

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

**For
Enlightened, Inc.**



**GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES**

**Contract Number: GS-35F-0703M
Period Covered by Contract: 14 August 2012 – 13 August 2017**

Enlightened, Inc.
1101 Connecticut Avenue, NW Suite 800
Washington, DC 20036
www.enlightened.com
a_ford@enlightened.com

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SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Note: 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.

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

Note 2: 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.

General Services Administration Federal Supply Service

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/>

INFORMATION FOR ORDERING OFFICES

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

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

For orders exceeding the 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:

The geographic scope of contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico.

2. Enlightened, Inc.'s Ordering Address and Payment Information:

Ordering:

1101 Connecticut Ave, NW Suite 800
Washington, DC 20036

Payment:

1101 Connecticut Ave, NW Suite 800
Washington, DC 20036

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.

Ordering agencies to obtain technical and/or ordering assistance can use the following telephone number(s):

202.728.7190

Attn: Antwanye Ford

3. Liability for Injury or Damage

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

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: 09-822-8088

Block 30: Type of Contractor: A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business: No

Block 36: Enlightened, Inc.'s Taxpayer Identification Number (TIN): 52-2049720

4a. CAGE Code: 3D1L6

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

5. FOB Destination

6. Delivery Schedule

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated between Enlightened, Inc. and the ordering agency.

Expedited Delivery Times are negotiated between Enlightened, Inc. and the ordering agency.

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 Enlightened, Inc. for the purpose of obtaining accelerated delivery. Enlightened, Inc. shall reply to the inquiry within 3 workdays after receipt. (Enlightened, Inc. shall confirm telephonic replies in writing.) If Enlightened, Inc. 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

Prompt Payment: 2 % - 20 days from receipt of invoice or date of acceptance, whichever is later.

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:

Not applicable

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.)

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

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

12. Use of Federal Supply Service Information Technology Schedule Contracts

In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Number (SIN) 132-51 IT Professional Services; refer to the terms and conditions for this SIN.]

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 service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three 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, Enlightened, Inc. 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 contractor, 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 Enlightened, Inc.

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 lesser.

15. Contract Administration for Ordering Offices

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under

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

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.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 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 Enlightened, Inc.

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:

NONE

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. 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 s. 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.

21. 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.

22. Installation, De-installation, Reinstallation

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

The requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-51.

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.Enlightened.com

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

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 apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. Enlightened, Inc. shall provide services at Enlightened, Inc.'s facility and/or at the Government location, as agreed to by Enlightened, Inc. and the ordering office.

2. Performance Incentives

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

3. Ordering Procedures

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

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

- (a) When ordering services, ordering offices shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determina-

tion that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, re-

ardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

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

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

4. Order

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks, which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. Performance of Services

a. Enlightened, Inc. shall commence performance of services on the date agreed to by Enlightened, Inc. and the ordering office.

b. Enlightened, Inc. agrees to render services only during normal working hours, unless otherwise agreed to by Enlightened, Inc. and the ordering office.

c. Enlightened, Inc. guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT services under the task order shall have the education, experience, and expertise as stated in the task order.

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.

6. 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.

7. Responsibilities of Enlightened, Inc.

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

8. 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.

9. Independent Contractor

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

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 Enlightened, Inc.

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 contractor or its affiliates or (ii) impair 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 contractor, 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

Enlightened, Inc., upon completion of the work ordered, shall submit invoices for IT services. The ordering office on individual orders may authorize progress payments, 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 Government shall pay Enlightened, Inc., 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 apply 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.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. Approval of Subcontracts

The ordering activity may require that Enlightened, Inc. 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.

DESCRIPTION OF IT SERVICES AND PRICING

Labor Category Pricing

Labor Category Offered	GSA Schedule Hourly Rate
Analyst I	\$66.83
Analyst II	\$88.78
Analyst III	\$108.90
Analyst IV	\$115.90
Functional Analyst I	\$85.57
Statistical Analyst I	\$108.25
Statistical Analyst II	\$113.76
Customer Support Analyst	\$53.87
Database Engineer I	\$99.00
Database Engineer II	\$133.65
Data Architect III	\$120.90
System Architect II	\$140.65
Developer I	\$73.82
Developer II	\$88.78
Developer III	\$113.85
Developer IV	\$118.75
Web Developer I	\$81.90
Web Developer II	\$103.42
Network Engineer	\$68.83
Program Manager II	\$147.25
Project Manager	\$73.82
Project Manager II	\$103.74
Project Manager IV	\$148.50
Senior Security Engineer I	\$103.94
Senior Security Engineer II	\$112.86
Senior Security Engineer III	\$123.75
Technical Writer	\$79.20
QA Engineer I	\$88.35
Tester	\$58.85
Senior Tester	\$89.10
Senior Tester III	\$109.61
Training Manager	\$119.79

Labor Category Descriptions

Enlightened delivers exceptional technical services and below you will find descriptions and pricelist for services that we offer.

