

GSA SCHEDULE CATALOG



DKW COMMUNICATIONS, INC.

2001 Street, NW, Suite 800
Washington, DC 20036
202-355-7400

CONTRACT NUMBER: GS-35F-0704N

EFFECTIVE: JUNE 17, 2018 – JUNE 16, 2023

SIN 132-51 INFORMATION TECHNOLOGY

SIN 132-56 HEALTH IT



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

DKW COMMUNICATIONS, INC.

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

- FPDS Code D301 IT Facility Operation and Maintenance
- 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 D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- 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.

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

DKW Communications, Inc.
2001 L Street NW, Suite 800
Washington, DC 20036
(202) 355-7400
www.dkwcommunications.com

Contract Number: **GS-35F-0704N**
Period Covered by Contract: **June 17, 2018 – June 16, 2023**
General Services Administration
Federal Acquisition 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/>



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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

DKW Communications, Inc.
2001 L Street NW, Suite 800
Washington, DC 20036

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

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

(202) 355-7400

3. LIABILITY FOR INJURY OR DAMAGE

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

4. 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: 83-2162536
Block 30: Type of Contractor – A. Small Disadvantaged Business/HUBZONE
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1721037

- 4a. CAGE Code: 1SLD4
- 4b. Contractor has registered with the Central Contractor Registration Database, Sam.gov.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated
132-56	As negotiated

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

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

- a. Basic Discount:
- b. Prompt Payment Terms 0.25% - 30 days from receipt of invoice or date of acceptance.
- b. Quantity Volume Discount: None
- c. Dollar Volume: None
- d. Normal Delivery: As Negotiated with Ordering Activity
- e. Expedited Delivery: As Negotiated with Ordering Activity
- f. Special Terms or Considerations: None
- g. Other: None

8. TRADE AGREEMENTS ACT of 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

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. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services
Special Item Number 132-56 – Health IT Services



12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
 - (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.



- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));



- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

Domestic Delivery Only.

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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



contract. However, if the construction, alteration or repair can be segregated and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

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

www.dkwcommunications.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS



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



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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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



during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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



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

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

11. INVOICES

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

12. PAYMENTS

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

See section “DKW Communications GSA Price Tables and Labor Category Descriptions”.

17. PRICE INCREASES/ESCALATION

DKW Economic Price Adjustments for price increases will be handled in accordance with GSAR 552.216-70 (Economic Adjustments).

18. BASIS OF AWARD (BOA)

DKW prices must not deviate from the established pricing policies herein, according the terms of GSAM clause 552.238-75 (Price Reductions).



19. CONTRACTOR TRAVEL

Any contractor travel required in the performance of this contract and orders placed hereunder must comply with the Federal Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem will apply to all contractor travel. Contractors cannot use GSA city pair contracts. The contractor shall not add the Industrial Funding Fee onto travel costs.

NOTE: The FTR is the regulations contained in 41 Code of Federal Regulation (CFR), Chapters 300 through 304, and Public Law 99-234 that implements statutory requirements and Executive branch policies for travel by federal civilian employees and others authorized to travel at government expense.

**Basic Discount: 132-51: 1% to 27% and 132-56: 0.75% Prompt Payment Terms: 0.25%/30 Days; Net 30
Quantity Volume Discount: None Normal Delivery: As Negotiated with Ordering Activity Expedited
Delivery: As Negotiated with Ordering Activity Special Terms or Considerations: None**



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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Darryl K. Washington
DKW Communications
2001 L Street NW, Suite 800
Washington, DC 20036
(202) 355-7400



BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;



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



BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

Orders under a Team Arrangement are subject to terms and conditions 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 customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.



PRICE LIST AND LABOR CATEGORY DESCRIPTIONS



PRICE SHEET FOR SIN 132-51 Information Technology

Notes

1. Rates include the Industrial Funding Fee of 0.75%.
2. Rates are government/client site rates

Sr. Communications Network Specialist	\$ 130.45
Network Administrator	\$ 107.29
Network Analyst, Senior	\$ 119.57
Network Engineer I	\$ 130.45
Network Engineer II	\$ 141.32
Network Analyst	\$ 93.33
Communications Network Specialist	\$ 78.81
Help Desk Manager	\$ 97.84
Information Engineer I	\$ 125.01
Information Engineer II	\$ 135.88
Information Engineer III	\$ 163.06
Information Engineer IV	\$ 190.24
Engineer, LAN	\$ 86.96
Program Analyst	\$ 66.21
Program Manager	\$ 190.24
Programmer, Senior	\$ 163.06
Programmer	\$ 114.14
Project Director	\$ 163.06
Project Manager, Senior	\$ 135.88
Records Management Specialist	\$ 97.84
Software Architect	\$ 195.67
Software Engineer I	\$ 114.14
Software Engineer II	\$ 163.06
Subject Matter Expert I	\$ 130.45
Subject Matter Expert II	\$ 163.06
Subject Matter Expert III	\$ 233.72
Systems Administrator, Principal	\$ 114.14
Systems Analyst, Director	\$ 125.01
Systems Analyst, Principal	\$ 163.06
Systems Analyst, Senior Director	\$ 135.88
Systems Architect	\$ 146.75
Systems Engineer I	\$ 119.57
Systems Engineer II	\$ 130.45
Systems Integrator	\$ 141.32
Tech Publications Specialist I	\$ 48.91
Tech Publications Specialist II	\$ 54.35
Tech Publications Specialist III	\$ 70.66
Tech Publications Specialist IV	\$ 81.52
Tech Writer	\$ 73.37



