Special Item No. 132-51 Information Technology Professional Services

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

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

- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code 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.

Contract Number: GS-35F-0766M

Period Covered by Contract: September 6, 2012 through September 5, 2017

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov/
INFORMATION FOR ORDERING ACTIVITIES .......................................................... 2

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52) .................................................................................................................... 9

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SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

*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:
- [x] 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:**

Dynamic Systems Technology, Inc.
3554 Chain Bridge Road, Suite 200
Fairfax VA  22030-2709

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

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

571-321-0460

3. **LIABILITY FOR INJURY OR DAMAGE**

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) **031695323**
- Block 30: Type of Contractor - A. **Small Disadvantaged Business**
- Block 31: Woman-Owned Small Business - **Yes**
- Block 36: Contractor's Taxpayer Identification Number (TIN) **54-1780242**
4a. CAGE Code: **1RPL7**
4b. Contractor has registered with the Central Contractor Registration Database.

5. **FOB DESTINATION**

6. **DELIVERY SCHEDULE**

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as mutually agreed upon by the contractor.
7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

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 **$25,000.**

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.

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

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

13.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**
Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.
14. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

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

b. **Travel**: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs for allowable costs that pertain to official company business travel in regard 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 OFFICES**:
Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government’s convenience, and (m) Termination for Cause (See C.1.)
16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF 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 All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

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

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, Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

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)
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/EC 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

The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 132-52. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

Pricing for all IT Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.
## LABOR CATEGORY DESCRIPTIONS

### Administrative Assistant I

**Minimum General Experience:** From zero (0) to two (2) years of relevant experience, Administrative Assistant Level 1 staff perform a variety of routine administrative support tasks. These staff have little or no prior experience.

**Functional Responsibility:** Assists management and staff in all business activities. Provides administrative support, including, in general, preparing correspondence and reports, scheduling and arranging meetings and events, coordinating travel, etc.

Provides documentation support, including, in general, preparation and tracking of program-related documentation and records; developing documentation standards and templates; developing, organizing, and maintaining documentation repositories and records, etc.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

### Administrative Assistant II

**Minimum General Experience:** From two (2) years to four (4) years experience in a related field, Administrative Assistant Level 2 staff perform administrative tasks that require independent judgment and more in-depth knowledge of operations or tools. These staff may direct the work of Administrative Assistant Level 1 staff.

**Functional Responsibility:** Assists management and staff in all business activities. Provides administrative support, including, in general, preparing correspondence and reports, scheduling and arranging meetings and events, coordinating travel, etc.

Provides documentation support, including, in general, preparation and tracking of program-related documentation and records; developing documentation standards and templates; developing, organizing, and maintaining documentation repositories and records, etc.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

### Configuration Manager II

**Minimum General Experience:** From (3) years to five (5) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. These staff have experience working in SEI CMM Level 3 to 5 environments.

**Functional Responsibility:** Works with staff to develop and define configuration management standards and practices. Develops configuration management (CM) policies and procedures. Performs CM activities. Establishes and supports Configuration Control Board (CCB) to manage and approve configuration changes. Supports CM process by maintaining records and documentation of changes. Maintains proper software and hardware versions. Performs CM training to ensure staff complies with policies and procedures. Tracks and resolves CM issues and problems. Educate and provide configuration management training to staff as necessary. Coordinate changes with Change Management. Document changes in Change Management system.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate degree in relevant discipline and two (2) years of additional relevant experience.
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<th>Configuration Manager III</th>
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<tr>
<td><strong>Minimum General Experience:</strong> From (5) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. These staff have experience working in SEI CMM Level 3 to 5 environments.</td>
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<td><strong>Functional Responsibility:</strong> Works with staff to develop and define configuration management standards and practices. Develops configuration management (CM) policies and procedures. Performs CM activities. Establishes and supports Configuration Control Board (CCB) to manage and approve configuration changes. Supports CM process by maintaining records and documentation of changes. Maintains proper software and hardware versions. Performs CM training to ensure staff complies with policies and procedures. Tracks and resolves CM issues and problems. Educate and provide configuration management training to staff as necessary. Coordinate changes with Change Management. Document changes in Change Management system.</td>
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<td><strong>Minimum Education:</strong> Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and two (2) years of additional relevant experience.</td>
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<thead>
<tr>
<th>Database Administrator (Principal)</th>
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<td><strong>Minimum General Experience:</strong> From five(5) years to eight (8) years experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise. Desirable certification includes membership in the IEEE.</td>
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<tr>
<td><strong>Functional Responsibility:</strong> Develops, implements, and administer large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Installs, Configures, setup and upgrades the Database software. Perform database requirement analysis. Applies Database Patches to fix problems as it relates to database software. Works with Customer staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the Customer environment. Evaluates and recommends database architecture and management solutions for the Customer enterprise. Analyzes data, processes, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security. Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements. Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making. Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems.</td>
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<td><strong>Minimum Education:</strong> Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.</td>
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### Database Administrator (Senior)

**Minimum General Experience:** From (3) years to five (5) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. Desirable certification includes membership in a professional association.