Commercial Job Title: Analyst I

Minimum/General Experience: 3-5 years if relevant experience which applies to business process analysis, review and improvements, requirements definition and workflow analysis. Requires competence in all aspects of system analysis.

The Analyst I is knowledgeable in or capable of but not limited to the following:

- Requirements and workflow analysis
- Crafting All aspects of systems analysis
- Facilitation and coordination of meetings
- Familiar with various technology concepts (e.g. Database, Web, Client Server)
- Relies on limited experience and judgment to plan and accomplish goals
- Process Review, Analysis and Modeling
- Customer Surveys and Interviews
- Gap Analysis and Studies

Functional Responsibility: Guides the analysis and requirements phase. Crafts various analytical documents including but not limited to Requirements Documents, Best Practices studies, Statement of Work, Technical proposals.

Minimum Education: B.S. Computer Science, Information systems, or equivalent

Commercial Job Title: Analyst II

Minimum/General Experience: 5-8 years if relevant experience which applies to business process analysis, review and improvements, requirements definition and workflow analysis. Requires competence in all aspects of system analysis.

The Analyst II is knowledgeable in or capable of but not limited to the following:

- May lead and direct the work of others
- Requirements and workflow analysis
- Crafting All aspects of systems analysis
- Facilitation and coordination of meetings
- Familiar with various technology concepts (e.g. Database, Web, Client Server)
- Relies on limited experience and judgment to plan and accomplish goals
- Process Review, Analysis and Modeling
- Customer Surveys and Interviews
- Gap Analysis and Studies

Note: A wide degree of creativity and latitude is expected

Functional Responsibility: Guides the analysis and requirements phase. Crafts various analytical documents including but not limited to Requirements Documents, Best Practices studies, Statement of Work, Technical proposals.

Minimum Education: B.S./B.A. Computer Science, Information systems, Business Administration (concentration in technology), or equivalent

Commercial Job Title: Analyst III

Minimum/General Experience: 7-10 years of relevant experience in business process re-engineering, requirements definition, and workflow analysis. Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. The Analyst III is knowledgeable or skilled in, but not limited to, the following:

- Expert in the ability to lead requirements and workflow analysis
- Crafts deliverables related to all aspects of systems analysis and design
- Familiar with various technology concepts (e.g. Relational Database, Web, Client Server)
- Experience in planning and accomplishing goals
- Expert in Process Review, Analysis and Modeling
- Extensive experience in interfacing with executive level clients, and proficient in conducting Customer Surveys and Interviews
- Expert in writing Gap Analysis documents and Studies

Functional Responsibility: Leads the analysis and requirements phase. Crafts various analytical documents including, but not limited to, requirements documents, best practices studies, and technical proposals.

Minimum Education: Bachelor's degree in a technical discipline and/or business administration and 7-10 years related experience. Master's degree in a related discipline preferred and/or equivalent relevant experience.

Commercial Job Title: Analyst IV

Minimum/General Experience: 10-15 years of relevant experience in business process re-engineering, requirements definition, and workflow analysis. Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Proficient with relational databases and software architectures and how they may impact system requirements. Relies on experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. The Analyst IV is proficient in, but not limited to, the following:

- Requirements, workflow and system analysis
- Relevant technologies (e.g. relational database, web, client-server, mobile)
- Project Management
- Process Review, Analysis and Modeling
- Interfacing with executive level clients, and conducting Customer Surveys and Interviews
- Gap Analysis documents and Studies

Functional Responsibility: Leads the analysis and requirements phase. Crafts or reviews various analytical documents including, but not limited to, requirements documents, best practices studies, and technical proposals.

Minimum Education: M.S./M.A. in a technical field or 6 years relevant work experience in lieu of M.S./M.A.

