by individuals who are experts in their field and are accepted as authorities in their technical specialties.

PRINCIPAL INFORMATION ENGINEER

Functional Responsibilities:

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

Specific Job Functions:

1. Develops and applies advanced methods, theories, and research techniques in investigating system requirements and solving highly complex problems.
 2. Plans, coordinates, and technically directs projects or major phases of significant projects. Coordinates the work of systems engineering and other technical staff. Provides programmatic oversight as required.
 3. Conducts investigations and tests of considerable complexity.
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4. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management, clients, and other technical staff as appropriate.
5. Participates in data collection, analysis, documentation, and reporting of results at all levels. Coordinates with the engineering staff to ensure appropriate support and representation.

Education and Experience:

This position requires a minimum of a Bachelor and preferably a Master degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 8 years of progressively responsible systems engineering experience, including experience with advanced systems design principles, procedures, and practices related to project assignments. Individuals must be able to coordinate the work of and lower-level engineers, to communicate with and instruct others, and to explain highly complex technical subjects and processes. The establishment and maintenance of effective working relationships with management, staff, and clients are necessary. Individuals must possess demonstrated expertise with equipment, software, and operating systems to be used on project assignments.

IT EXECUTIVE CONSULTANT II

Functional Responsibilities:

Senior technical executives in this position are responsible for the organization and performance of a technical operation that performs a specific function or group of functions and is typically subdivided into programs, projects, and/or tasks headed by program managers, project managers, and task managers as well as technical personnel who may be assigned to technical lead positions. Support staff under his purview includes all levels of professional specialists. The position requires excellent business judgment and initiative in responding to frequent client requests and careful attention to meeting all contractual obligations.

Specific Job Functions:

1. Manages a technical operation that is typically subdivided into programs, projects, and/or tasks.
2. Works closely with subordinate managers to develop a work plan for each project that fulfills contractual requirements. Formulates milestone schedules or other documented plans. Meets frequently with managers and other staff to review work performed and anticipated activities.
3. Provides day-to-day leadership of the operation. Monitors performance to optimize schedules, budgets, and technical excellence.
4. Coordinates with subordinate managers in maintaining frequent contact with client representatives to identify and respond to client requests and to ensure that potential sources of difficulty are surfaced and addressed.
5. Prepares and presents required status reports including coordination of information gathering, agenda, presentations, and so forth, for meeting internal and/or external status review requirements.
6. Performs quality assurance review. Administers a quality assurance program to ensure technical accuracy and adequacy of deliverables.
7. Ensures adequate staffing. Counsels staff on quality and quantity of work performed. Provides technical guidance and support. Prepares and conducts performance evaluations.
8. Maintains state-of-the-art knowledge regarding professional skill areas and applies expertise in solving technical problems.

Education and Experience:

This position requires Bachelor and Master or MBA degrees in disciplines related to project assignments, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 10 years of applicable experience. Applicable experience must include demonstrated success in managing technical programs and/or projects in a government contracting environment to include technical project or program planning and implementation, contract interpretation and administration, budget development and responsibility, and administration of government projects and/or programs. Incumbents must be able to work independently of any direct supervision and possess excellent written and verbal communication skills, including presentation skills, strong organization, initiative and follow-through, and flexibility and responsiveness to changing requirements and conditions. The ability to identify and resolve problems in a team environment is needed.

IT SENIOR CONSULTANT

Functional Responsibilities:

Individuals provide internal and external consulting services as top-level technical contributors in one or more areas of the most highly specialized technical phases of systems analysis, information and computer security and related fields. Acting independently or under the most minimal direction, individuals are expected to develop a new technology or provide technical guidance on highly complex projects. Significant interaction is needed with all levels of management, technical staff, and client representatives. Individuals have duties to instruct, direct, and check the work of other project members. Tact, judgment, and initiative are necessary in carrying out work assignments

Specific Job Functions:

1. Analyzes and evaluates major system requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system.
2. Reviews user requirements and provides direction in identifying problems and potential solutions.
3. Provides analytical support in the conceptualization, development, and implementation of complex, multiple, inter-linked systems.
4. Defines system objectives and prepares design specifications to meet user requirements and satisfy interface problems.
5. Formulates logical statements of user requirements and develops solutions by applying systems methods and engineering techniques.
6. Provides work leadership and technical direction to analysts, engineers, and programmers.