**Functional Responsibility:** Develops, implements, and administer large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Installs, configures, setup and upgrades the Database software. Perform database requirement analysis. Applies Database Patches to fix problems as it relates to database software. Works with Customer staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the Customer environment.

- Evaluates and recommends database architecture and management solutions for the Customer enterprise. Analyzes data, processes, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security. Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements.
- Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making.
- Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

### Database Engineer (Junior)

**Minimum General Experience:** From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff works at the task level under close supervision of senior or principal staff. Desirable certification includes membership in a professional association.

**Functional Responsibility:** Develops and implements large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with Customer staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the Customer environment.

- Evaluates and recommends database architecture and management solutions for the Customer enterprise. Analyzes data, processes, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security. Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements.
- Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making.
- Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
Database Engineer (Senior)

**Minimum General Experience:** From (3) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. Desirable certification includes membership in a professional association.

**Functional Responsibility:** Develops and implements large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with Customer staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the Customer environment.

Evaluates and recommends database architecture and management solutions for the Customer enterprise. Analyzes data, processes, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security. Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements.

Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making.

Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

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Database Engineer (Principal)

**Minimum General Experience:** From eight (8) years or more years experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise. Desirable certification includes membership in the IEEE.

**Functional Responsibility:** Develops and implements large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with Customer staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the Customer environment.

Evaluates and recommends database architecture and management solutions for the Customer enterprise. Analyzes data, processes, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security. Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements.

Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making.

Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from a Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
### Enterprise Solution Specialist

**Minimum General Experience:** Up to three (3) years experience in selecting and implementing Commercial-Off-the-Shelf (COTS) enterprise solution applications. Enterprise Solution Specialist is regarded as experts in their domain, provide technical guidance within their area of expertise, and recommend domain-specific technical or functional solutions and policies. These staff have completed comprehensive training or on the job experience in implementation of at least one major Enterprise Resource Planning (ERP), supply chain, Customer Relationship Management (CRM) or Knowledge Management (KM) software application. Experience includes:

- COTS package selection and business case development; COTS installation and configuration for multiple ERP software modules; Software and System Development; Training and Acceptance Testing; Business Process Re-engineering (BPR), Legacy interface design, development, and implementation.

The individual is also experienced in Enterprise IT solutions, including topics/products as:

- Enterprise Resource Planning (ERP), including products such as PEOPLESOFT, Oracle, SAP;
- Supply Chain Management, including products such as SAP, ORACLE, i2, Manuguistics;
- Customer Relationship Management (CRM), including products such as Siebel, Clarify, Vantive, Vignette, Silknet, e.pihpany, Broadvision, Quintus;

Knowledge management using OLAP or ROLAP software tools such as Cognos, Microstrategies;

**Functional Responsibility:** Supports the design, configuration, and implementation of enterprise-wide COTS solutions at the Functional or Technical level. Supports development of cultural change management materials and customer training. Provides technical input into business case analysis and supports analysis of technical alternatives.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

### Financial Analyst (Junior)

**Minimum General Experience:** From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff works at the task level under close supervision of senior or principal staff. Desirable certification includes membership in the American Finance Association.

**Functional Responsibility:** Supports customer Investment Management Process (IMP) and Enterprise Life Cycle Methodology (ELCM) with matters related to investment decision analysis, business case development, cost-benefit/tradeoff analyses, cost analysis, risk analysis, budget formulation and justification. Employs sophisticated modeling tools and techniques. Uses statistical / mathematical applications as well as decision science techniques. May act as a liaison between customer and its communities of interest to identify business processes, systems, and product requirements and to document requirements and specifications. Interacts with technical staff to conduct feasibility studies, technical-cost tradeoff studies, and analyses of alternatives. Researches and develops performance measures and/or IT metrics to achieve Customer strategic goals, and evaluates and tracks progress.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
## Financial Analyst (Senior)

**Minimum General Experience:** From (3) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. Desirable certification includes membership in the American Finance Association.