Commercial Job Title: Functional Analyst I

Minimum/General Experience: 1 - 3 years of relevant experience in business process re-engineering, requirements definition, and workflow analysis within a specific domain. Reviews, analyzes, and evaluates business systems and user needs. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Knowledge of relational databases and software architectures and how they may impact system requirements. The Functional Analyst I is knowledgeable in, but not limited to, the following:

- Requirements, workflow and system analysis
- Relevant technologies (e.g. relational database, web, client-server, mobile)
- Process Review, Analysis and Modeling
- Interfacing with executive level clients, and conducting Customer Surveys and Interviews
- Gap Analysis documents and Studies

Functional Responsibility: Participates in the analysis and requirements phase. Prepares various analytical documents including, but not limited to, requirements documents, best practices studies, and technical proposals.

Minimum Education: B.S./B.A. in a technical field with concentration in a specific domain (e.g. Finance) or 6 years relevant work experience in a specific domain in lieu of B.S./B.A.

Commercial Job Title: Statistical Analyst I

Minimum/General Experience: 1 – 3 years of direct experience with developing and using statistical models to identify correlations, data patterns, and quantitative insight. The Statistical Analyst I knowledgeable in, but not limited to, the following:

- Statistical theory and models
- Modern statistical tools (e.g. SPSS, SAS)
- Correlations
- Regressions
- Data Mining

Functional Responsibility: Elicits, analyzes, communicates and validates project requirements to meet project objectives. Develops analytical frameworks based on statistical methodologies, and analyzes data that leads to the production of high quality documentation.

Minimum Education: B.S./B.A. in a statistical or mathematical field or 4 years relevant work experience.

Commercial Job Title: Statistical Analyst II

Minimum/General Experience: 3 – 5 years of direct experience with developing and using statistical models to identify correlations, data patterns, and quantitative insight. The Statistical Analyst II knowledgeable in, but not limited to, the following:

- Statistical theory and models
- Modern statistical tools (e.g. SPSS, SAS)
- Correlations
- Regressions
- Data Mining

Functional Responsibility: Elicits, analyzes, communicates and validates project requirements to meet project objectives. Develops analytical frameworks based on statistical methodologies, and analyzes data that leads to the production of high quality documentation. Provides guidance to less experienced team members.

Minimum Education: B.S./B.A. in a statistical or mathematical field or 4 years relevant work experience.

Commercial Job Title: Customer Support Analyst

Minimum/General Experience: 3 – 5 years of experience with responding to telephone calls, email and personnel requests for technical support. Tracks and monitors the problem to insure a timely resolution. May exercise independent judgment and lead or direct others.

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems.

Minimum Education: B.A./B.S. or equivalent

Commercial Job Title: Database Engineer I

Minimum/General Experience: Relative experience in and Knowledge of system architecture (s), operational systems, programming languages, data management & system engineering techniques. C++ and Object Oriented Design. Experience with CASE tools, database modeling, and data warehouses. Strong written, oral and interpersonal skills. Familiar with MS Office 97.

Functional Responsibilities: System requirement analysis, decomposition, derivation and documentation. Maintenance of contractual and engineering baselines. System design and design documentation. Software design, development and test support. System integration and test support plus risk identification and mitigation. Relational database design and implementation such as Informix. Process Improvement.

Minimum Education: Bachelors Degree in technical discipline and 1-3 years of experience

Commercial Job Title: Database Engineer II

Minimum/General Experience: Experience with CASE tools, database modeling and data warehouses. MS Office 97 Suite. Must possess strong written, oral and interpersonal skills and a broad knowledge of one or more areas of system architecture (s) including operational systems, programming languages, data management & systems, engineering techniques, design methodologies – preferably C++/Object Oriented Design. Regarded as a technical expert in one or more areas and/or disciplines

Functional Responsibilities: Develops within broad objectives, engineering/scientific designs, consistent with product needs, strategy and business considerations. Solves very complex problems in specialty areas that require the continued application of a very high degree of innovation and creativity. Leads efforts to design and implement database structure. Identifies problems and recommends alternatives. Negotiates interface decisions that affect and require the integration of the database engineering work into related projects. Responsible for documenting interfaces between segments of a complex project. Maintains current knowledge of changes, advancements and/or improvements within designated areas of assignment or specialization, incorporates identified improvements where applicable. Communicates and mentors other technical functions on identified advancements/ improvements. Attends technical exchange meetings relevant to assigned responsibilities. Meets with vendors and the Customer to exchange information and/or solve problems. Documents work results and prepares technical papers on significant results. Assumes additional responsibilities as required. Develops plans, conducts technical activities and originates very complex designs, within broad objectives, resulting in new and original systems, products, components, processes, methods, scientific applications or improved production. Provides technical guidance to engineering teams to facilitate planning, and determine technical direction or solve database problems. Relative experience in system requirement analysis, decomposition, derivation and documentation.