Education and Experience:

Individuals assigned to this position are top-level technical experts in one or more highly specialized technical disciplines. They must possess Bachelor and Master degrees in science, information systems, or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum eight years of increasingly complex and responsible experience in managing or performing in a complex technical environment. PC literacy and system security knowledge is required as well as previous supervisory experience. Individuals must be able to coordinate the work of lower-level analysts and engineers to communicate with and instruct others, and to explain highly complex technical subjects and processes. The establishment and maintenance of effective working relationships with clients' management and technical staff are critical in this high-visibility position.

SENIOR COMPUTER SYSTEMS ANALYST

Functional Responsibilities:

Working with little supervision, these individuals require only general direction in developing and applying highly complex methods, theories, and research techniques to investigating and solving applications problems related to assigned projects. Assignments are highly complex in nature and require comprehensive, specialized knowledge of both the technical field(s) related to assigned tasks and the specific engineering area. Individuals operate with substantial latitude for unreviewed action or decision and typically provide technical direction and guidance to other project personnel. Excellent tact, judgment, and initiative are necessary in carrying out work assignments. Excellent interpersonal skills are needed.

Specific Job Functions:

1. Analyzes and studies highly complex system requirements and develops methods for solving problems.
2. Designs system tools and subsystems to support the operational environment and manages their implementation.
3. Estimates system development costs and schedule.

4. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.
5. Assesses subcontractor development methods. Provides technical assessment of subcontractor work products. Monitors subcontractor schedules to ensure that deadlines are met.
6. Participates in program reviews, assesses quality, and provides feedback.
7. Resolves highly complex problems of design, reliability, and maintainability of systems. Provides quality assurance review.
8. Provides internal and external consulting services for management, technical staff, subcontractors, and clients in areas of expertise, giving professional appraisal where necessary and indicating the manner in which solutions can be developed.
9. Provides technical guidance and direction to other assigned project personnel.

Education and Experience:

Incumbents must possess Bachelor and preferably a Master degree in hard science, information systems, or related fields, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum eight years of progressively responsible experience, including experience with highly complex design engineering principles, procedures, and practices related to project assignments. Individuals must possess advanced experience in one or more of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering, telecommunications engineering, network engineering, electrical engineering, data quality engineering, or other relevant engineering disciplines as well as familiarity with applicable standards. The ability to provide technical leadership on a project is needed. Incumbents must be able to coordinate the work of lower-level engineers, to communicate with and instruct others, and to explain highly complex technical subjects and processes. The establishment and maintenance of effective working relationships with management, technical staff, subcontractors, and clients are necessary.

COMPUTER SYSTEMS ANALYST

Functional Responsibilities:

These individuals provide internal and external consulting services as top-level technical contributors in one or more areas of the most highly specialized technical phases of subject matter analysis. Acting independently or under the most general direction, individuals are expected to develop new methods and processes or provide technical guidance on highly complex projects. Significant interaction is needed with all levels of management, technical staff, and client representatives. Individuals provide work direction and guidance to lower-level analysts. Tact, judgment, and initiative are necessary in carrying out work assignments.

Specific Job Functions:

1. Analyzes and evaluates major client requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with systems, operations, and processes.
2. Reviews client requirements and provides direction in identifying problems and potential solutions.
3. Provides analytical support in conceptualizing, developing, and implementing complex, multiple, inter-linked systems.
4. Defines systems objectives and prepares systems designs to meet requirements and relationships between components and systems.
5. Formulates logical statements of requirements and develops solutions by applying methods such as incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.
6. Reviews alternate approaches and selects the appropriate methodology.
7. Maintains and develops contacts within the scientific and technical communities.
8. Provides work direction and leadership to other project personnel.

Education and Experience:

Incumbents must possess a minimum of a Bachelor degree in a field of study related to assigned projects, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum eight years of increasingly complex and responsible experience managing or performing subject

matter analyses related to assigned project tasks. Demonstrated experience in advanced concepts, processes, and analysis is required. Individuals must be competent with systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques. PC skills are needed in software and systems related to project assignments. Previous supervisory experience is required. Individuals must be able to coordinate the work of other assigned analysts, to communicate with others, and to explain highly complex technical subjects and processes. The establishment and maintenance of effective working relationships with management, technical staff, and client representatives are critical in this position.

COMMUNICATION NETWORK MANAGER

Functional Responsibilities:

Working under very limited supervision, the incumbent plans, schedules, supervises, and organizes all activities involved in providing PC/network design, configuration, and support to users at a client site. The individual manages PC/network support specialists and has full technical knowledge of support activities for the assigned organization. The position requires excellent organizational and leadership skills. Substantial tact, discretion, and good business judgment are required in representing the company as point of contact to client groups. Errors or delays in adhering to schedules can cause disruption of operations and jeopardize the company's prospects for future business with the client. Creativity and initiative are exercised in solving highly complex technical problems and providing proper recommendations.