**Functional Responsibility:** Supports customer Investment Management Process (IMP) and Enterprise Life Cycle Methodology (ELCM) with matters related to investment decision analysis, business case development, cost-benefit/tradeoff analyses, cost analysis, risk analysis, budget formulation and justification. Employs sophisticated modeling tools and techniques. Uses statistical / mathematical applications as well as decision science techniques. May act as a liaison between customer and its communities of interest to identify business processes, systems, and product requirements and to document requirements and specifications. Interacts with technical staff to conduct feasibility studies, technical-cost tradeoff studies, and analyses of alternatives. Researches and develops performance measures and/or IT metrics to achieve Customer strategic goals, and evaluates and tracks progress.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

## Financial Analyst (Principal)

**Minimum General Experience:** From eight (8) years or more years experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise. Desirable certification includes membership in the American Finance Association.

**Functional Responsibility:** Supports customer Investment Management Process (IMP) and Enterprise Life Cycle Methodology (ELCM) with matters related to investment decision analysis, business case development, cost-benefit/tradeoff analyses, cost analysis, risk analysis, budget formulation and justification. Employs sophisticated modeling tools and techniques. Uses statistical / mathematical applications as well as decision science techniques. May act as a liaison between customer and its communities of interest to identify business processes, systems, and product requirements and to document requirements and specifications. Interacts with technical staff to conduct feasibility studies, technical-cost tradeoff studies, and analyses of alternatives. Researches and develops performance measures and/or IT metrics to achieve Customer strategic goals, and evaluates and tracks progress.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
## Graphics Specialist

**Minimum General Experience:** From zero (0) to three (3) years experience in a related field, Graphics Specialist staff prepare presentations, graphics, and multimedia materials in support of technical projects.

**Functional Responsibility:** Plans, manages, and produces program and project documentation. Assists with content development, writes, and edits technical materials and reports. Ability to appropriately craft content for both electronic and print media. Prepares briefings and multimedia presentations. Creates artwork, still media, animation, and other visual images from storyboards or concepts to render technical material and data. Develops Web pages and graphics for Intranet/Internet sites. Understands all aspects of production from concept to completion.

**Minimum Education:** High School Diploma and two (2) years of additional relevant experience.

## Help Desk Technician I

**Minimum General Experience:** From zero (0) year to two (2) years experience in a related field, Technician Level 1 have entry-level or limited experience in a particular technical support area, e.g., systems or network administration, operations, or maintenance. These staff performs routine tasks in their technical support area and are under the supervision of Technician Level 2 or Senior Staff.

**Functional Responsibility:** Provides systems administration, help desk, and technical support services for Customer systems and operations as required. Evaluates operational support technologies and assists with development of operational strategies. Assists with network configuration and management. Administers network services and supports user profile development and administration. Supports users with connectivity problems and coordinates resolution. Supports network operations and maintain network availability by monitoring and controlling network resources. Performs diagnostics and analysis of problems affecting network performance. Takes corrective action as necessary or interacts with users and vendors to coordinate upgrades and installs. Performs remote and on-site diagnostics to identify and resolve problems with hardware, software, LANs, networks, servers, and other data systems. Tracks status of problem resolution and follows up to ensure satisfactory outcome. Remotely troubleshoots hardware and software installation problems and walks users through desktop configuration solutions. Provides technical and desktop user support. Performs installation, setup, and configuration of systems and networks. Installs, operates, and maintains IT system devices, circuits, cables, components, software, and end-user components, software, and connectivity. Assists with troubleshooting and resolution of system problems and failures. Performs preventative maintenance of equipment/electronic devices. Performs backups and disaster recovery activities. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations.