Minimum Education: Bachelors Degree in a technical discipline and 3-6 years experience in an integrated product team environment

Commercial Job Title: Data Architect III

Minimum/General Experience: 5 - 7 years of relevant experience in software development and data architecture. Analyzes existing data and designs data storage that bests meet the needs of the requirements while accepting the existing data sets. Devises methodologies to extract, translate and load existing data into new data repository. Develop taxonomies and nomenclatures. Determine storage needs. Provide pictorial representation of complex data relationships. Proficient with relational database, database theory, data cleansing, and data modeling tools. The Data Architect III is proficient in, but not limited to, the following:

- Relational databases
- ETL Tools
- Data Modeling
- Data Modeling tools

Functional Responsibility: Provide overall technical guidance for complex applications to ensure each component will work together to achieve the requirements.

Minimum Education: B.S./B.A. in a technical field or 4 years relevant work experience in lieu of B.S./B.A.

Commercial Job Title: System Architect II

Minimum/General Experience: 3 -5 years of relevant experience in software development and system architecture. Reviews, analyzes, and evaluates different components of system applications and how all pieces works together. Understands the advantages and disadvantages of each software component and uses that knowledge to make suggestions on how complex applications should be constructed. Creates diagrams of systems for every point of view (e.g. network, data, integrations, HW/SW). Knowledgeable about common software components including relational databases, application servers, web technologies, mobile platforms and communication protocols. The System Architect II is knowledgeable in, but not limited to, the following:

- Network architectures
- Relational databases
- Web Servers
- Application Servers
- Message Brokers
- Communication protocols (e.g. XML, HTTP)
- Software languages

Functional Responsibility: Provide overall technical guidance for complex applications to ensure each component will work together to achieve the requirements.

Minimum Education: B.S./B.A. in a technical field or 4 years relevant work experience in lieu of B.S./B.A.

Commercial Job Title: Developer I

Minimum/General Experience: 3-5 years of technical experience, which applies to software development of applications. Supports and/or installs software applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required.

Functional Responsibility: Designs, modifies, develops, writes and implements software programming applications.

Minimum Education: B.S. Computer Science, Information Systems or equivalent

Commercial Job Title: Developer II

Minimum/General Experience: 5-8 years of technical experience, which applies to software development of applications. Supports and/or installs software applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of compli-

cated tasks. May serve a role as team lead. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

Functional Responsibility: Designs, modifies, develops, writes and implements software programming applications.

Minimum Education: B.S. Computer Science, Information Systems or equivalent

Commercial Job Title: Developer III

Minimum/General Experience: The Developer shall have 7-10 years of experience in designing, coding, implementing, and deploying complex IT solutions. The Developer III is knowledgeable or skilled in, but not limited to, the following:

- Develop user interfaces by determining design methodologies and tool sets; preparing a workflow chart and diagram using knowledge of computer and application programming capabilities, subject matter, human factors, and logic; monitoring release schedules; following project development methodology
- Develop Programs by entering design requirements using computer language
- Validate applications by conducting tests; modifying program sequence and/or debugging codes and resolving problems
- Integrates applications by designing database architecture; studying and establishing connectivity with network systems, and information servers; preparing reusable component design
- Completes applications development by coordinating requirements, schedules, and activities; contributing to team meetings
- Develops and delivers enterprise wide software application
- Supports users by developing documentation and assistance tools; Response to support and maintenance requests
- Researches new technologies and software products and participates in educational opportunities

Functional Responsibility: Develops detailed system program flowcharts and diagrams based on his/her analysis of system requirements and approved design specifications. Translates detailed design into computer program coded instruction, tests programs, and correct program errors to produce a product, which conforms to the approved project design specifications. This effort includes documenting programs to aid programmers in the performance of maintenance, as required, to improve overall program operating time/system efficiency, or ease of use.