Web Designer I	\$ 103.27
Web Designer II	\$ 146.75
Computer Scientist I	\$ 130.45
Computer Scientist II	\$ 135.88
Computer Technician	\$ 114.14
Database Administrator I	\$ 108.71
Database Administrator II	\$ 130.45
Database Administrator III	\$ 141.32
Database Administrator IV	\$ 152.18
Developer	\$ 108.71
Internet/Intranet Specialist II	\$ 103.27
Internet/Intranet Specialist III	\$ 146.75
Microcomputer Specialist, Principal	\$ 70.66
Help Desk Coordinator	\$ 43.49
Help Desk Coordinator, Senior	\$ 65.22
Microcomputer Specialist	\$ 48.91
Microcomputer Specialist, Senior	\$ 59.79
Programmer/Analyst, Associate	\$ 65.22
Programmer/Analyst	\$ 70.66
Programmer/Analyst, Senior	\$ 81.52
Programmer/Analyst, Principal	\$ 103.27
Project Manager/Task Leader, Associate	\$ 81.52
Project Manager	\$ 109.57
Systems Administrator	\$ 65.22
Systems Administrator, Senior	\$ 86.96
Systems Analyst	\$ 81.52
Systems Analyst, Senior	\$ 103.27



LABOR CATEGORY DESCRIPTIONS SIN 132-51

1. Senior Communications Network Specialist

Functional Responsibilities: Analyzes network characteristics (i.e. traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities.

Minimum Experience: 5 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

2. Network Administrator

Functional Responsibilities: Administers, evaluates, installs, maintains and provides overall support for LANs and WANs. Designs, test and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis and all aspects of large scale projects. Designs, tests, and implements large scale LAN and WAN network applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

3. Network Analyst, Senior

Functional Responsibilities: Designs, evaluates, formulates the acquisition of, installs, provides overall support of LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

4. Network Engineer I

Functional Responsibilities: Works with communications software, communications hardware or network systems. Communications software specialized experience includes: developing, testing, installing and operating network and computer (host) communications software (e.g., access method and protocol software, application interfaces, transaction processors and emulators); and using and implementing communications standards. Communications hardware specialized experience includes: installing, testing and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals and multiplexers); using and implementing communications hardware and electrical standards; using communications hardware test and monitoring equipment; and analyzing the results. Network specialized experience includes: designing, testing, installing, implementing and maintaining computer networks; using and implementing network standards; identifying and solving problems, restart/recovery, additions, deletions and modifications of terminals, hosts, etc. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes and throughput) and recommends procurement, removals and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and coordinates installations, transitions, and cutover of network components and capabilities.

Minimum Experience: 5 years of relevant experience



Minimum Education: Bachelor's degree or equivalent

5. Network Engineer II

Functional Responsibilities: Works with communications software, communications hardware or network systems. Communications software specialized experience includes: developing, testing, installing and operating network and computer (host) communications software (e.g., access method and protocol software, application interfaces, transaction processors and emulators); and using and implementing communications standards. Communications hardware specialized experience includes: installing, testing and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals and multiplexers); using and implementing communications hardware and electrical standards; using communications hardware test and monitoring equipment; and analyzing the results. Network specialized experience includes: designing, testing, installing, implementing and maintaining computer networks; using and implementing network standards; identifying and solving problems, restart/recovery, additions, deletions and modifications of terminals, hosts, etc. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes and throughput) and recommends procurement, removals and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and coordinates installations, transitions, and cutover of network components and capabilities.

Minimum Experience: 6 years of relevant experience

Minimum Education: Master's degree or equivalent

6. Network Analyst

Functional Responsibility: Assists in configuring new LAN systems from unassembled major components as received from the vendor as part of pre-installation processing. Assists in installing expansion boards, disk drives, interface hardware, cable connectors, monitors, printers, and other microcomputer hardware components in accordance with standards and specifications; assists in installing commercial LAN applications-software packages; and configures target LAN systems as necessary, to support effective use of the installed software. Package installation may include directory of files creation, AUTOEXEC.BAT adjustments, menu utilities and commands, and other required software modifications. Maintains records of LAN installations, modifications, and hardware/software configurations in accordance with standards and requirements, and assists in required testing of installed hardware and software in preparation for delivery of new or modified LAN configurations prior to delivery to the end user.

Minimum Education: Bachelor's Degree or equivalent.

Minimum/General Experience: Five years of related experience performing technical tasks associated with microcomputer installations. Must be familiar with the principles of assisting in performing both hardware and software installations on new and existing microcomputers.

7. Communications Network Specialist

Functional Responsibility: Under minimum supervision, directs and monitors network performance and troubleshooting, restores service, and optimizes communication and operation issues between network components. Interfaces with customers to identify and resolve network connectivity problems; installs, maintains, and supports computer systems, including microcomputers, software, peripherals, and telecommunication equipment in a network architecture; analyzes service restoration or complex, recurring, and chronic problems; determines the impact of fixing the problem on network connectivity; reroutes communication traffic to prevent service interruption; and notifies appropriate internal groups, including local management of any problems degrading network performance. Maintains relevant documentation and trouble activity logs.

Minimum Education: Bachelor's Degree or equivalent



Minimum/ Experience: Six years of related experience performing complex network emergency, and corrective and preventative maintenance. Must be familiar with the principles of remotely monitoring performance of multiple networks to ensure quality network connectivity and performance.

8. Help Desk Manager

Functional Responsibilities: Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software.

Minimum Experience: 3 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

9. Information Engineer I

Functional Responsibilities: Performs as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

10. Information Engineer II

Functional Responsibilities: Performs as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

11. Information Engineer III

Functional Responsibilities: Performs as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation.

Minimum Experience: 8 years of relevant experience

Minimum Education: Master's Degree or equivalent.



12. Information Engineer IV

Functional Responsibilities: Performs as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation.