**Minimum Education:** High School Diploma and certification in relevant field or equivalent experience.
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<tr>
<th><strong>Help Desk Technician II</strong></th>
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<tr>
<td><strong>Minimum General Experience:</strong> From two (2) to six (6) years experience in a related field, Technician Level 2 have in-depth experience and knowledge in a particular technical support area, e.g. system or network administration, operations, or maintenance. These staff perform more complex tasks in their technical area and may participate on project teams to assist in technical evaluation of solutions. These staff may supervise Technician Level 1 staff and may lead technical support work within their field of knowledge.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Provides systems administration, help desk, and technical support services for Customer systems and operations as required. Evaluates operational support technologies and assists with development of operational strategies. Assists with network configuration and management. Administers network services and supports user profile development and administration. Supports users with connectivity problems and coordinates resolution. Performs diagnostics and analysis of problems affecting network performance. Remotely troubleshoots hardware and software installation problems and walks users through desktop configuration solutions. Provides technical and desktop user support. Performs installation, setup, and configuration of systems and networks. Installs, operates, and maintains IT system devices, circuits, cables, components, software, and end-user components, software, and connectivity. Assists with troubleshooting and resolution of system problems and failures. Performs preventative maintenance of equipment/electronic devices. Performs backups and disaster recovery activities. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations.</td>
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<td><strong>Minimum Education:</strong> High School Diploma and certification in relevant field or equivalent experience.</td>
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<th><strong>Help Desk Technician (Senior)</strong></th>
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<tr>
<td><strong>Minimum General Experience:</strong> From six (6) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. Desirable certification includes membership in the American Finance Association.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Provides systems administration, help desk, and technical support services for Customer systems and operations as required. Evaluates operational support technologies and assists with development of operational strategies. Assists with network configuration and management. Administers network services and supports user profile development and administration. Supports users with connectivity problems and coordinates resolution. Performs diagnostics and analysis of problems affecting network performance. Remotely troubleshoots hardware and software installation problems and walks users through desktop configuration solutions. Provides technical and desktop user support. Performs installation, setup, and configuration of systems and networks. Installs, operates, and maintains IT system devices, circuits, cables, components, software, and end-user components, software, and connectivity. Assists with troubleshooting and resolution of system problems and failures. Performs preventative maintenance of equipment/electronic devices. Performs backups and disaster recovery activities. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations.</td>
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<td><strong>Minimum Education:</strong> Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.</td>
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**Information Security Specialist (Principal)**
**Minimum General Experience:** From eight (8) or more years experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise. Desirable certification includes Certification in Information Systems Security Professionals (“CISSP”).

**Functional Responsibility:** Develops, establishes, and maintains enterprise wide information security policies, standards, and procedures. Works with Customer staff to analyze and define information security requirements. Develops system security architectures. Analyzes industry and government trends, laws, and standards and recommends methods, procedures, and products to meet information security requirements. Recommends best practices e-commerce security, security architecture options, testing, threat and risk assessments. Researches and evaluates security concepts, tools, and techniques for incorporation into the Customer environment. Assists in the testing of information security products to provide the best solution to protect and maintain Customer data security. Develops or assists with further development of mechanisms for identifying and tracking security intrusions and violations. Performs analysis of security risks, threats, and vulnerabilities of networks, systems, and applications. Recommends strategies to prevent security exposures and detect intrusions. Assists with assessments of system penetrations using logs and reports from systems and monitoring tools. Develops and conducts training of coordinates training in information security policies and procedures to ensure compliance with requirements. Supports security certification and accreditation activities leading to approval to operate systems and networks.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.

**Information Security Specialist (Senior)**

**Minimum General Experience:** From (3) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. Desirable certification includes Certification in Information Systems Security Professionals.

**Functional Responsibility:** Develops, establishes, and maintains enterprise wide information security policies, standards, and procedures. Works with Customer staff to analyze and define information security requirements. Develops system security architectures. Analyzes industry and government trends, laws, and standards and recommends methods, procedures, and products to meet information security requirements. Recommends best practices e-commerce security, security architecture options, testing, threat and risk assessments. Researches and evaluates security concepts, tools, and techniques for incorporation into the Customer environment. Assists in the testing of information security products to provide the best solution to protect and maintain Customer data security. Develops or assists with further development of mechanisms for identifying and tracking security intrusions and violations. Performs analysis of security risks, threats, and vulnerabilities of networks, systems, and applications. Recommends strategies to prevent security exposures and detect intrusions. Assists with assessments of system penetrations using logs and reports from systems and monitoring tools. Develops and conducts training of coordinates training in information security policies and procedures to ensure compliance with requirements. Supports security certification and accreditation activities leading to approval to operate systems and networks.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

**Instructor (Junior)**
Minimum General Experience: From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff works at the task level under close supervision of senior or principal staff.

Functional Responsibility: Develops training program for Customer employees addressing new processes, systems, applications, and services. Works with Customer staff and Modernizations contractors to anticipate and identify training requirements. Involves end-user training for employees and development of materials and tools to train Customer communities of interest on new processes and procedures. Develops training courses, materials, and other means to effectively demonstrate new business procedures and practices, and applications. Involves formal classroom courses, workshops, seminars, etc. Incorporates use of electronic media, distance learning techniques, and other techniques in training offerings.

Minimum Education: Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

Instructor (Principal)

Minimum General Experience: From eight (8) years or more years experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise.

Functional Responsibility: Develops training program for Customer employees addressing new processes, systems, applications, and services. Works with Customer staff and Modernizations contractors to anticipate and identify training requirements. Involves end-user training for employees and development of materials and tools to train Customer communities of interest on new processes and procedures. Develops training courses, materials, and other means to effectively demonstrate new business procedures and practices, and applications. Involves formal classroom courses, workshops, seminars, etc. Incorporates use of electronic media, distance learning techniques, and other techniques in training offerings.