Minimum Education:

- Master's Degree in Computer Science preferred or related field
- Bachelor of Science in Computer Science preferred or related field and 7-10 years of related experience

Commercial Job Title: Developer IV

Minimum/General Experience: 10-15 years of experience in designing, coding, implementing, and deploying complex IT solutions. Proficient in, but not limited to, the following:

- User interface design methodologies and tool sets including workflow chart and dia-

gram creation using knowledge of computer and application programming capabilities, subject matter, human factors, and logic

- Project Management to monitor release schedules while following project development methodology
- Implementation from formal design and/or requirements documentation using computer language
- Validation of applications by conducting tests; modifying program sequence and/or debugging codes and resolving problems
- Integration of applications by designing database architecture; studying and establishing connectivity with network systems, and information servers; preparing reusable component design
- Application development by coordinating requirements, schedules, and activities; contributing to team meetings
- Implementation of enterprise wide software application
- Documentation that provide users information required to successfully use applications
- Research of new technologies and software products

Functional Responsibility: Implements complex system application from requirements and/or technical design documentation. Translates detailed design into computer program coded instruction, tests programs, and correct program errors to produce a product, which conforms to the approved project design specifications. This effort includes documenting programs to aid programmers in the performance of maintenance, as required, to improve overall program operating time/system efficiency, or ease of use.

Minimum Education: M.S./M.A. in a technical field or 6 years relevant work experience in lieu of M.S./M.A.

Commercial Job Title: Web Developer I

Minimum/General Experience: 1- 3 years of relevant experience in web design and implementation. Knowledgeable about web technologies and web interface tools including web development languages, web scripting languages and web interface design tools. The Web Developer I is knowledgeable in, but not limited to, the following:

- Web development languages (e.g. .NET, C#)
- Web Scripting language (e.g. HTML)
- Web User Interface tools (e.g. Photoshop)

Functional Responsibility: Implements web applications based on requirements and design documents

Minimum Education: B.S./B.A. in a technical field or 4 years relevant work experience in lieu of B.S./B.A.

Commercial Job Title: Web Developer II

Minimum/General Experience: 3 - 5 years of relevant experience in web design and implementation. Proficient in web technologies and web interface tools including web development

languages, web scripting languages and web interface design tools. The Web Developer I is proficient in, but not limited to, the following:

- Web development languages (e.g. .NET, C#)
- Web Scripting language (e.g. HTML)
- Web User Interface tools (e.g. Photoshop)

Functional Responsibility: Implements web applications based on requirements and design documents

Minimum Education: B.S./B.A. in a technical field or 4 years relevant work experience in lieu of B.S./B.A.

Commercial Job Title: Network Engineer

Minimum/General Experience: 3+ years of technical experience directly related to network architecture. Responsible for LAN/WAN design, implementation, and certification. The Network Engineer is knowledgeable in or capable of but not limited to the following:

- Configuration/Implementation of the network environment
- Network architecture Design
- Network Communications Implementation (routers/firewalls)

Functional Responsibility: Designs, develops, troubleshoots network and network components. Responsible for engineering of network components, network management and network analysis. Responsible for security implementation and messaging integration.

Minimum Education: B.S. Computer Science, Information Systems or equivalent

Commercial Job Title: Program Manager II

Minimum/General Experience: 3 - 5 years of direct experience managing and coordinating all tasks and resources to ensure the end project deliverable(s) are met on budget on time. The Program Manager oversees multiple projects simultaneously of various sizes and complexities. The Program Manager II is knowledgeable in but not limited to the following:

- Developing and managing the Project Plan
- Managing resources
- Coordinating tasks and ensuring deliverables
- Providing project status reports to management and customers
- Resolving project issues that jeopardize the success of the project

Functional Responsibility: Directly or indirectly manages all aspects of project to ensure project is delivered on time and on budget. Responsible for project coordination, project scheduling, issue resolution, issue escalation, resource management, budget management and management interface.

Minimum Education: B.S./B.A. in a technical or business field or 6 years relevant work experience in a specific domain in lieu of B.S./B.A.

Commercial Job Title: Project Manager

Minimum/General Experience: 5+ years of direct experience managing and coordinating all tasks and resources to ensure the end project deliverable(s) are met on budget on time. The Project Manager is knowledgeable in or capable of but not limited to the following:

- Developing and managing the Project Plan
- Managing resources
- Coordinating tasks and ensuring deliverables
- Providing project status reports to management and customers
- Resolving project issues that jeopardize the success of the project

Functional Responsibility: Manages all aspects of project to ensure project is delivered on time and on budget. Responsible for project coordination, project scheduling, issue resolution, issue escalation, resource management, budget management and management interface.