Minimum Experience: 10 years of relevant experience

Minimum Education: Master's Degree or equivalent.

13. LAN Engineer

Functional Responsibility: Works virtually independent of direct supervision, directing and monitoring LAN/WAN performance, troubleshooting, service restoration, and network optimization between network components. Interfaces with customers to identify and resolve LAN connectivity problems. Installs maintains, and supports computer systems, including microcomputers, software, peripherals, and LAN equipment in a LAN/WAN network architecture. Analyzes service restoration of highly complex, recurring, and chronic problems; determines the impact of fixing the problem on network connectivity; reroutes communications traffic to prevent service interruption; and notifies appropriate internal groups of any problems degrading performance.

Minimum/General Experience: Eight years of related experience performing difficult and highly complex LAN network emergency, and corrective and preventative maintenance. Knowledgeable of complex LAN/WAN platforms, operating systems, LAN topologies, and network protocols. Must be familiar with the principles of remotely monitoring LAN performance of multiple networks to ensure quality network connectivity and performance.

Minimum Education: Bachelor's Degree or equivalent.

14. Program Analyst

Functional Responsibilities: Demonstrated ability to apply fundamental principles, techniques and practices of statistical, budgeting, and economics in making analytical and evaluative studies. Performs related functions in planning, programming and budgeting process, trace methodology, program planning and analysis, financial management systems, cost analysis, or management techniques.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

15. Program Manager

Functional Responsibilities: Perform day-to-day management of assigned delivery orders projects that involve multi-disciplinary teams involving technology, program scheduling, budget management and subcontractor interactions.

Minimum Experience: 8 years of relevant experience

Minimum Education: Master's Degree or equivalent.

16. Programmer Senior

Functional Responsibilities: Plans, conducts and coordinates major scientific programming applications of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the application. Provides technical advice and consultation on difficult scientific programming applications to other staff members. Conceptualizes, develops and implements complex scientific program designs. May participate in developing scientific programming and documentation standards. May prepare costs analyses and justifications for programming projects. Coordinates with computer operations staff to resolve program malfunctions encountered in operational runs. Corrects program errors by reviewing instructions or altering sequence of operations. May define test schedules and test data requirements to verify logic of new or modified programs. May analyze and improve existing programs. May provide work leadership for lower level employees.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

17. Programmer

Functional Responsibilities: Plans, conducts and coordinates major scientific programming applications of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the application. Provides technical advice and consultation on difficult scientific programming applications to other staff members. Conceptualizes, develops and implements complex scientific program designs. May participate in developing scientific programming and documentation standards. May prepare costs analyses and justifications for programming projects. Coordinates with computer operations staff to resolve program malfunctions encountered in operational runs. Corrects program errors by reviewing instructions or altering sequence of operations. May define test schedules and test data requirements to verify logic of new or modified programs. May analyze and improve existing programs. May provide work leadership for lower level employees.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

18. Project Director

Functional Responsibilities: Responsible for overseeing all administrative and development aspects in each life-cycle phase of a project; ensuring all system documents are developed in a timely manner; managing project tasks and change orders; and making sure the project is delivered on time and within budget. The Project Director is responsible for working with staff, management and the client to develop a project timeline and establish project milestones. Working with the requirements team, the Project Director oversees the requirements analysis process, and serves as an expert on the software/hardware solutions. The Project Director is responsible for overseeing and approving the proposed designs and prototypes, and coordinating with the client for feedback and approval. The Project Director is responsible for monitoring the progress of the assembly phase (programming), which is done through checkpoints established in the project plan. The Project Director is also responsible for managing the quality control process, and performing functional and regression testing, and tests to isolate and resolve infrastructure bottlenecks.

Minimum Experience: 6 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

19. Project Manager, Senior

Functional Responsibilities: Responsible for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Responsible for the overall management of the specific task order(s) and insuring

that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Plans and directs technological improvements and project management implementation. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Provides business, technical, and personnel management across multiple projects, such as engineering studies, computer applications and systems development.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

20. Records Management Specialist

Functional Responsibilities: Professional experience in analysis of full text processing and information retrieval systems. Must have working knowledge of storage devices and media; text editing devices on microcomputers; and graphics for electronic display. *Functional Responsibility:* Scans materials to microfilm or digital images systems; evaluates hardware to include optical scanning devices, applications, operations systems, and databases; uses on-line systems and tools for analysis of bibliographic database input and output processes; analyzes document processing, storage, inventory control, and management reporting systems; gathers, sorts, delivers mail and documents.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

21. Software Architect

Functional Responsibilities: Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.

Minimum Experience: 10 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

22. Software Engineer I

Functional Responsibilities: Researches, designs, and develops computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. Analyzes software requirements to determine the feasibility of a design within requirement constraints. Consults with hardware engineers and other engineering staff members to evaluate interfaces between hardware and software and operational and performance requirements of the overall system. Formulates and designs software systems, using scientific analysis and mathematical models to predict and measure outcomes and consequences of design. Develops and directs software system testing, programming, and documentation. Consults with customers concerning maintenance of software system. Performs object oriented analysis, objected oriented design and object oriented programming to develop computer systems. Develops cost proposals and project status reports. Develops documentation describing program design, program maintenance, and testing. Writes user manuals and operator manuals.

Minimum Experience: 4 years of relevant experience



Minimum Education: Bachelor's Degree or equivalent.