Minimum Education: Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.

Instructor (Senior)

Minimum General Experience: From (3) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise.

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Minimum Education: Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

Lotus Notes Application Developer
**Minimum General Experience:** From (3) years to five (5) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise.

**Functional Responsibility:** Responsible for the analysis of business, engineering and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of software development tasks. Works with staff and user groups to develop requirements. Develops knowledge of enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations. Designs and implements software architecture with modular design to improve interoperability maintainability and flexibility for future enhancements. Develops standards and defines metrics for software development. Establishes process improvement and reengineering methodologies and principles.

Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations. Interprets software requirements and design specifications to code, and integrates and tests components. Develops programs and subsystems utilizing appropriate programming languages to meet Customer requirements. Develops Web-enabled applications and performs Customer Intranet /Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support. Analyzes software operation for performance problems and fault tolerance, and employs process improvements to optimize performance. Reviews existing programs and assists in making refinements and improvements.

Maintains currency, debugs and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate degree in relevant discipline and two(2) years of additional relevant experience.

**Network Engineer (Junior)**

**Minimum General Experience:** From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff works at the task level under close supervision of senior or principal staff. Desirable certification includes membership in the IEEE.

**Functional Responsibility:** Plans, designs, and implements physical and logical wide-area networks (WAN), local area networks (LAN), communications, and infrastructure across the Customer enterprise. Works with customer staff to identify voice / data / video communications requirements. Performs system level assessments of communications technologies, protocols, and applications for application to the Customer environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations and management. Uses network design tools and techniques. Develops designs that support e-commerce and electronic data interchange (EDI) functions.

Designs and optimizes network topologies and site configurations. Performs modeling and analysis at physical, data, control, and higher order protocol layers and develops / prototypes network / communications systems. Analyzes network characteristics and recommends procurement, removals, and modifications to network components. Prepares specifications to define and illustrate network designs and configurations. Selects, configures, and installs network hardware and software. Plans installations, transitions, and cutovers of network components and capabilities. Assists with migration planning for transition from legacy systems.

Plans designs and implements network management systems to monitor, diagnose, control, inventory, and measure network performance. Evaluates communications activity and projects network usage. Prepares reports on status and performance trends., Analyzes performance, traffic reports, and diagnostic reports to determine network logic and malfunction trends. Assists with network operations and maintenance as required.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
## Network Engineer (Principal)

**Minimum General Experience:** From eight (8) years or more years experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise. Desirable certification includes membership in the IEEE.

**Functional Responsibility:** Plans, designs, and implements physical and logical wide-area networks (WAN), local area networks (LAN), communications, and infrastructure across the Customer enterprise. Works with Customer staff to identify voice / data / video communications requirements. Performs system level assessments of communications technologies, protocols, and applications for application to the Customer environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations and management. Uses network design tools and techniques. Develops designs that support e-commerce and electronic data interchange (EDI) functions.

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- Plans designs and implements network management systems to monitor, diagnose, control, inventory, and measure network performance. Evaluates communications activity and projects network usage. Prepares reports on status and performance trends, analyzes performance, traffic reports, and diagnostic reports to determine network logic and malfunction trends. Assists with network operations and maintenance as required.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from a Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.

## Network Engineer (Senior)

**Minimum General Experience:** From (3) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. Desirable certification includes membership in the IEEE.

**Functional Responsibility:** Plans, designs, and implements physical and logical wide-area networks (WAN), local area networks (LAN), communications, and infrastructure across the Customer enterprise. Works with Customer staff to identify voice / data / video communications requirements. Performs system level assessments of communications technologies, protocols, and applications for application to the Customer environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations and management. Uses network design tools and techniques. Develops designs that support e-commerce and electronic data interchange (EDI) functions.

- Designs and optimizes network topologies and site configurations. Performs modeling and analysis at physical, data, control, and higher order protocol layers and develops / prototypes network / communications systems. Analyzes network characteristics and recommends procurement, removals, and modifications to network components. Prepares specifications to define and illustrate network designs and configurations. Selects, configures, and installs network hardware and software. Plans installations, transitions, and cutovers of network components and capabilities. Assists with migration planning for transition from legacy systems.

- Plans designs and implements network management systems to monitor, diagnose, control, inventory, and measure network performance. Evaluates communications activity and projects network usage. Prepares reports on status and performance trends, analyzes performance, traffic reports, and diagnostic reports to determine network logic and malfunction trends. Assists with network operations and maintenance as required.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
## Project Manager Consultant

**Minimum General Experience:** From thirteen (13) or more years experience in a related field, Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level.