Minimum Education: B.S./B.A. Computer Science, Information Systems, Business Administration or equivalent.

Commercial Job Title: Project Manager II

Minimum/General Experience: 8+ years of direct experience managing and coordinating all tasks and resources to ensure the end project deliverable(s) are met on budget on time. The Project Manager is knowledgeable in or capable of but not limited to the following:

- Developing and managing the Project Plan
- Managing resources
- Coordinating tasks and ensuring deliverables
- Providing project status reports to management and customers
- Resolving project issues that jeopardize the success of the project

Functional Responsibility: Manages all aspects of project to ensure project is delivered on time and on budget. Responsible for project coordination, project scheduling, issue resolution, issue escalation, resource management, budget management and management interface.

Minimum Education: B.S./B.A. Computer Science, Information Systems, Business Administration or equivalent

Commercial Job Title: Project Manager IV

Minimum/General Experience: 10+ years of direct project management experience managing and coordinating all tasks and resources to ensure the end project deliverable(s), meet quality standards, schedule, and budgetary constraints. The Project Manager IV is an expert in or knowledgeable of, but not limited to the following:

- Determining project/program viability in alignment with organizational objectives
- Developing and managing project/program plans
- Managing and coordinate staff and budget
- Developing and Managing procurements and subcontracts
- Developing and managing communication plans for reporting structure and correspondence processes

- Developing and Monitoring Risk Management plans
- Developing and Monitoring Quality Control metrics
- Manage and produce EVM reports
- Develop and manage team dynamics and cohesiveness

Functional Responsibility: Develop and manage all aspects of a project/program to ensure deliverables meet client expectations for time, budget, and quality requirements. Responsible for project coordination, planning, execution, monitoring and controlling of the schedule, risks, budget, and quality from initiation to closure of the contract.

Minimum Education: M.S./M.B.A. with a concentration in technology and/or project management. Active PMP Certification required. (Active security clearance is preferred)

Commercial Job Title: Senior Security Engineer I

Minimum/General Experience: 1-3 years direct relevant experience conducting IT security risk analyses/ assessments, including policy, security, and systems documentation for IT systems and enterprises.

The Senior Security Engineer I is knowledgeable or skilled in, but not limited to, the following:

- Developing security documentation.
- Developing computer and network security strategies and policies.
- Tracking security patches and incidents.
- Performing periodic scans of systems and advising administrators of vulnerable systems to ensure that systems are properly patched and protected.
- Experience with network hardware and software, including experience with TCP/IP at the protocol level.
- Familiarity with TCP/IP analysis tools, utilities, and network monitoring.
- Reporting to the Security Engineer II

Functional Responsibility: The Senior Security Engineer I must have experience in auditing, audit practices and compliancy, technical competence in security controls, especially systems, networking and architecture. Additionally, the Senior Security Engineer I should be familiar with security regulations and standards such as the Federal Information Security Management Act (FISMA), the National Institute of Standards and Technology (NIST), and DoD Information Technology Security Certification and Accreditation Process (DITSCAP).

Minimum Education: B.A./B.S. in a related discipline (or equivalent military or work experience)

Commercial Job Title: Senior Security Engineer II

Minimum/General Experience: 3-6 years direct relevant experience conducting IT security risk analyses/ assessments, including policy, security, and systems documentation for IT systems and enterprises.

The Senior Security Engineer II is knowledgeable or skilled in, but not limited to, the following:

- Demonstrating technical excellence in several fields of security and basic security princi-

ples should be second nature.

- Developing and implementing computer and network security strategies and policies.
- Coordinating computer incident response efforts, including investigation, evidence gathering, recovery assessment, and patch updates.
- Performing vulnerability scans of systems.
- Developing security documentation.
- Proven experience with network hardware and software, including experience with TCP/IP at the protocol level.
- Proven experience with TCP/IP analysis tools, utilities, and network monitoring.
- Previous experience as an Information System Security Officer (ISSO), Information System Security Manager (ISSM), and/or Certification & Accreditation (C&A) analyst.
- Serving on committees and participating in security meetings and standards forums as directed by the Senior Security Engineer III.
- Supervising Senior Security Engineer I and reporting to Senior Security Engineer III

Functional Responsibility: The Senior Security Engineer II must have experience in auditing, audit practices and compliancy, technical competence in security controls, especially systems, networking and architecture. Additionally, the Senior Security Engineer II must be knowledgeable of security regulations and standards such as the Federal Information Security Management Act (FISMA), the National Institute of Standards and Technology (NIST), and DoD Information Technology Security Certification and Accreditation Process (DITSCAP). This individual should also have the ability to define enterprise security and privacy policies for an organization.