23. Software Engineer II

Functional Responsibilities: Researches, designs, and develops computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. Analyzes software requirements to determine the feasibility of a design within requirement constraints. Consults with hardware engineers and other engineering staff members to evaluate interfaces between hardware and software and operational and performance requirements of the overall system. Formulates and designs software systems, using scientific analysis and mathematical models to predict and measure outcomes and consequences of design. Develops and directs software system testing, programming, and documentation. Consults with customers concerning maintenance of software system. Performs object oriented analysis, objected oriented design and object oriented programming to develop computer systems. Develops cost proposals and project status reports. Develops documentation describing program design, program maintenance, and testing. Writes user manuals and operator manuals.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

24. Subject Matter Expert I

Functional Responsibilities: Serves as a subject matter technical expert in areas relevant in areas relating to the information technology services efforts. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas included in contract.

Minimum Experience: 7 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

25. Subject Matter Expert II

Functional Responsibilities: Serves as a subject matter technical expert in areas relevant in areas relating to the information technology services efforts. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas included in contract.

Minimum Experience: 10 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

26. Subject Matter Expert III

Functional Responsibilities: Serves as a subject matter technical expert in areas relevant in areas relating to the information technology services efforts. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas included in contract.

Minimum Experience: 12 years of relevant experience

Minimum Education: Masters' degree or equivalent.

27. Systems Administrator, Principal



Functional Responsibilities: Serves as a subject matter technical expert in areas relevant in areas relating to the information technology services efforts. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas included in contract.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree or equivalent.

28. Systems Analyst, Director

Functional Responsibilities: Experience in the preparation of data according to established procedures for computer or other processing by a number of different processing routines or a series of complex steps. Also must have experience in the review of inputs and outputs for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree or equivalent.

29. Systems Analyst, Principal

Functional Responsibilities: Experience in the preparation of data according to established procedures for computer or other processing by a number of different processing routines or a series of complex steps. Also must have experience in the review of inputs and outputs for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree or equivalent.

30. Systems Analyst, Senior Director

Functional Responsibilities: Experience in the preparation of data according to established procedures for computer or other processing by a number of different processing routines or a series of complex steps. Also must have experience in the review of inputs and outputs for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree or equivalent.

31. Systems Architect

Functional Responsibilities: Provide overall technical direction in systems engineering and in the development of technology architectures for a variety of hardware and software programs. Evaluate organizational work and information flows to determine the optimum technology architecture for the system. Provide guidance and direction to management and to system architects and hardware/software developers. May serve as task or project leader. Establish system requirements in the development of engineering programs. Experience includes designing the software, hardware, and communications to support total requirements and providing required interfaces to other systems. Experience includes systems engineering and the application of structured analysis and design principles.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree or equivalent.



32. Systems Engineer I

Functional Responsibilities: Supports research and analysis functions. Participates in the integration and configuration of computing and communications equipment. Participates in the development of applications software.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree or equivalent.

33. Systems Engineer II

Functional Responsibilities: Supports research and analysis functions. Participates in the integration and configuration of computing and communications equipment. Participates in the development of applications software.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

34. Systems Integrator

Functional Responsibilities: Analyses functional business applications and design specifications for functional activities. Translates detailed system design specifications into Web-based applications. Integrates Web-based application tools to support customer business processes/needs. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improved performance efficiency.

Minimum Experience: 3 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

35. Tech Publications Specialist I

Functional Responsibilities: Related experience in documentation efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Minimum Experience: 2 years of relevant experience

Minimum Education: Associate's degree or equivalent

36. Tech Publications Specialist II

Functional Responsibilities: Related experience in documentation efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Minimum Experience: 3 years of relevant experience

Minimum Education: Associate's degree or equivalent



37. Tech Publications Specialist III

Functional Responsibilities: Related experience in documentation efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Minimum Experience: 4 years of relevant experience

Minimum Education: Associate's degree or equivalent

38. Tech Publications Specialist IV

Functional Responsibilities: Related experience in documentation efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Minimum Experience: 5 years of relevant experience

Minimum Education: Associate's degree or equivalent

39. Tech Writer

Functional Responsibilities: Assists in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Prepares and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel. Duties include writing, editing, and graphics presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly.

Minimum Experience: 3 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

40. Web Designer I

Functional Responsibilities: Act as creative advisor to determine needs, present concepts and present design. Communicate with clients during design process. Develop web concepts. Create visual interpretations of concept.

Minimum Experience: 1 year of relevant experience

Minimum Education: Bachelor's degree or equivalent

41. Web Designer II

Functional Responsibilities: Act as creative advisor to determine needs, present concepts and present design. Communicate with clients during design process. Develop web concepts. Create visual interpretations of concept.

Minimum Experience: 2 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

42. Computer Scientist I



Functional Responsibilities: Applies use and application of standard engineering principles, theories and concepts of minor complexity. Assists in the research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

43. Computer Scientist II

Functional Responsibilities: Applies use and application of standard engineering principles, theories and concepts of minor complexity. Assists in the research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

44. Computer Technician

Functional Responsibilities: Expert in building, installing, maintaining and supporting stand-alone computers ranging in sophistication from mini to micro computers systems. Works with technical staff advising on how best to implement the hardware aspects of an IT system in development. Has an in-depth knowledge and understanding of digital computer controlled systems development and production processes and associated metrics, software configuration management, software quality assurance, and system development and acceptance test and evaluation.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

45. Database Administrator I

Functional Responsibilities: Database and application performance monitoring, analysis and tuning. Monitor and optimize database performance and resources. Participates in all phases of data extraction, conversion and uploading.

Minimum Experience: 2 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

46. Database Administrator II

Functional Responsibilities: Database and application performance monitoring, analysis and tuning. Monitor and optimize database performance and resources. Participates in all phases of data extraction, conversion and uploading.

Minimum Experience: 5 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

47. Database Administrator III



Functional Responsibilities: Database and application performance monitoring, analysis and tuning. Monitor and optimize database performance and resources. Participates in all phases of data extraction, conversion and uploading.

