

**DCA**

Duvall-Coulter Associates, Inc.

# **GSA Schedule Pricelist**

## **Information Technology Professional Services**

**Special Item Number: 132-51**

**Effective 8/2007**

**DCA**

**Duvall-Coulter Associates, Inc.**

**GSA Schedule Pricelist**

***Information Technology  
Professional Services***

**Special Item Number: 132-51**

**Effective 8/2007**

**GS-35F-0685M**

## TABLE OF CONTENTS

	<b>Page #</b>
<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>COMPANY HISTORY</b> .....	<b>3</b>
<b>INFORMATION FOR ORDERING OFFICES</b> .....	<b>4</b>
<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)</b>	
<b>PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)</b> .....	<b>13</b>
<b>DESCRIPTION OF SERVICE OFFERINGS</b> .....	<b>22</b>
<b>PRICE LIST</b> .....	<b>23</b>
Project Manager .....	24
Systems Management Engineer I.....	24
Systems Management Engineer II .....	24
Systems Management Engineer III.....	25
Systems Management Engineer IV.....	25
Systems Management Engineer V .....	25
Senior Systems Troubleshooter .....	26
Senior Network Engineer.....	26
Senior Systems Analyst .....	27
Systems Analyst.....	27
Senior Programmer .....	28
Programmer.....	29
Senior Database Administrator .....	29
Database Administrator.....	29
Management Consultant .....	30
Trainer.....	30

## **COMPANY HISTORY**

Duvall-Coulter Associates, Inc. (DCA) is an Information Technology consulting firm established in February 1980. We have more than a twenty-five track record of success with Federal and local government agencies, professional organizations, large and small businesses and other systems engineering companies.

DCA has worked on the cutting edge of information technology since it was founded. The company developed the first PC client-server application deployed nationwide by the U.S. Department of Labor. This application, the Nurse/Rehabilitation Tracking System (NRTS), monitors the delivery of services to injured Federal government workers. DCA staff also designed the U.S. Department of Labor's first National Internet application – the Agency Query System (AQS). Using this system, congressional staff, federal agencies and claimants can immediately determine the status of claims and associated compensation and medical bills. Prior to AQS, it took as much as 30 days to determine the status of a compensation claim. DCA also developed and deployed the first web-based knowledgware management system used by the Department of Labor's Employment Standard Administration for rapid text search and retrieval of its voluminous on-line library of Regulations, Procedures, Decisions, and related technical and administrative references. DCA developed the first PC-based Accident/Incident Reporting System used by the U.S. Secret Service.

In the private sector, DCA developed the first PC-based, touch screen, self-service ticketing device for a national airline. While under contract to the Sony Corporation, DCA implemented a PC-based point-of-entry system for the multimedia Sony Autosound Road show. This Sony Autosound 'ticket to ride' system captured demographic and marketing data and issued a 'smart' credit card ticket that provided access to the Road show and collected customer preferences in a database.

DCA staff were among the 12-member Federal Government task force charged with establishing a new major workers' compensation program in the U.S. Department of Labor (DOL). The purpose of this program as defined in The Energy Employees Occupational Illness Compensation Program Act (EEOICPA) is to provide compensation to covered nuclear energy workers and their survivors who worked directly or under contract to the U.S. Department of Energy. The Department of Labor asked DCA to focus on Information Technology needs for this new compensation program. DCA identified IT system requirements, established management controls and implemented comprehensive system solutions to support this new energy program within the DOL. Within 4 months, as mandated by Congress, an EEOICP organization was established and the Secretary of Labor handed the first EEOICP claimant a compensation check.

## INFORMATION FOR ORDERING OFFICES

<i>Phone/Fax</i>	<i>E-mail</i>	<i>Web Site</i>
301-774-7303	gsaschedule@duvall-coulter.com	www.duvall-coulter.com

### 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!*<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA *Advantage!*<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

---

#### 1. GEOGRAPHIC SCOPE OF CONTRACT

Services will be for delivery within the 48 contiguous states and the District of Columbia.

---

#### 2. DCA'S ORDERING ADDRESS AND PAYMENT INFORMATION

Contractors are required to accept the 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.