Minimum Education: B.A./B.S. in a related discipline (or equivalent military or work experience)

Commercial Job Title: Senior Security Engineer III

Minimum/General Experience: 7-10 years direct relevant experience conducting IT security risk analyses/ assessments, including policy, security, and systems documentation for IT systems and enterprises. Must be knowledgeable and have hands on experience in security assessments (at least management level), security program design, program planning and capable of fostering client relationships.

The Security Engineer III is knowledgeable or skilled in, but not limited to, the following:

- Leading/managing the security team when implementing Security Programs.
- Implementing appropriate security policies and awareness for organization-wide solutions.
- Providing knowledge of all facets of Internet E-commerce security, including Virtual Private Network (VPN), Hypertext Transfer Protocol (HTTP), Secure Sockets Layer (SSL), firewalls, TCP/IP, and Intrusion Detection System (IDS).
- Performing network traffic and topology assessments.
- Expertise with network hardware and software, including experience with TCP/IP at the protocol level.
- Expertise with TCP/IP analysis tools, utilities, and network monitoring.
- Proven skills in technical writing, communicating, consulting, and problem solving in a rapidly changing technical environment.

- Advising departments on current best practices related to security
- Previous experience as an Information System Security Officer (ISSO), Information System Security Manager (ISSM), and/or Certification & Accreditation (C&A) analyst.

Functional Responsibility: The Security Engineer III is a highly motivated individual that must have expertise in audit, audit practices and compliance, technical competence in security controls, especially systems, networking and architecture. Additionally, the Security Engineer III must be very knowledgeable with security regulations and standards such as the Federal Information Security Management Act (FISMA), the National Institute of Standards and Technology (NIST), and DoD Information Technology Security Certification and Accreditation Process (DITSCAP). This individual should also have the ability to define enterprise security and privacy policies, understand current risks related to particular policies, and define mitigation strategies for the identified risks. This includes working with top management, development personnel, risk staff, auditors, facilities, and security department personnel. The Security Engineer III will identify and implement security plans to ensure that all information assets are appropriately safeguarded against accidental or unauthorized modification, destruction, or disclosure.

Minimum Education: M.A./M.S. in a related discipline (or equivalent military or work experience)

Commercial Job Title: Technical Writer

Minimum/General Experience: 1-3 years experience in developing a variety of technical articles, reports, and/or documentation related to information technology (IT) and business concepts. May be responsible for creating document templates. Has knowledge of commonly-used concepts, practices, and procedures within the information technology and/or business fields. Relies on instructions and pre-established guidelines to perform the functions of the job. Proficient in English language grammar, text and syntax. Skilled in business and technical writing and editing.

The Technical Writer I is knowledgeable or skilled in, but not limited to, the following:

- Creating document templates and outlines
- Experience in business and technical Writing
- Interfacing with clients, as well as business and technical teams, conducting interviews and capturing technical information for documentation

Functional Responsibility: Writing technical documentation related to information technology and business concepts.

Minimum Education: Bachelor's Degree in English, Communications or related field and 1 – 3 years related experience.

Commercial Job Title: QA Engineer I

Minimum/General Experience: 1 – 3 years of direct experience with writing test plans and executing test scripts using software testing tools, and documenting and reporting test results.

The QA Engineer I is knowledgeable in but not limited to the following:

- Executing test scripts using latest software testing tools
- Document and reports all findings
- Revalidate bug fixes
- Coordinate the implementation of the test environment
- Develop comprehensive test plans
- Facilitation of status meetings

Functional Responsibility: Provides testing of software applications to ensure applications meetings stated objectives. Provides user acceptance testing, application testing, and integration testing.

Minimum Education: B.S./B.A. in a technical or business field or 4 years relevant work experience in a specific domain in lieu of B.S./B.A.

Commercial Job Title: Tester

Minimum/General Experience: 3+ years of direct experience with writing test plans and executing test scripts, and documenting and reporting test results.