Minimum Experience: 6 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

48. Database Administrator IV

Functional Responsibilities: Database and application performance monitoring, analysis and tuning. Monitor and optimize database performance and resources. Participates in all phases of data extraction, conversion and uploading.

Minimum Experience: 10 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

49. Developer

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Translates detailed design into computer applications. Tests, debugs and refines computer applications to produce the required product. Prepares required documentation, including both program and user-level documentation. Enhances software to reduce operating time or improve efficiency.

Minimum Experience: 3 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

50. Internet/Intranet Specialist I

Functional Responsibilities: Implements, upgrades and maintains web sites on the Internet and Intranets. Maintains and monitors web site communication links. Monitors, analyzes and recommends strategies relevant to traffic in and out of the web site. Insures that firewall mechanisms, virus protection and other security mechanisms operate effectively. Performs in all phases of Internet and Intranet site implementation and connection. Must have knowledge of telecommunications and local area network protocols. Must have extensive knowledge of security devices and mechanisms.

Minimum Experience: 1 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

51. Internet/Intranet Specialist II

Functional Responsibilities: Implements, upgrades and maintains web sites on the Internet and Intranets. Maintains and monitors web site communication links. Monitors, analyzes and recommends strategies relevant to traffic in and out of the web site. Insures that firewall mechanisms, virus protection and other security mechanisms operate effectively. Performs in all phases of Internet and Intranet site implementation and connection. Must have knowledge of telecommunications and local area network protocols. Must have extensive knowledge of security devices and mechanisms.

Minimum Experience: 3 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

52. Internet/Intranet Specialist III

Functional Responsibilities: Implements, upgrades and maintains web sites on the Internet and Intranets. Maintains and monitors web site communication links. Monitors, analyzes and recommends strategies relevant to traffic in and out of the web site. Insures that firewall mechanisms, virus protection and other security mechanisms operate effectively. Performs in all phases of Internet and Intranet site implementation and connection. Must have knowledge of telecommunications and local area network protocols. Must have extensive knowledge of security devices and mechanisms.

Minimum Experience: 7 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

53. Microcomputer Specialist, Principal

Functional Responsibilities: Responsibilities include evaluating, analyzing, planning and implementing the testing and installation of new or enhanced hardware and software for microcomputers. Evaluate client training requirements in the use of installed and planned hardware, commercial off-the-shelf software, and network products, develops and provides training applicable to those requirements. Configure applications software and interface for microcomputers to be used in conjunction with other computer hardware and various systems such as networks, CAD, digitizing devices. May be required to analyze requirements and implement solutions for facility management applications in a specified media. Identify problems and resolve minor hardware/software/network malfunctions; provide minor hardware maintenance such as board replacement, cable switching, communications assistance, hardware replacement, installing CRIS, printers. Perform preventive maintenance for hardware and software such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree or equivalent

54. Help Desk Coordinator

Functional Responsibilities: Under close supervision, provides first level problem resolution for computer facility users. Maintains terminal logs and special date processing requests. Monitors computer systems via remote terminal. Prepares discrepancy reports on downed equipment. Researches output media problems to assist in user problem resolution.

Minimum/General Experience: Five years of experience with computer systems problem resolutions. Knowledge of hardware and applications software essential

Minimum Education: Associate's Degree or equivalent in an associated discipline.

55. Help Desk Coordinator – Senior

Functional Responsibilities: Interfaces with user personnel to serve as the first level capability for problem resolution. Maintains computer/terminal logs and special data processing requests. Monitors computer system/network status via a remote terminal. Prepares discrepancy report on malfunctioning equipment. May be required to research the literature to assist in user problem resolution.

Minimum/General Experience: Three years of experience in providing first level problem resolution for computer facility users.

Minimum Education: Bachelor's Degree or equivalent in an associated discipline.

56. Microcomputer Specialist

Functional Responsibilities: Assists in configuring new PC systems from unassembled major components as received from the vendor as part of pre-installation processing. Assists in installing expansion boards, disk drives, interfaces hardware, cable connectors, monitors, printers, and other microcomputers hardware components in accordance with standards and specifications; assists in installing commercial PC applications-software packages; and configures target PC systems, as necessary, to support effective use of the installed software. Package installation may include directory and file creation, AUTOEXEC.BAT adjustments, menu utilities and commands, and other required software modifications. Maintains records of PC installations, modifications, and hardware/software configurations in accordance with standards and requirements, and assists in required testing of installed hardware and software in preparation for delivery of new or modified PC configurations prior to delivery to the end user.

Minimum/General Experience: Two years of related experience performing technical task associated with microcomputer installations. Must be familiar with the principles of assisting in performing both hardware and software installations of new and existing microcomputers.

Minimum Education: AA Degree or equivalent

57. Microcomputer Specialist - Senior

Functional Responsibilities: Works virtually independent of direct supervision, directing and monitoring network performance, troubleshooting, service restoration, and communications optimization between network components. Interfaces with customers to identify and resolve network connectivity problems. Installs, maintains, and supports computer systems, including microcomputers, software, peripherals, and telecommunications equipment in a network architecture. Analyzes service restoration of highly complex, recurring, and chronic problems; determines the impact of fixing the problem on network connectivity; reroutes communications traffic to prevent services interruption; and notifies appropriate internal groups of any problems degrading performance.

Minimum/General Experience: Two years of related experience performing difficult and highly complex network emergency, and corrective and preventative maintenance. Knowledgeable of complex network platforms, operating systems, network topologies, and network protocols. Must be familiar with the principles of remotely monitoring performance of multiple networks to ensure quality network connectivity and performance.

Minimum Education: Bachelor's Degree or equivalent.