- For orders by e-mail transmission:

[gsaschedule@duvall-coulter.com](mailto:gsaschedule@duvall-coulter.com)

- For mailed orders, the address is:  
Duvall-Coulter Associates, Inc.  
300 Brighton Dam Road  
Brookeville, MD 20833-2023
- Remittance Address: (bank account information for wire transfer payments will be shown on each DCA invoice)  
Duvall-Coulter Associates, Inc.  
300 Brighton Dam Road  
Brookeville, MD 20833-2023
- Below are the telephone numbers that can be used by ordering agencies to obtain technical and/or ordering assistance:  
In the Metropolitan Washington, DC area: (301) 774-7303

---

**3. LIABILITY FOR INJURY OR DAMAGE**

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

---

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 11-619-0026  
Block 30: Type of Contractor: C. Small Business  
Block 31: Woman-Owned Small Business - NO  
Block 36: Contractor's Taxpayer Identification Number (TIN) – 52-1179386

---

**4a. CAGE CODE: 0A0A7**

---

**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: 132-51  
  
Delivery Time: 14 Days ARO
- 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.

---

**7. DISCOUNTS**

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

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: DCA reserves the right to offer additional discounts in instance where the value of the order exceeds \$500,000 or when further discounts represent a good business decision.
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government clients.
- e. Other - None

---

**8. TRADE AGREEMENTS ACTS 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**

Not applicable under the scope of this contract.

---

**10. SMALL REQUIREMENTS**

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

---

**11. MAXIMUM ORDER**

Special Item Number 132-51 - Information Technology (IT) Professional Services. The maximum dollar value per order for IT Professional Services will be \$500,000.

---

**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS, IN ACCORDANCE WITH FAR 8.404**

[**Note:** Special ordering procedures have been established for Special Item Numbers (SINS) 132-51 IT Professional Services; refer to the terms and conditions for those SINS.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and

reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or an order about the supply or service offered under MAS contracts by using the "GSA *Advantage!*" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;
  - (5) Maintenance availability;
  - (6) Past performance; and
  - (7) Environmental and energy efficiency considerations.
- c. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
  - (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA *Advantage!*" on-line shopping service;
  - (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
  - (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (2) Offer the lowest price available under the contract; or
  - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. **Blanket Purchase Agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. **Price Reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. **Small Business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

---

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

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether 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.

---

**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. SECURITY REQUIREMENTS**

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

---

**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 (1) Termination for the Government'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 Ad-*

*vantage!* will allow the user to perform various searches across all contracts including, but not limited to:

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

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

---

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

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

---

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

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

### **No Exceptions**

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.

---

**20. YEAR 2000 WARRANTY - COMMERCIAL SUPPLY ITEMS  
(1-FSS-550-A) (AUG 1997)**

As used in this clause, “Year 2000 compliant” means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time if the other information technology properly exchanges date/time data with it.

- (a) All currently awarded products that are not Year 2000 compliant must be deleted from this contract no later than December 31, 1999.
- (b) Any contract modifications, adding new items under clause 552.243-72, Modifications (Multiple Award Schedule), must meet the warranty requirement in paragraph c, below.
- (c) The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor’s standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

---

**21. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

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

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

---

**22. 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. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

**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 Government location, as agreed to by the Contractor and the ordering office.

**2. ORDERING PROCEDURES FOR SERVICES**

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
  - (1) 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 which are outlined herein take precedence over the procedures in FAR 8.404.
  - (2) The GSA has determined that the rates for IT professional services contained in this pricelist 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.
  - (3) When ordering IT professional services ordering offices shall -
    - (i) Prepare a Request for Quotation:
      - (A) A performance-based statement of work 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) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors 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 hourly 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 material orders.

- (C) The request for quotation may request the contractors, if necessary or appropriate, 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 for quotation 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 acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.
- (ii) Transmit the Request for Quotation to Contractors:
- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates 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 for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation 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 proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.
- (iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

- (4) 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 -
  - (i) Inform contractors in the request for quotation (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 and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
    - (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 procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
  - (ii) 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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) 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.
- (6) When the ordering office's requirement involves both products as well as IT 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 greatest value in terms of meeting the agency's total needs.

- (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, 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' proposals 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.
- b. 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.
- (1) **Orders placed at or below the micropurchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) **Orders exceeding the micropurchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA *Advantage!*" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
- (i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA *Advantage!*" on-line shopping service;
- (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (B) Offer the lowest price available under the contract; or
  - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) **Blanket Purchase Agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, delivery locations and times.
- (5) **Price Reductions.** In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) **Small Business.** For orders exceeding the micropurchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### **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 that 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.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor 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 of 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 performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use city pair contracts.