**Functional Responsibility:** Performs project management activities in the management and support of Customer Modernization projects and tasks. Responsible for technical, performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project / technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the Modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and Customer management.

Provides directions establishes project management structure, develops work breakdown structures, allocates resources, and develops and maintains project schedules. Supports reviews (e.g., milestone status review, periodic project status, and Integrated Baseline Review [IBR]). Facilitates work through early problem identification and resolution, risk identification and mitigation, action plans, workarounds, and conflict resolution/dispute procedures. Supports the development and execution of related CMM activities and program management best practices. Includes all aspects of risk management.

Establishes program control structure and processes. Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost. Responds to requests for task technical and cost proposals. Manages and coordinates requirements. Employs project management tools to track work assignments, resources, schedules and cost. Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations and service level agreements.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and three (3) years of additional relevant experience.

## Project Manager I

**Minimum General Experience:** From eight (8) years to thirteen (13) years experience in a related field, project managers manage the day-to-day work efforts of teams focused on a specific technical effort involving multiple tasks that may be highly complex in nature. These staff will lead team efforts to identify, prioritize, and solve a broad span of difficult problems or challenges for a particular project. They are fully responsible for project deliverables and outcomes produced by the team. These staff should have at least 5 years experience in project management. Desirable certification includes certification as a Project Management Professional.

**Functional Responsibility:** Performs project management activities in the management and support of Customer Modernization projects and tasks. Responsible for technical, performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project / technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the Modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and Customer management.

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Establishes program control structure and processes. Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost. Responds to requests for task technical and cost proposals. Manages and coordinates requirements. Employs project management tools to track work assignments, resources, schedules and cost. Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations and service level agreements.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
## Project Manager II

**Minimum General Experience:** From thirteen (13) or more years experience in a related field, the Program Manager manages the overall work efforts of the program interfacing with Project Managers to ensure the timeliness, quality, and effectiveness of the work delivered. This person is fully responsible for the integration of project work across the entire spectrum of the program. The Program Manager provides guidance and vision for the work effort and is able to manage complex projects involving multiple teams appropriately delegating work to the Project Managers.

The Program Manager should have at least 10 years experience in project/program management.

Desirable certification includes certification as a Project Management Professional.

**Functional Responsibility:** Performs project management activities in the management and support of Customer Modernization projects and tasks. Responsible for technical, performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project/technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the Modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and Customer management.

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Establishes program control structure and processes. Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost. Responds to requests for task technical and cost proposals. Administers and tracks task order requirements. Employs project management tools to track work assignments, resources, schedules, and cost. Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations and service level agreements.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
## Project Manager (Junior)

**Minimum General Experience:** From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff works at the task level under close supervision of senior or principal staff.

Desirable certification includes certification as a Project Management Professional.

**Functional Responsibility:** Performs project management activities in the management and support of Customer Modernization projects and tasks. Responsible for technical, performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project / technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the Modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and Customer management.

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**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
### Project Manager (Principal)

**Minimum General Experience:** From eight (8) years or more experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise.

Desirable certification includes certification as a Project Management Professional.

**Functional Responsibility:** Performs project management activities in the management and support of Customer Modernization projects and tasks. Responsible for technical, performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project / technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the Modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and Customer management.

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**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
Project Manager (Senior)

Minimum General Experience: From (3) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise. Desirable certification includes certification as a Project Management Professional.

Functional Responsibility: Performs project management activities in the management and support of Customer Modernization projects and tasks. Responsible for technical, performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project / technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the Modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and Customer management.

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Minimum Education: Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.

Quality Assurance Specialist (Junior)

Minimum General Experience: From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff works at the task level under close supervision of senior or principal staff.

Functional Responsibility: Develops and implements quality control methodologies and practices to ensure compliance with quality assurance standards, guidelines, and procedures. Works with Customer staff to develop and define quality characteristics, including metrics and measurements. Analyzes quality assurance and control requirements and prepares strategies and plans. Performs quality reviews to measure performance against plans and metrics, identifies issues, and documents results. Proposes and recommends quality and process improvements. Monitors the implementation of system or procedural enhancements to customer acceptance and satisfaction. Coordinates training needs with training program and provides quality assurance training to staff as necessary.

Develops configuration management (CM) policies and procedures. Performs CM activities. Establishes and supports Configuration Control Board (CCB) to manage and approve configuration changes. Supports CM process by maintaining records and documentation of changes. Performs CM training to ensure staff complies with policies and procedures. Tracks and resolves CM issues and problems.

