



**ASTORNET TECHNOLOGIES, INC.**

18945 Cross Country Lane  
Gaithersburg, MD 20879

**AUTHORIZED FEDERAL SUPPLY SCHEDULE  
Information Technology SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION  
TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES**

SIN 132-8 - PURCHASE OF EQUIPMENT  
SIN 132-33- PERPETUAL SOFTWARE LICENSES  
SIN 132-34- MAINTENANCE OF SOFTWARE  
SIN 132-51- INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

**ASTORNET Technologies, Inc.**  
1200 G Street NW  
Suite 835  
Washington, DC 20005  
Phone: (202) 434-4539 Fax: (301) 330-2217  
[www.astornet.com](http://www.astornet.com)

**Certified 8(a)- SDB**

**Contract Number: GS-35F-0848R**  
**Period Covered by Contract: September 9, 2005 through September 9, 2010**

General Services Administration  
Federal Supply Service

Pricelist current through Modification # \_\_\_\_\_, dated \_\_\_\_\_.

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/>

## TABLE OF CONTENTS

<b>INTRODUCTION TO ASTORNET TECHNOLOGIES, INC.....</b>	<b>3</b>
ABOUT ASTORNET.....	3
PROFESSIONAL SERVICES .....	4
COMMITMENT TO CUSTOMER SATISFACTION.....	4
<b>INFORMATION FOR ORDERING OFFICES .....</b>	<b>5</b>
TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT.....	12
TERMS AND CONDITIONS APPLICABLE TO PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 133) AND MAINTENANCE (SPECIAL ITEM NUMBER 134) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE.....	14
<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES.....</b>	<b>17</b>
<b>PRICE LIST .....</b>	<b>27</b>
<b>LABOR CATEGORY DESCRIPTIONS.....</b>	<b>34</b>
1. ADP SPECIALIST .....	34
2. ADP SPECIALIST II.....	34
3. ADP SPECIALIST III.....	34
4. APPLICATIONS PROGRAMMER – JUNIOR .....	34
5. APPLICATIONS PROGRAMMER - MID .....	35
6. APPLICATIONS PROGRAMMER - SENIOR.....	35
7. DATABASE MANAGEMENT SPECIALIST – JUNIOR.....	35
8. DATABASE MANAGEMENT SPECIALIST-MID .....	36
9. DATABASE MANAGEMENT SPECIALIST - NIOR.....	36
10. IT SPECIALIST – JUNIOR.....	36
11. IT SPECIALIST – MID .....	36
12. IT SPECIALIST – SENIOR.....	37
13. HELP DESK SPECIALIST .....	37
14. HELP DESK SPECIALIST II .....	37
15. HELP DESK SPECIALIST III .....	38
16. HELP DESK SPECIALIST IV.....	38
17. NETWORK ENGINEER JUNIOR.....	38
18. NETWORK ENGINEER MID .....	38
19. NETWORK ENGINEER – SENIOR.....	39
20. TECHNICAL WRITER I .....	39
21. TECHNICAL WRITER II .....	39
22. DOCUMENTATION SPECIALIST.....	40
23. TRAINING SPECIALIST .....	40
24. TRAINING SPECIALIST II.....	40
25. TESTER I .....	41
26. TESTER II .....	41
27. TESTER III .....	41
28. SYSTEMS ANALYST I .....	41
29. SYSTEMS ANALYST II .....	42
30. IT TECHNICIAN.....	42
31. IT TECHNICIAN II.....	42
32. IT TECHNICIAN III.....	43

33. IT TECHNICIAN IV.....	43
34. SYSTEMS ENGINEER.....	43
35. SYSTEMS ENGINEER II .....	43
36. SYSTEMS ADMINISTRATOR.....	44
37. PROJECT LEAD / TEAM LEAD.....	44
38. PROJECT MANAGER.....	44
39. COMPUTER OPERATOR JR. ....	45
40. COMPUTER OPERATOR MID. ....	45
41. COMPUTER OPERATOR SR.....	45
42. APPLICATIONS MAINTENANCE & GRAPHIC SPECIALIST.....	45
43. APPLICATION MAINTENANCE & GRAPHICS SPECIALIST MID .....	46
44. APPLICATION MAINTENANCE & GRAPHICS SPECIALIST.....	46
45. DATA MODELER JR. ....	46
46. DATA MODELER MID .....	47
47. DATA MODELER SR. ....	47
48. DATA MINER JR. ....	47
49. DATA MINER MID .....	48
50. DATA MINER SR.....	48