**5. 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.

**6. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

**7. RESPONSIBILITIES OF THE GOVERNMENT**

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

**8. 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 Government.

**9. 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.

## **10. INVOICES**

The Contractor, 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.

## **11. PAYMENTS**

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

## **12. RESUMES**

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

## **13. 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.

## **14. 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.

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

A description of the services available under this ADP Services Schedule follows these Terms and Conditions. These services are presented in the same manner that DCA sells to the commercial and other government clients. Hourly rates are offered and are directly related to DCA's commercial offerings as found on DCA's home page on the Internet at *<http://www.duvall-coulter.com>*

For each skill available, there is a commercial job title; the minimum/general experience; functional/responsibility; and minimum education.

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

**PREAMBLE**

DCA Corporation provides commercial 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 other 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 ensure 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 Federal Government contracts. To accelerate potential opportunities please contact:

**DCA Corporation**  
**Vice President for Information Systems**  
**300 Brighton Dam Road**  
**Brookeville, Maryland 20833-2023**  
**E-mail: [gsaschedule@duvall-coulter.com](mailto:gsaschedule@duvall-coulter.com)**

## DESCRIPTION OF SERVICE OFFERINGS

This section presents descriptions of service offerings by labor categories. When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown in Figure 1, Allowable Substitutions of Education and Experience.

**Figure 1. Allowable Substitutions of Education and Experience**

*The minimum education and experience will be met when the educational equivalencies in the tables below are considered.*

*Additional educational achievements in excess of requirements can be substituted for experience requirements:*

Required Education	Actual Education Obtained	Additional Years of Experience Credited the DCA Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

**PRICE LIST**

**DUVALL-COULTER ASSOCIATES, INC. (DCA)**  
**GENERAL SERVICES ADMINISTRATION, FEDERAL SUPPLY SCHEDULE**  
**SPECIAL ITEM NO. (SIN) 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**  
**GSA CONTRACT NUMBER: GS-35F-0685M**  
**HOURLY LABOR RATES, \$ Discounted**

Line Item	Description	Year 1	Year 2	Year 3	Year 4	Year 5	Page No
1	Project Manager	125.51	130.40	135.49	140.77	146.27	24
2	Systems Management Engineer I	67.95	70.60	73.35	76.21	79.19	24
3	Systems Management Engineer II	75.49	78.43	81.49	84.67	87.97	24
4	Systems Management Engineer III	83.78	87.05	90.44	93.97	97.63	25
5	Systems Management Engineer IV	101.40	105.35	109.46	113.73	118.17	25
6	Systems Management Engineer V	125.51	130.40	135.49	140.77	146.27	25
7	Senior Systems Troubleshooter	179.16	186.15	193.41	200.95	208.79	26
8	Senior Network Engineer	119.54	124.20	129.05	134.08	139.31	26
9	Senior Systems Analyst	95.62	99.35	103.22	107.25	111.43	27
10	Systems Analyst	76.50	79.48	82.58	85.80	89.15	27
11	Senior Programmer	84.90	88.21	91.65	95.23	98.94	28
12	Programmer	76.50	79.48	82.58	85.80	89.15	29
13	Senior Database Administrator	125.51	130.40	135.49	140.77	146.27	29
14	Database Administrator	101.40	105.35	109.46	113.73	118.17	29
15	Management Consultant	99.78	103.67	107.71	111.92	116.28	30
16	Trainer	84.90	88.21	91.65	95.23	98.94	30

**PRICE LIST LEGEND**

**Year 1** is the period from August 1, 2007 through July 31, 2008  
**Year 2** is the period from August 1, 2008 through July 31, 2009  
**Year 3** is the period from August 1, 2009 through July 31, 2010  
**Year 4** is the period from August 1, 2010 through July 31, 2011  
**Year 5** is the period from August 1, 2011 through July 31, 2012

Each subsequent annual period beginning with August 1, 2008, is increased as yearly economic price increases by 3.9% (three point nine percent).