Establishes and maintains a process for evaluating systems, hardware, software, and documentation. Develops acceptance test plans, procedures, and scenarios. Performs testing against specifications and documents results. Identifies and researches deficiencies. Works with engineers to correct deficiencies. Maintains documentation.

Minimum Education: Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
### Quality Assurance Specialist (Principal)

**Minimum General Experience:** From eight (8) years or more experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise.

**Functional Responsibility:** Develops and implements quality control methodologies and practices to ensure compliance with quality assurance standards, guidelines, and procedures. Works with Customer staff to develop and define quality characteristics, including metrics and measurements. Analyzes quality assurance and control requirements and prepares strategies and plans. Performs quality reviews to measure performance against plans and metrics, identifies issues, and documents results. Proposes and recommends quality and process improvements. Monitors the implementation of system or procedural enhancements to customer acceptance and satisfaction. Coordinates training needs with training program and provides quality assurance training to staff as necessary.

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**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.

### Quality Assurance Specialist (Senior)

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**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
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<td><strong>Minimum General Experience:</strong> From thirteen (13) or more years experience in a related field, Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff works at the enterprise and program level.</td>
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<td><strong>Functional Responsibility:</strong> Responsible for the analysis of business, engineering and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of software development tasks. Works with Customer staff and user groups to develop requirements. Develops knowledge of Customer enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations. Designs and implements software architecture with modular design to improve interoperability maintainability and flexibility for future enhancements. Develops standards and defines metrics for software development. Establishes process improvement and reengineering methodologies and principles. Performs software development in accordance with Software Capability Maturity Model (SW-CMM®) processes and using formal specifications, Computer Aided Software Engineering (CASE) tools, or other accepted design techniques. Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations. Interprets software requirements and design specifications to code, and integrates and tests components. Develops programs and subsystems utilizing appropriate programming languages to meet Customer requirements. Develops Web-enabled applications and performs Customer Intranet /Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Designs software tools and subsystems to support software reuse. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support. Analyses software operation for performance problems and fault tolerance, and employs process improvements to optimize performance. Reviews existing programs and assists in making refinements and improvements. Maintains currency, debugs and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation.</td>
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**Software Engineer (Junior)**

**Minimum General Experience:** From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff works at the task level under close supervision of senior or principal staff.

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**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
Software Engineer (Principal)

**Minimum General Experience:** From eight (8) years or more experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise.

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**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
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<p>| Minimum Education: | Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience. |</p>
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<td><strong>Functional Responsibility:</strong> Applies knowledge of the entire customer organization to recommend and coordinate the development, enhancement, and maintenance of Customer business systems, processes, and products. Interacts with Customer management at the enterprise level to assist in determining future direction and strategies. Supplies management, investment, business, or technical advice at the strategic level to help shape strategic goals in support of furthering Customer’ mission. May influence policy direction. Helps Customer to anticipate future trends and customer requirements. Serves as an advocate with industry for the Customer Modernization Program.</td>
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<td>Assists in planning, developing, and coordinating strategic or tactical plans. Analyzes business strategies, processes, and operations and identifies and develops innovative solutions or alternatives. Presents alternatives to Customer management and participates in the decision-making process. Supports plan and strategy implementation by identifying resources, communicating objectives, and monitoring results.</td>
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<td>Develops technology forecasts and researches industry trends and developments. Assesses application of innovative business strategies and techniques to the Customer environment. Analyzes Customer performance and statistics to recommend process improvements. May research and recommend organizational development and change management strategies and methodologies. Investigates and employs knowledge management techniques for Customer application.</td>
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<td>Researches and analyzes processes, user requirements, resources and workflow to support requirements planning and design of new business processes and systems. Recommends business approaches and solutions based on customer requirements. Advises on methods to improve business processes and enhance process improvement strategies and plans.</td>
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<td><strong>Minimum Education:</strong> Master's Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.</td>
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### Strategic Planner (Principal)

**Minimum General Experience:** From eight (8) years or more experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise.

**Functional Responsibility:** Applies knowledge of the entire customer organization to recommend and coordinate the development, enhancement, and maintenance of Customer business systems, processes, and products. Interacts with Customer management at the enterprise level to assist in determining future direction and strategies. Supplies management, investment, business, or technical advice at the strategic level to help shape strategic goals in support of furthering Customer’s mission. May influence policy direction. Helps Customer to anticipate future trends and customer requirements. Serves as an advocate with industry for the Customer Modernization Program.

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**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience
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| **Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience. |
### System Engineer Consultant

**Minimum General Experience:** From thirteen (13) or more years experience in a related field, Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff work at the enterprise and program level.