## **INTRODUCTION TO ASTORNET TECHNOLOGIES, INC.**

### **About *ASTORNET***

Established in 1998, ASTORNET Technologies, Inc. is a young company, dedicated to providing Information Technology services and solutions to our Federal and Commercial clients. To ensure that our support on the infusion of new technology is sound, ASTORNET professionals are well trained and up-to-date on the latest technologies. We understand and learn new technology when it provides value—when it is sufficiently mature, can improve processes and products, and is economically justified. Study and insertion of new technology are a part of our normal process improvement, and we are eager to share these skills with our clients. From research and development to operations and maintenance, and from common e-mail to tomorrow's use of the Internet to conduct business, ASTORNET Technologies, Inc. is geared to assist our customers to realize their objectives.

ASTORNET' professional experience has equipped its management and support staff with knowledge and expertise to deliver solutions quickly and efficiently. As we continue to grow, we remain dedicated to bringing the best value to our clients through distinguished services, professional competence, and cost effective solutions. We pride ourselves in providing top-notch professionals who work diligently in a partnership with our clients' staff – people who are not just part of the project, but who are committed to the success of ASTORNET's clients.

### **ASTORNET Technologies, Inc. is:**

- 8(a) Certified by the U.S. SBA (2004 – 2013)
- Small Disadvantaged Business (SDB) Certified by the U.S. SBA
- Minority Business Enterprise (MD, MWAA)

### ***Professional Services of ASTORNET***

ASTORNET' success is a direct result of building upon two precious assets – staff and reputation. The interests, experience, and entrepreneurial spirit of our staff, combined with strong management and technical support capabilities, allow us to respond to clients' evolving business needs in the following areas:

- Computer Analysis and Programming
- Project Management
- Database Development, Administration and Maintenance
- PC/LAN/WAN Support
- Administrative and Data Entry
- Graphics and Web Development

### ***Commitment to Customer Satisfaction***

ASTORNET is a full service Information Technology (IT) technical support firm. We have been providing services to the Maryland Department of Education, and to many commercial clients. ASTORNET's highly qualified staff of professionals is committed to not only meeting the technological needs of its clients, but also to exceed them by building "performance based partnerships" with its clients.

## **INFORMATION FOR ORDERING OFFICES**

### **APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

#### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

#### **1. Geographic Scope of Contract:**

The geographic scope of this contract is the 50 states of The United States of America and the District of Columbia.

#### **2. Contractor's Ordering Address and Payment Information:**

##### **Contractor's Ordering Address:**

ASTORNET Technologies, Inc.  
18945 Cross Country Lane  
Gaithersburg, MD 20879

##### **Contractor's Payment Address:**

ASTORNET Technologies, Inc.  
18945 Cross Country Lane  
Gaithersburg, MD 20879

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

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

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: \_\_\_ 610915634 \_\_\_  
Block 30: Type of Contractor - \_\_\_A\_\_\_  
A. Small Disadvantaged Business  
B. Other Small Business  
C. Large Business  
G. Other Nonprofit Organization  
L. Foreign Contractor  
Block 31: Woman-Owned Small Business - \_\_\_No\_\_\_  
Block 36: Contractor's Taxpayer Identification Number (TIN):  
\_\_\_52-2207400\_\_\_

4a. CAGE Code: \_\_\_1Y3F1\_\_\_

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

**5. FOB Destination**

**6. Delivery Schedule**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
SIN 132-51 _____	_____ Days (As per terms and conditions)
SIN 132-8 RV00010	20 Days (or as negotiated)
SIN 132-8 CR80LS	15 Days
SIN 132-33 EA00200	15 Days
SIN 132-33 EA-00020L	10 Days
SIN 132-34 EA-00020I	10 Days
SIN 132-34 EA-0020A	10 Days
SIN 132-8 E1001U	20 Days (or as negotiated)
SIN 132-8 R3011	20 Days (or as negotiated)

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

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

- 7.1. Prompt Payment: None
- 7.2. Quantity: None
- 7.3. Dollar Volume: None

7.4. Government Educational Institutions: None

7.5. Other: None

**8. Trade Agreements Act of 1979, as amended:**

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

**9. Statement Concerning Availability of Export Packing**

**10. Small Requirements:**

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

**11. Maximum Order**

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

11.1. The Maximum Order value for IT Professional Services is \$500,000

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

**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY**

**12.1. SCHEDULE CONTRACTS. In accordance with FAR 8.404:**

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

**(1) Orders placed at or below the micro-purchase threshold.**

Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

**(2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.**

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.