<b>Commercial Job Title:</b>	<b>Project Manager</b>
<b>Minimum/General Experience:</b> Combination of eight years information technology experience, including three years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed.	
<b>Functional Responsibility:</b> Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.	
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field, or in the project's functional area.	
<b>CLIN # 1</b>	

<b>Commercial Job Title:</b>	<b>Systems Management Engineer I</b>
<b>Minimum/General Experience:</b> Two years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.	
<b>Functional Responsibility:</b> Works under general direction. Formulates/defines system scope and objectives. Devises or modifies procedures to solve moderately complex problems considering computer equipment capacity and limitations. Codes, tests, debugs, and documents computer programs. May be involved in related areas such as database design/management and evaluation of commercial off-the-shelf (COTS) products.	
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field, or in the project's functional area.	
<b>CLIN # 2</b>	

<b>Commercial Job Title:</b>	<b>Systems Management Engineer II</b>
<b>Minimum/General Experience:</b> Three years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.	
<b>Functional Responsibility:</b> Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.	
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.	
<b>CLIN # 3</b>	

<b>Commercial Job Title: Systems Management Engineer III</b>
<b>Minimum/General Experience:</b> Four years of technical experience in applications software development, three of which are in systems analysis and one year acting as technical lead to a team of programmers/analysts. Has an excellent understanding of the business or function for which the application is designed.
<b>Functional Responsibility:</b> Plans, directs and monitors the work of team members. Sets priorities to meet the needs of users. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other systems analysts and programmers. This skill is qualified to operate in advanced technical environments that include C++, Client/Server, Oracle, Delphi, Visual Basic, JAVA, and other source code requirements.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 4</b>

<b>Commercial Job Title: Systems Management Engineer IV</b>
<b>Minimum/General Experience:</b> Eight years of technical experience in applications software development, four of which are in systems analysis and three years acting as technical lead to a team of programmers/analysts. Has a superlative understanding of the business or function for which the application is designed.
<b>Functional Responsibility:</b> Provides an advanced level of technical and management consulting support. Possesses expertise in the core capabilities and requirements of the particular area of need. Maintains a strong, broad knowledge base in the areas of technology and the application of technology within diverse organizations. Has specific expertise in several specific functional areas. Able to work independently, or in a leadership role in large groups, toward successful completion of complex projects and has expertise and experience in the development of strategic ADP technical and organization plans. Develops and implements mission supportive tasks and/or projects, possesses strong organizational, interpersonal and communications skills.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 5</b>

<b>Commercial Job Title: Systems Management Engineer V</b>
<b>Minimum/General Experience:</b> Ten years of technical experience in applications software development, six of which are in systems analysis and four years acting as technical lead to a team of programmers/analysts. Has an expert understanding of the business or function for which the application is designed.
<b>Functional Responsibility:</b> Works with client to identify enterprise-wide requirements. Possesses expertise in the core requirements of the particular area of need. Maintains a strong, broad knowledge base in the areas of technology and the application of technology within diverse organizations. Able to work independently, or in a leadership role in large groups, toward successful completion of complex projects and has expertise and experience in the development of strategic ADP technical and organization plans. Develops and implements mission supportive tasks and/or projects, possesses strong organizational, interpersonal and communications skills.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 6</b>

<b>Commercial Job Title: Senior Systems Troubleshooter</b>
<b>Minimum/General Experience:</b> Ten years of technical experience in applications software development, six of which are in systems analysis and programming with four years in providing solutions to complex system problems. Has an expert understanding of the business or function for which the system is designed.
<b>Functional Responsibility:</b> Identifies source of system problems and provides solutions. Devises procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other systems analysts and programmers. This skill is qualified to operate in advanced technical environments that include C++, Client/Server, Oracle, Delphi, Visual Basic, JAVA, and other source code requirements.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 7</b>

<b>Commercial Job Title: Senior Network Engineer</b>
<b>Minimum/General Experience:</b> Ten years of technical experience installing, maintaining and managing Local Area Networks (LANs) and Wide Area Networks (WANs). Extensive knowledge of network hardware and software
<b>Functional Responsibility:</b> Responsible for acquisition, installation and maintenance and usage of the LAN/WAN. Determines best products to meet client requirements. Manages network system performance and maintains system security. Installs network hardware and software. Evaluates, develops and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements system policies, procedures and standards and ensures their conformance to information systems objectives. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 8</b>

<b>Commercial Job Title:</b> Senior Systems Analyst
<b>Minimum/General Experience:</b> Eight years of experience in an area of specialization associated with the requirement. Experience with Government or industry standards, processes, procedures, methodologies, or tools that support analysis as relative to the requirement.
<b>Functional Responsibility:</b> Provides comprehensive support for difficult analysis and evaluation assignments. Performs and/or leads analysis and evaluation of existing or proposed processes, applications, systems, or software. Performs and/or leads project planning, scope, control, management, tracking, or review activities. Performs and/or leads analysis and evaluation throughout the process, application, system, or software development life-cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation/deployment, performance tuning, testing, or training. Performs and/or leads document development/preparation at various stages of a project life cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Facilitates meetings such as joint application development (JAD) sessions to support the analysis process. Serves as a liaison between functional and technical specialists at all levels. Assists with testing to support the project life cycle, as applicable. Uses methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. May supervise/manage.
<b>Minimum Education:</b> Master's degree in Computer Science, Engineering, or a related field.
<b>CLIN # 9</b>