The Tester is knowledgeable in or capable of but not limited to the following:

- Executing test scripts
- Document and reports all findings
- Re-validate bug fixes
- Coordinate the implementation of the test environment
- Develop comprehensive test plans
- Facilitation of status meetings

Functional Responsibility: Provides testing of software applications to ensure applications meetings stated objectives. Provides user acceptance testing, application testing, and integration testing.

Minimum Education: B.S./B.A. Computer Science, Information Systems, or equivalent

Commercial Job Title: Senior Tester

Minimum/General Experience: 7 - 10 years of direct experience providing leadership to a test team, with the ability to work on complex tasks and ensure project schedules and performance requirements are met while assuring error free software is delivered.

The Senior Tester is knowledgeable or skilled in, but not limited to, the following:

- Lead and direct the work of others
- Mentor and train junior team members
- Interface with external groups and senior management
- Work independently with minimum supervision
- Excellent verbal and written communication skills
- Develop and execute comprehensive test strategies, test plans, test cases, and test scripts for both manual and automated testing
- Derive test cases and specifications from requirements and system specification docu-

ments

- Identify and prepare test data
- Coordinate the implementation of the test environment
- Document and report all findings
- Re-validate bug fixes
- Familiar with various technology concepts (e.g. Web Services, HTML, XML, Client Server)
- Experience with Mercury Tool Suite, Rational Tool Suite, Oracle Database, and SQL

Functional Responsibility: Leads testing of software applications to ensure applications meet stated objectives. Plans, facilitates and provides user acceptance testing, application testing, and integration testing.

Minimum Education: B.S./B.A. in a technical discipline and 7 – 10 years related experience.

Commercial Job Title: Senior Tester III

Minimum/General Experience: 15 – 20 years of direct experience providing leadership to a test team, with the ability to work on complex tasks and ensure project schedules and performance requirements are met while assuring error free software is delivered.

The Senior Tester III is knowledgeable or skilled in, but not limited to, the following:

- Lead and direct the work of others
- Mentor and train junior team members
- Interface with external groups and senior management
- Work independently with minimum supervision
- Excellent verbal and written communication skills
- Develop and execute comprehensive test strategies, test plans, test cases, and test scripts for both manual and automated testing
- Derive test cases and specifications from requirements and system specification documents
- Identify and prepare test data
- Coordinate the implementation of the test environment
- Document and report all findings
- Re-validate bug fixes
- Familiar with various technology concepts (e.g. Web Services, HTML, XML, Client Server)
- Experience with Mercury Tool Suite, Rational Tool Suite, Oracle Database, and SQL

Functional Responsibility: Leads testing of software applications to ensure applications meet stated objectives. Plans, facilitates and provides user acceptance testing, application testing, and integration testing.

Minimum Education: M.S./M.A. in a technical or business field or 6 years relevant work experience in a specific domain in lieu of M.S./M.A. A certification within the Software Testing field (e.g. CSQA, CSTE)

Commercial Job Title: Training Manager

Minimum/General Experience: 3 - 6 years experience in designing, planning, and implementing information technology based training programs, policies, and procedures. Researches new training techniques and suggests enhancements to existing training programs. Manages a group of training specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive. Manages, participates in, and conducts technical training programs. Defines and establishes training program objectives. Develops training programs including user guides, outlines, handouts, and course exercises. Instructs students on technology concepts and relevant information technology (IT) platforms following course outline, training handouts and course user guides. Familiar with a variety of the field's concepts, practices, and procedures. The Training Manager is knowledgeable or skilled in, but not limited to, the following:

- Conducts Training courses
- Familiar with various technology concepts
- Develops customer surveys and training materials

Functional Responsibility: Manages, participates in, and conducts technical training programs. Crafts training programs including all training documentation.

Minimum Education: Bachelor's Degree in Integrated Marketing Communications, Communications, and/or Business Administration (concentration in IT or Marketing) and 3 - 6 years related experience.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

To develop and promote Enlightened, Inc. 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 Enlightened, Inc.

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 Federal Government contracts. To accelerate potential opportunities please contact Antwanye Ford, President, 202.728.7190; fax: 202.728.7198; email: a_ford@enlightened.com.

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

_____.

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

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

Signatures

Agency Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

(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 Government 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.

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 customer agency requirements.

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

Orders under a Team Arrangement are subject to terms and conditions of 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 customer's 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.