**Functional Responsibility:** Performs systems engineering throughout the entire system life cycle to support Customer Modernization. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ECLM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with Customer strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the Customer environment, using leading edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources.

Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with Customer staff and users to gather information. Analyzes Customer business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment. Develops operational concept and design for Customer review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems.

Applies metrics to measure performance. Establishes and maintains security integrity and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
### Systems Engineer (Junior)

**Minimum General Experience:** From zero (0) to three (3) years experience in a related field, junior staff has entry-level general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff work at the task level under close supervision of senior or principal staff.

**Functional Responsibility:** Performs systems engineering throughout the entire system life cycle to support Customer Modernization. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ECLM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with Customer strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems.

Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the Customer environment, using leading edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources.

Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with Customer staff and users to gather information. Analyzes Customer business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment. Develops operational concept and design for Customer review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems.

Applies metrics to measure performance. Establishes and maintains security integrity and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
### System Engineer (Principal)

**Minimum General Experience:** From eight (8) years or more experience in a related field, principal staff is regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff works at the project and program level and may lead tasks or projects in their area of expertise.

**Functional Responsibility:** Performs systems engineering throughout the entire system life cycle to support Customer Modernization. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ECLM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with Customer strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems.

Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the Customer environment, using leading edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources.

Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with Customer staff and users to gather information. Analyzes Customer business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment. Develops operational concept and design for Customer review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems.

Applies metrics to measure performance. Establishes and maintains security integrity and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.
**System Engineer (Senior)**

**Minimum General Experience:** From (3) years to eight (8) years experience in a related field, senior staff has an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff works at the task or project level and may lead small tasks within their area of expertise.

**Functional Responsibility:** Performs systems engineering throughout the entire system life cycle to support Customer Modernization. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ECLM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with Customer strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the Customer environment, using leading edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources. Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with Customer staff and users to gather information. Analyzes Customer business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment. Develops operational concept and design for Customer review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems. Applies metrics to measure performance. Establishes and maintains security integrity and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery.

**Minimum Education:** Master’s Degree in relevant discipline or equivalent experience from an Bachelor’s degree in relevant discipline and three (3) years of additional relevant experience.

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**Technical Writer I**

**Minimum General Experience:** From zero (0) to two (2) years of relevant experience, Technical Writer Level 1 staff write and edit a limited range of technical materials, including reports, presentations, etc.

**Functional Responsibility:** Plans, manages, and produces program and project documentation. Assists with content development, writes, and edits technical materials and reports. Ability to appropriately craft content for both electronic and print media. Prepares briefings and multimedia presentations. Creates artwork, still media, animation, and other visual images from storyboards or concepts to render technical material and data. Develops Web pages and graphics for Intranet/ Internet sites. Understands all aspects of production from concept to completion.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.

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**Technical Writer II**
**Minimum General Experience:** From two (2) years to six (6) years experience in a related field, Technical Writer Level 2 staff writes and edit a wider range of highly complex technical materials, including, program plans, system documentation, user manuals, studies, etc. These staff may supervise efforts of Technical Writer 1 staff.

**Functional Responsibility:** Plans, manages, and produces program and project documentation. Assists with content development, writes, and edits technical materials and reports. Ability to appropriately craft content for both electronic and print media. Prepares briefings and multimedia presentations. Creates artwork, still media, animation, and other visual images from storyboards or concepts to render technical material and data. Develops Web pages and graphics for Intranet/Internet sites. Understands all aspects of production from concept to completion.

**Minimum Education:** Bachelor’s Degree in relevant discipline or equivalent experience from an Associate’s degree in relevant discipline and two (2) years of additional relevant experience.
## PRICING INFORMATION

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>YEAR 10</th>
<th>YEAR 11</th>
<th>YEAR 12</th>
<th>YEAR 13</th>
<th>YEAR 14</th>
<th>YEAR 15</th>
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<td>YEAR 12</td>
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<td>$ 106.15</td>
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</tbody>
</table>
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Dynamic Systems Technology, Inc. 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 Laxmi Jain at (571) 321-0460 or laxmij@dystech.com, fax: (571)321-0463.
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

_______________________________ _____________________________
Ordering Activity  Date  Contractor  Date
BPA NUMBER______________

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
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2. Delivery:

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<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

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

   a) Name of Contractor;
   b) Contract Number;
   c) BPA Number;
   d) Model Number or National Stock Number (NSN);
   e) Purchase Order Number;
   f) Date of Purchase;
   g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
   h) Date of Shipment.
9. The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

10. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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