<b>Commercial Job Title:</b> Systems Analyst
<b>Minimum/General Experience:</b> Two years of experience in an area of specialization associated with the requirement, or a certificate of advanced study in a related technical area. Familiarity with Government or industry standards, processes, procedures, methodologies, or tools that support analysis as relative to the requirement.
<b>Functional Responsibility:</b> Provides supervised support for routine activities, according to established procedures or instructions. Assists with the analysis and evaluation of existing or proposed processes, applications, systems, or software. Assists with project planning, scope, control, management, tracking, or review. Assists with analysis and evaluation throughout the process, application, system, or software development life-cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation/deployment, performance tuning, testing, or training. Assists with document development/preparation at various stages of a project life cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. May facilitate meetings such as joint application development (JAD) sessions to support the analysis process. May serve as a liaison between functional and technical specialists. May assist with testing to support the project life cycle. Uses basic elements of methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases to perform assigned tasks. Complies with the standards and organization requirements relative to specific assignments.
<b>Minimum Education:</b> Bachelor's degree in Computer Science, Engineering, or a related field.
<b>CLIN # 10</b>

<b>Commercial Job Title: Senior Programmer</b>
<b>Minimum/General Experience:</b> Five years of technical experience in recent applications software development, three of which must be in either programming on-line interactive systems or programming in the modification or development of applications systems. Competent to work at a high technical level for all phases of applications programming activities.
<b>Functional Responsibility:</b> Implements, independently or as a member of a team, projects or program segments involving the updating, modifying or designing of new software applications. Formulates/defines system scope and objectives. Devises or modifies procedures to solve moderately complex problems considering computer equipment capacity and limitations. Codes, tests, debugs, and documents computer programs. May be involved in related areas such as database design/management and evaluation of commercial off-the-shelf (COTS) products.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 11</b>

<b>Commercial Job Title: Programmer</b>
<b>Minimum/General Experience:</b> Three years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.
<b>Functional Responsibility:</b> Performs any of a variety of programming assignments under the supervision of a team leader. Modifies and writes computer programs for projects of average scope and complexity. On the basis of general specifications, outlines and prepares standard routines and subroutines, designs diagrams and flowcharts. Codes, tests, debugs, and documents computer programs. May be involved in related areas such as database design/management and evaluation of commercial off-the-shelf (COTS) products.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 12</b>

<b>Commercial Job Title: Senior Database Administrator</b>
<b>Minimum/General Experience:</b> Five years of technical experience in administration, analysis, and programming of computerized databases. Competent to work at a high level for all phases of database management.
<b>Functional Responsibility:</b> Designs, implements, and maintains complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods. Maintains database dictionaries, monitors standards and procedures, and integrates system through database design.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 13</b>

<b>Commercial Job Title: Database Administrator</b>
<b>Minimum/General Experience:</b> Four years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.
<b>Functional Responsibility:</b> Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrates system through database design.
<b>Minimum Education:</b> Bachelor's degree in Computer Science or a related field.
<b>CLIN # 14</b>

<b>Commercial Job Title: Management Consultant</b>
<b>Minimum/General Experience:</b> Six years Management consulting experience, of which three- (3) years of facilities management supervision.
<b>Functional Responsibility:</b> Possesses knowledge of the policies and regulations governing the client site. Provides logistics support maintenance and supply management, quality control and material handling operations to support site operations. Provides functional expertise in client automated systems, including supply, maintenance and transportation system(s). Must be able to communicate ideas comprehensively and effectively through written and oral presentation. Supervises facilities maintenance and administrative staff as required.
<b>Minimum Education:</b> Bachelor's Degree in Business Management or a related field.
<b>CLIN # 15</b>

<b>Commercial Job Title: Trainer</b>
<b>Minimum/General Experience:</b> Four years of technical training experience, including two years of information systems training experience. Competent to work at a high level for all phases of information systems training.
<b>Functional Responsibility:</b> Working under general direction, prepares and conducts complex training and education programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness.
<b>Minimum Education:</b> Bachelor's degree in Computer Science, a training field, or a related field.
<b>CLIN # 16</b>