Specific Job Functions:

1. Develops a work plan to fulfill contractual requirements in support of PC/network support activities at a client site.
2. Schedules tasks, directs work assignments, measures results, and recommends personnel actions.
3. Performs quality control. Ensures satisfactory assignment progress and technical accuracy and adequacy of project results.
4. Prepares cost estimates and staffing requirements.
5. Prepares and presents status reports for management review.
6. Ensures that the PC/network support function is adequately staffed with qualified employees. Trains assigned personnel.
7. Serves as company point of contact to client representatives for the timely submission of contact deliverables, activity tracking and status reporting, procurement of materials and equipment, and client long-term project planning. Fosters lasting client contacts.
8. Interprets company policies and procedures for subordinates. Ensures that company policies, procedures, and standard practices are followed.
9. Interacts well with others and handles day-to-day situations with an acceptable, reasonable approach.

Education and Experience:

The employee assigned to this position must possess a Bachelor degree in computer science, information systems, or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of applicable experience, including supervisory experience. The position requires expert knowledge of PC/network design, configuration, and support in a multi-server installation, including programming languages, operating systems, personal computers, and peripheral equipment adopted as standard by the client. Incumbents must be able to work independently and possess excellent written and verbal communication skills, strong organizational skills, initiative and follow-through, and flexibility and responsiveness to changing requirements and conditions. The ability to identify and resolve issues in a team environment is needed.

COMPUTER SECURITY SYSTEM SPECIALIST

Functional Responsibilities:

Employees assigned to this position are responsible for coordinating and monitoring sensitive aspects of a security operation to ensure compliance with Government security policies and procedures. They develop and implement

security procedures and ensure compliance with all aspects of the operation, including personnel, physical, and administrative security systems and procedures. Incumbents work under general supervision on complex assignments and exercise excellent judgment in daily problem-solving. There is frequent interaction with client staff, and excellent interpersonal relations must be maintained with all levels of management and staff. Individuals are expected to show appreciable discretion and initiative in performing assigned tasks.

Specific Job Functions:

1. Develops and implements security procedures in coordination with client representatives and management personnel.
2. Ensures compliance with all aspects of the security operation including personnel, information technology, physical, and administrative security systems and procedures.
3. Monitors and conducts security briefings.
4. Develops and conducts security education programs.
5. Investigates or oversees the investigation of losses and security violations.
6. Recommends corrective action.
7. Develops procedures and coordinates procedure manual revisions.
8. Maintains liaison with outside agencies and keeps senior management informed of all security activities.
9. Maintains the security database.

Education and Experience:

The position requires a Bachelor degree in a related discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of related experience in an industrial security program. Individuals must possess expert knowledge of the Government security regulatory manual related to the assigned security program. The ability to obtain and retain a Government-granted security clearance at the highest level held by the assigned facility is required. Incumbents must be able to coordinate the work of lower-level staff, to communicate with and instruct others, and to explain systems and processes in a manner easily understood by staff. Individuals must possess above average interpersonal skills, strong written and verbal communication skills, and the ability to work well under pressure. Substantial tact, discretion, and judgment are required in controlling personnel and safeguarding classified information. U.S. citizenship is a prerequisite.

PRINCIPAL NETWORK ARCHITECT

Functional Responsibilities:

This is the most senior position in the engineering/analysis job family. Persons assigned to this position possess and apply an advanced knowledge of network/systems engineering to projects of major complexity. Incumbents plan, conduct, and direct research and/or development work on the most complex projects requiring origination and application of new and unique approaches. Project activities may include tasks at the highest level of client requirements. Employees in this position require very limited guidance and are competent in all phases of network engineering to work independently. Incumbents provide work direction to one or more lower-level professional employees. They also spend a significant amount of time advising management and clients on high-level technical problems. Close interaction with clients is needed, and individuals may have a definite impact on future business with these clients.

Specific Job Functions:

1. Develops and applies advanced methods, theories, and research techniques in investigating and solving highly complex network/systems engineering problems.
2. Plans, conducts, and technically directs projects or major phases of significant projects. Coordinates the efforts of engineers and other technical staff in performing assigned projects.
3. Conducts investigations of considerable complexity. Identifies risks and issues, recommends alternatives, defines and develops processes, and performs quality assurance reviews.
4. Reviews completion and implementation of systems additions and/or enhancements and recommends revisions in technical application and analysis.