58. Programmer Analyst – Associate

Functional Responsibilities: Under close supervision, performs routine technical tasks using standard programming methods and techniques. Develops simple, coding level flow charts and associated prose from general program statement, and code-assigned segments of a program using machine and/or other assists in the testing of the total program, documenting, in standardized terminology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently.

Minimum/General Experience: 1 year of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Minimum Education: Bachelor's Degree or equivalent.

59. Programmer Analyst



Functional Responsibilities: Under close supervision, performs routine technical tasks using standard programming methods and techniques. Develops simple, coding level flow charts and associated prose from general program statement, and code-assigned segments of a program using machine and/or other program languages. Assists in developing test routines and data. Tests all codes personally produced, and assists in testing of the total program, documenting, in standardized terminology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently.

Minimum/General Experience: Three years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Minimum Education: Bachelor's Degree or equivalent.

60. Programmer Analyst – Senior

Functional Responsibilities: Under minimum supervision, analyzes, designs, codes, and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Performs technical tasks using both standard and non-standard analysis, design, and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input and output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem-schedule requirement. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing.

Minimum/General Experience: 6 years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Minimum Education: Bachelor's Degree or equivalent.

61. Programmer Analyst – Principal

Functional Responsibilities: Under supervision, analyzes, design, codes, and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Performs technical tasks using both standard and nonstandard and nonstandard analysis, design, and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing. Develops and writes machine or other suitable language instructions required for computer processing. Analyzes and recommends methods of improving efficiency of existing programs. Determines systems requirements. Performs data modeling and establishes databases. Develop pseudo code, table, and narrative descriptions to implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests, and documents program. Writes procedural guidance to be followed by users. Maintains files, records, and operational data, and prepares periodic and/or special reports and various other documents.

Minimum/General Experience: Ten plus years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Minimum Education: Master's Degree or equivalent.



62. Associate Project/Manager/Task Lead

Functional Responsibilities: Under limited supervision, responsible for all aspects of project performance (ie, technical, contractual, administration, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks.

Minimum/General Experience: Six Years of experience performing moderately complex functional activities of the project or task by providing management and technical direction to subordinate personnel. Must be familiar with the principles of regularly exercising independent judgment, as well as high level of analytic skill, in solving complex technical, administrative, and managerial problems. Provides overall direction for all project/Task level activities. In this capacity provides senior level technical skill required for the work effort.

Minimum Education: Bachelor's Degree or equivalent.

63. Project/Manager

Functional Responsibilities: Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.

Minimum/General Experience: Ten years of experience providing management and technical direction to multiple complex projects to project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Provides overall direction of program activities

Minimum Education: Bachelor's Degree or equivalent.

64. Systems Administrator

Functional Responsibilities: Under direct supervision, assists in the daily operational availability of the hardware and software systems required to support facility operations. Assists in overseeing scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible, aids in adjustments and/or repairs of hardware problems, ensures programming adjustments are implemented as the need is detected, recommends appropriate corrective action for routine problems, ensures documentation is prepared for hardware and/or software adjustments and/or modifications, and assists in the preparation of reports and analysis of operations, as required.

Minimum/General Experience: One year of related experience maintaining and/or modifying routine facility hardware and/or software, as required, ensuring system availability and functionality. Must be familiar with the principles of ensuring systems backup is scheduled and accomplished for major systems in accordance with that schedule.

Minimum Education: Bachelor's Degree or equivalent.

65. Systems Administrator - Senior

Functional Responsibilities: Under limited supervision, is responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible, ensures adjustments and/or repairs of hardware problems are accomplished as the need is detected and ensures programming adjustments are implemented as the need is detected. Recommends appropriate corrective action for



complex problems and ensures documentation is prepared for all hardware and/or software adjustments and or modifications. Directs the preparation of reports and analysis of operations, as required.

Minimum/General Experience: Six years of related experience maintaining and/or modifying complex facility hardware and/or software, as required, ensuring system availability and functionality. Must be familiar with the principles of ensuring systems backup is scheduled and accomplished for major systems in accordance with that schedule.

Minimum Education: Bachelor's Degree or equivalent.

66. Systems Analyst

Functional Responsibilities: Performs technical tasks associated with a scientific or general data processing environment. May act as a point of contact for individual users with operations or routine technically related problems. Will coordinate tasks with other employees, and will train and assist less-experience personnel.

Minimum/General Experience: Seven years of applicable experience in the preparation of data according to established procedures for computer or other processing by a number of different processing routines or a series of complex steps. Also must have experience in the review of inputs and outputs for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Minimum Education: Bachelor's Degree or equivalent.

67. Systems Analyst - Senior

Functional Responsibilities: Works under minimal supervision in the performance of technical tasks associated with a scientific or general data procession environment. Will act as a primary point of contact for individual users at the data processing facility. Will usually function as the lead systems analyst on an effort, and may train and assist less experience personnel, as is required.

Minimum/General Experience: Ten years of applicable experience in the preparation of complex data according to established procedures for computer or other processing by a number of different processing routines or a series of complex steps. Must be sufficiently knowledgeable in analytical techniques as to be able to choose among several alternative analysis methods, processes, or processing cycles to execute the task. Finally must have experience in the review of inputs and outputs for accuracy and suitability, and in making adjustments and/or corrections, as necessary to improve quality.