In selecting the supply or service representing the best value, the ordering office may consider—

- (1) Special features of the supply or service that are required in effective
- (2) program performance and that are not provided by a comparable supply
- (3) or service;

- (4) Trade-in considerations;
- (5) Probable life of the item selected as compared with that of a comparable
- (6) item;
- (7) Warranty considerations;
- (8) Maintenance availability;
- (9) Past performance; and
- (10) Environmental and energy efficiency considerations.

**(3) Orders exceeding the maximum order threshold.**

Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors'

- (1) Catalogs/Pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**(4) Blanket Purchase Agreements (BPA's).**

The establishment of Federal Supply Schedule BPA's is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPA's to establish accounts with Contractors to fill recurring requirements. BPA's should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**(5) Price reductions.**

In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price

reduction extended only to an individual agency for a specific order.

**(6) Small business.**

For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**(7) Documentation.**

Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

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

**13.1. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

**13.2. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

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

**14.SECURITY REQUIREMENTS:**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency

policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

#### **15.CONTRACT ADMINISTRATION FOR ORDERING OFFICES:**

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

#### **16.GSA Advantage!**

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

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

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

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

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

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

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by 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. YEAR 2000 WARRANTY—COMMERCIAL SUPPLY ITEMS**

- a. As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.
- b. The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within Ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance. 21. BLANKET PURCHASE AGREEMENTS (BPA's) Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPA's) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows: "BPA's may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract." Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **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.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT (SPECIAL ITEM NUMBER 132-8)**

**1. MATERIAL AND WORKMANSHIP**

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

**3. TRANSPORTATION OF EQUIPMENT**

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

**4. INSTALLATION AND TECHNICAL SERVICES**

a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

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b. **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.

c. OPERATING AND MAINTENANCE MANUALS. The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

## **5. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

## **6. WARRANTY**

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows: \_\_\_\_\_

## **7. PURCHASE PRICE FOR ORDERED EQUIPMENT**

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

## **8. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

## **9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT**

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

**TERMS AND CONDITIONS APPLICABLE TO PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 133) AND MAINTENANCE (SPECIAL ITEM NUMBER 134) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

**1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

**2. GUARANTEE/WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

**3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number [301-258-9599](tel:301-258-9599) for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from [\\_6:00AM\\_ to \\_8:00PM Eastern time.](#)

**4. SOFTWARE MAINTENANCE**

- a. Software maintenance service shall include the following:

Software Upgrades

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- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**5. PERIODS OF LICENSES MAINTENANCE (132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place

an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

## **6. UTILIZATION LIMITATIONS - (132-33, AND 132-34)**

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

#### **7. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

#### **8. RIGHT-TO-COPY PRICING**

The Contractor shall insert the discounted pricing for right-to-copy licenses.

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

### **1.SCOPE**

- (a) The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- (b) The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

### **2.PERFORMANCE INCENTIVES**

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

### **3.ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work.

These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

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

- (a) When ordering services, ordering offices shall—

#### **(1) Prepare a Request (Request for Quote or other communication tool):**

- (i.) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii.) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials

proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time-and-materials orders.

- (iii.) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv.) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

**(2) Transmit the Request to Contractors:**

- (i.) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- (ii.) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

**(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs)**

for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

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

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

(ii.) **MULTIPLE BPA's:**

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

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

- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection. Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### **4.ORDER**

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

#### **5.PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

Contractors cannot use GSA city pair contracts.

## **6.INSPECTION OF SERVICES**

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

## **7.RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8.RESPONSIBILITIES OF THE GOVERNMENT**

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

## **9.INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984))

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

**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that 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**

- a. 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 Government 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.
- b. 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.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:**

Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

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

### **PREAMBLE**

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

### **COMMITMENT**

To actively seek and partner with small businesses.