5. Provides technical consultation to other technical areas.
6. Establishes standards for network engineering procedures. Collaborates with other technical personnel on feasibility studies and systems planning. Confers with and advises lower-level employees on technical problems, practices, and methods. Prepares activity and progress reports as needed.
7. Assists in research and development to advance new business opportunities. Participates in new business efforts by maintaining and developing technical contacts outside the company.
8. Formulates concepts, approaches, and technical content of new business proposals, including scheduling and pricing.
9. Develops and maintains technical knowledge and competence by remaining current with new, diversified technical and engineering techniques and advances in the state-of-the-art.

Education and Experience:

Individuals assigned to this position must possess Bachelor and Master degrees in computer science or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 10 years of progressively responsible network engineering experience. Specialized experience may include areas such as facility, switch, and network/system engineering, planning, provisioning, and implementation; network topology design and engineering; traffic planning and engineering; interfacing networks/systems to/from transmission media; analysis of queuing issues; analysis and problem-solving with respect to traffic routing and flow and transmissions/system sizing; and knowledge of protocols, standards, and interfaces. Incumbents must possess well-developed leadership skills and experience and the capability to supervise a project team of engineers and related technical specialists. They are required to maintain a current, state-of-the-art knowledge of communication protocols and hardware, software, and operating systems related to project assignments and to the network engineering field in general. Employees in this position have full professional recognition plus acceptance by peers and management as authorities in their technical specialties. The position requires superior written and verbal communication skills as well as tact, discretion, and excellent business judgment in day-to-day interactions with all levels of employees, clients, and vendors.

SENIOR INFORMATION ENGINEER

Functional Responsibilities:

Individuals assigned to this position are responsible for the organization and performance of a technical program involving more advanced or highly complex technical areas. These individuals act as senior company representatives for projects reporting to them and interact on an ongoing basis with client representatives. Individuals are responsible for monitoring project performance to ensure that all work is performed within the scope of the contract and in compliance with the contract document. Responsibilities include monitoring the quality and timeliness of all deliverables, approving staff plans, and ensuring adherence to project budgets. Individuals operate independently and report on a regular basis to a director or Vice President regarding program progress. Difficulties encountered, whether administrative or technical, are reported immediately to the appropriate senior client personnel. Responsibilities are carried out within the framework of company policies, procedures, and practices.

Specific Job Functions:

1. Provides high level technical guidance to all phases of a program that is typically subdivided into one or more technical projects.
2. Works closely with both project and client personnel to develop a work plan for each technical task that fulfills contractual requirements for assigned projects. Formulates milestone schedules or other documented plans. Meets frequently with managers and other staff to review work performed and anticipated activities.
3. Provides day-to-day leadership of the project staff. Monitors project performance to optimize schedules, budgets, and technical excellence .
4. Prepares and presents required status reports including coordination of information gathering, agenda, presentations, and so forth, for meeting internal and/or external status review requirements.
5. Monitors schedules and costs for assigned projects and informs appropriate senior-level management of problems and issues related to program performance.
6. Performs quality assurance review. Ensures technical accuracy and adequacy of deliverables.

7. Ensures adequate staffing. Counsels staff on quality and quantity of work performed. Provides technical guidance and support. Prepares and conducts performance evaluations. Contributes key technical expertise.
8. Maintains state-of-the-art knowledge in professional skill areas and applies expertise in solving technical problems.

Education and Experience:

This position requires a minimum of a Bachelor and preferably a Master degree in disciplines related to project assignments, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 8-10 years of applicable experience. Applicable experience must include demonstrated success in managing technical projects in a government contracting environment to include technical project or program planning and implementation, contract interpretation and administration, budget development, and administration of government projects. Incumbents must be able to work independently of any direct supervision and possess excellent written and verbal communication skills, strong organizational ability, initiative and follow-through, and flexibility and responsiveness to changing requirements and conditions. The ability to identify and resolve problems in a team environment is needed.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

**Robert Salisbury
Executive Vice President**

**Mohawk Information Systems and Consulting, Inc.
576 N. Birdneck Road
Box 703
Virginia Beach, Virginia 23451**

www.misc-consults.com

Phone: 703-967-0069

Fax: 757-491-0018

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **Mohawk Information Systems and Consulting, Inc.** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

_____.

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

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

Signatures

Ordering Activity	Date
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Mohawk Information Systems and Consulting, Inc.	Date
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BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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

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

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

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

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

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

Here is a general outline on how it works:

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