Minimum Education: Bachelor's Degree or equivalent



PRICE SHEET FOR SIN 132-56 Health IT

Notes

3. Rates include the Industrial Funding Fee of 0.75%.
4. Rates are government/client site rates

Health IT Program Manager	\$ 112.88
Health IT Project Manager	\$ 147.45
Health IT Enterprise Architect	\$ 128.87
Health IT Applications Developer Sr.	\$ 123.71
Health IT Applications Developer Master	\$ 116.45
Health IT Database Specialist - Sr.	\$ 104.16
Health IT Data Architect - Sr.	\$ 111.21
Health IT Applications Systems Analyst	\$ 69.41
Health IT Configuration Mgt. Spec. - Sr.	\$ 104.30
Health IT Configuration Mgt. Spec. - Master	\$ 150.01
Health IT Test Engineer - Sr.	\$ 94.15
Health IT Subject Matter Expert - Sr.	\$ 194.68
Health IT Engineer/Scientist 5	\$ 110.41
Health IT Engineer/Scientist 4	\$ 104.31
Health IT Engineer/Scientist 3	\$ 89.80
Health IT Management Analyst 3	\$ 95.31
Health IT Subject Matter Expert 5	\$ 158.83
Health IT Subject Matter Expert 4	\$ 149.74
Health IT Subject Matter Expert 3	\$ 136.67
Health IT Mgt & Program Tech 3	\$ 126.65
Health IT Computer Systems Analyst I	\$ 84.82
Health IT Computer Systems Analyst II	\$ 94.30
Health IT Systems Help Desk Technician	\$ 41.15
Health IT Network Planner	\$ 46.54

LABOR CATEGORY DESCRIPTIONS Health IT SIN-132-56

68. Health IT Program Manager

Functional Responsibilities: Perform day-to-day Health IT management of assigned delivery orders projects that involve Health multi-disciplinary teams involving health technology, program scheduling, budget management, and subcontractor interactions.

Minimum Experience: 8 years of relevant experience

Minimum Education: Master's Degree or equivalent.

69. Health IT Project Manager

Functional Responsibilities: Responsible for a large, complex Health IT task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Health IT Program Manager in working with the Government Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Responsible for the overall management of the specific Health IT task order(s) and insuring that the health technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Directs completion of health IT tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of health IT project transitioning. Plans and directs health related technological improvements and project management implementation. Manages a diverse group of functional activities, subordinate groups of Health IT technical and administrative personnel. Provides business, technical, and personnel management across multiple health IT projects, such as engineering studies, Health IT computer applications and Health IT systems development.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's Degree.

70. Health Data Systems Architect – Sr.

Functional Responsibilities: Works independently designing and developing new Health IT software products or major enhancements to existing Health IT software. May lead a large development Health IT team in the design of highly complex Health IT software systems. Acts as highest-level Health IT technical expert, addressing problems of Health IT systems integration, compatibility, on multiple platforms. Responsible for Health IT project completion. Performs Health IT feasibility analysis on potential future Health IT projects to management.

Minimum Experience: 10 years of relevant experience

Minimum Education: Bachelor's Degree or equivalent.

71. Health Systems Subject Matter Expert III



Functional Responsibilities: Serves as a subject matter technical expert in areas relevant in areas relating to the Health information technology services efforts. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas included in contract.

Minimum Experience: 7 years of relevant experience

Minimum Education: Bachelor's degree

72. Health Systems Subject Matter Expert IV

Functional Responsibilities: Serves as a Health IT subject matter technical expert in areas relevant in areas relating to the Health Information Technology services efforts. Provide guidance to the Health IT technical staff on the Health IT functional procedures/processes/policies reflecting detailed knowledge of functional areas included in contract.

Minimum Experience: 10 years of relevant experience

Minimum Education: Bachelor's degree

73. Health Systems Subject Matter Expert V

Functional Responsibilities: Serves as a Health IT subject matter technical expert in areas relevant in areas relating to the health information technology services efforts. Provide guidance to the Health IT technical staff on the Health IT functional procedures/processes/policies reflecting detailed knowledge of Health IT functional areas included in contract.

Minimum Experience: 12 years of relevant experience

Minimum Education: Masters' degree

74. Health Systems Subject Matter Expert VI

Functional Responsibilities: Serves as a Health IT subject matter technical expert in areas relevant in areas relating to the health information technology services efforts. Provide guidance to the Health IT technical staff on the Health IT functional procedures/processes/policies reflecting detailed knowledge of Health IT functional areas included in contract.

Minimum Experience: 15 years of relevant experience

Minimum Education: Masters' degree

75. Computer Health Systems Analyst I

Functional Responsibilities: Experience in the preparation/analysis of Health IT data according to established procedures for computer based health systems. Also must have experience in the review of inputs and outputs of health systems for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree.

76. Computer Health Systems Analyst II



Functional Responsibilities: Experience in the preparation/analysis of Health IT data according to established procedures for computer based health systems. Also must have experience in the review of inputs and outputs of health systems for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree

77. Health Systems Enterprise Architect

Functional Responsibilities: Provide overall technical direction in Health IT systems engineering and in the development of health technology architectures for a variety of Health IT health systems hardware and software programs. Evaluate organizational work and Health IT information flows to determine the optimum Health IT technology architecture for the system. Provide guidance and direction to Health IT management and to Health IT system architects and Health IT hardware/software developers. May serve as Health IT task or project leader. Establish Health IT system requirements in the development of Health IT engineering programs. Experience includes designing the Health IT software, hardware, and communications to support total requirements and providing required interfaces to other systems. Experience includes Health IT systems engineering and the application of structured Health IT analysis and design principles.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree.

78. Health Systems Engineer/Scientist III

Functional Responsibilities: Supports Health IT research and analysis functions. Participates in the integration and configuration of Health IT computing and communications equipment. Participates in the development of Health IT applications software.

Minimum Experience: 4 years of relevant experience

Minimum Education: Bachelor's degree

79. Health Systems Engineer/Scientist IV

Functional Responsibilities: Supports Health IT research and analysis functions. Participates in the integration and configuration of Health IT computing and communications equipment. Participates in the development of Health IT applications software.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree

80. Health Systems Engineer/Scientist V

Functional Responsibilities: Supports Health IT research and analysis functions. Participates in the integration and configuration of Health IT computing and communications equipment. Participates in the development of Health IT applications software.

Minimum Experience: 10 years of relevant experience

Minimum Education: Bachelor's degree



81. Health Information Database Specialist – Sr.

Functional Responsibilities: Health IT Database and Application performance monitoring, analysis and tuning. Monitor and optimize Health IT database performance and resources. Participates in all phases of Health IT data extraction, conversion and uploading.

Minimum Experience: 6 years of relevant experience

Minimum Education: Bachelor's degree

82. Health Applications Developer – Sr.

Functional Responsibilities: Analyzes functional Health IT business applications and design specifications for functional activities. Translates detailed design into computer applications. Tests, debugs and refines computer applications to produce the required product. Prepares required Health IT documentation, including both program and user-level documentation. Enhances Health IT software to reduce operating time or improve efficiency.

Minimum Experience: 5 years of relevant experience

Minimum Education: Bachelor's degree

83. Health Applications Developer – Master.

Functional Responsibilities: Analyzes functional Health IT business applications and design specifications for functional activities. Translates detailed Health IT design into computer applications. Tests, debugs and refines Health IT computer applications to produce the required product. Prepares required Health IT documentation, including both program and user-level documentation. Enhances Health IT software to reduce operating time or improve efficiency.

Minimum Experience: years of relevant experience

Minimum Education: Bachelor's degree

84. Medical Systems Help Desk Technician II

Functional Responsibilities: Under close supervision, provides first level problem resolution for Health IT computer facility users. Maintains Health IT terminal logs and special date processing requests. Monitors Health IT computer systems via remote terminal. Prepares discrepancy reports on downed equipment. Researches Health IT output media problems to assist in user problem resolution.

Minimum/General Experience: Five years of experience with computer health systems problem resolutions. Knowledge of hardware and applications software essential

Minimum Education: Associate's Degree

85. Health Applications Systems Analyst

Functional Responsibilities: Performs Health IT technical tasks associated with a scientific or general data processing environment. May act as a point of contact for individual users with Health IT operations or routine technically related problems. Will coordinate Health IT tasks with other employees, and will train and assist less-experience Health IT personnel.

Minimum/General Experience: Seven years of applicable experience in the preparation of data according to established procedures for computer or other processing by a number of different processing routines or a series of



complex steps. Also must have experience in the review of inputs and outputs for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Minimum Education: Bachelor's Degree or equivalent.

86. Health Network Engineer II

Functional Responsibilities: Works with health systems software, hardware or network systems. Health software specialized experience includes: developing, testing, installing and operating network and computer (host) software (e.g., access method and protocol software, application interfaces, transaction processors and emulators); and using and implementing communications standards. Health network hardware specialized experience includes: installing, testing and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals and multiplexers); using and implementing communications hardware and electrical standards; using communications hardware test and monitoring equipment; and analyzing the results. Network specialized experience includes: designing, testing, installing, implementing and maintaining Health IT computer networks; using and implementing network standards; identifying and solving problems, restart/recovery, additions, deletions and modifications of terminals, hosts, etc. Analyzes Health IT network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes and throughput) and recommends procurement, removals and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and coordinates installations, transitions, and cutover of Health IT network components and capabilities.

Minimum Experience: 5 years of relevant experience

Minimum Education: Bachelor's degree

87. Health IT Management & Program Technician III

Functional Responsibilities: Expert in building, installing, maintaining and supporting stand-alone Health IT computers ranging in sophistication from mini to micro-computers systems. Works with Health IT technical staff advising on how best to implement the Health IT hardware aspects of an Health IT system in development. Has an in-depth knowledge and understanding of Health IT digital computer controlled systems development and production processes and associated metrics, software configuration management, software quality assurance, and system development and acceptance test and evaluation.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree

88. Health Systems Test Engineer – Sr.

Functional Responsibilities: Supports the Health IT research and analysis of health system functions. Participates in the integration and configuration of Health IT computing and communications equipment. Participates in the development of Health IT applications software. Designs and conducts Health IT testing functions for complex health systems.

Minimum Experience: 8 years of relevant experience

Minimum Education: Bachelor's degree

89. Configuration Management Specialist – Sr.

Functional Responsibilities: Related experience in Health IT configuration management and documentation efforts involving any combination of: Health IT systems analysis and design, programming, Health IT conversion and



implementation support, Health IT network services, Health IT project management, Health IT data/records management, resources and Health IT facilities management, database planning and design.

Minimum Experience: 5 years of relevant experience

Minimum Education: Associate’s degree

90. Configuration Management Specialist – Master.

Functional Responsibilities: Related experience in Health IT configuration management and documentation efforts involving any combination of: Health IT systems analysis and design, Health IT programming, Health IT conversion and implementation support, Health IT network services, Health IT project management, Health IT data/records management, Health IT resources and Health IT facilities management, Health IT database planning and design.

Minimum Experience: 8 years of relevant experience

Minimum Education: Associate’s degree

ALLOWABLE SUBSTITUTION OF EDUCATION AND EXPERIENCE

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

An individual’s educational achievement in excess of minimal requirements can be substituted for experience requirements:

Minimal Education Requirement	Individual’s Actual Education Achievement	Additional Years of Experience Credited the Employee
MA/MS	PhD.	4
BA/BS	PhD.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

An individual’s experience in excess of minimum requirements can compensate for educational requirements:

Individual’s Actual Education Achievement	Minimal Education Requirement	Additional Years of Experience Over the Minimum Requirement for Minimum Educational Equivalency
MA/MS	PhD.	4
BA/BS	PhD.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4