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

To develop and promote 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 Federal Government contracts. To accelerate potential opportunities please contact:

**Michael Haddad**

**Telephone: (301) 258-9599**

**Fax: (301) 330-2217**

**michaelh@astornet.com**

**BEST VALUE BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(\_Insert Customer Name\_)

In the spirit of the Federal Acquisition Streamlining Act (\_\_\_\_Agency\_\_\_\_) and (ASTORNET technologies, inc.) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

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

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

Signatures

\_\_\_\_\_  
Agency Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
ASTORNET Technologies, Inc.

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)

**BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER

\*SPECIAL BPA DISCOUNT/PRICE

_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

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

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

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

OFFICE

POINT OF CONTACT

_____	_____
_____	_____
_____	_____

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

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

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

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (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 customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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

**PRICE LIST**

Hourly rates for each labor category for services at **Customer Site** and **ASTORNET site** are listed in the tables below. Following the price list there are detailed descriptions of the services offered. The minimum experience, education, and functional responsibility for each service category is provided to ensure that the ASTORNET employee's skills match the requirement of the delivery order.

<b>Customer Site Rates</b>		
1	ADP Specialist	33.22
2	ADP Specialist II	37.15
3	ADP Specialist III	44.17
4	Applications Programmer – Junior	63.31
5	Applications Programmer – Mid	70.82
6	Applications Programmer – Senior	86.07
7	Database Management Specialist – Junior	72.17
8	Database Management Specialist – Mid	86.07
9	Database Management Specialist – Senior	100.97
10	IT Specialist - Junior	49.97
11	IT Specialist - Mid	61.60
12	IT Specialist - Senior	74.75
13	Help Desk Specialist	42.89
14	Help Desk Specialist II	51.28
16	Help Desk Specialist III	56.91
16	Help Desk Specialist IV	59.76
17	Network Engineer Junior	57.53
18	Network Engineer Mid	78.56
19	Network Engineer Sr.	86.07
20	Technical Writer I	63.59
21	Technical Writer II	70.57

<b>Customer Site Rates</b>		
22	Documentation Specialist	42.15
23	Training Specialist	51.02
24	Training Specialist II	65.05
25	Tester I	65.42
26	Tester II	78.03
27	Tester III	89.65
28	Systems Analyst I	80.81
29	Systems Analyst II	87.94
30	IT Technician	34.90
31	IT Technician II	42.59
32	IT Technician III	51.28
33	IT Technician IV	65.46
34	Systems Engineer I	98.88
35	Systems Engineer II	114.81
36	Systems Administrator	94.16
37	Project Lead / Team Lead	82.37
38	Project Manager	99.67
39	Computer Operator Jr.	50.28
40	Computer Operator Mid	58.10
41	Computer Operator Sr.	61.11
42	Applications Maintenance and Graphics Specialist	41.77
43	Application Maintenance & Graphic Specialist Mid	54.99
44	Application Maintenance & Graphic Specialist Sr.	67.54
45	Data Modeler Jr.	70.07

<b>Customer Site Rates</b>		
46	Data Modeler Mid	81.79
47	Data Modeler Sr.	95.64
48	Data Miner Jr.	70.07
49	Data Miner Mid	81.79
50	Data Miner Sr.	95.64

<b>ASTORNET Site Rates</b>		
1	ADP Specialist	40.52
2	ADP Specialist II	45.31
3	ADP Specialist III	53.87
4	Applications Programmer – Junior	77.22
5	Applications Programmer – Mid	86.38
6	Applications Programmer – Senior	104.98
7	Database Management Specialist – Junior	88.03
8	Database Management Specialist – Mid	104.98
9	Database Management Specialist – Senior	123.15
10	IT Specialist - Junior	60.95
11	IT Specialist - Mid	75.13
12	IT Specialist - Senior	91.17
13	Help Desk Specialist	52.31
14	Help Desk Specialist II	62.55
15	Help Desk Specialist III	69.40
16	Help Desk Specialist IV	72.89
17	Network Engineer Junior	70.17
18	Network Engineer Mid	95.83
19	Network Engineer Sr.	104.98
20	Technical Writer I	77.56
21	Technical Writer II	86.07
22	Documentation Specialist	51.41
23	Training Specialist	62.23

<b>ASTORNET Site Rates</b>		
24	Training Specialist II	79.34
25	Tester I	79.80
26	Tester II	95.17
27	Tester III	109.35
28	Systems Analyst I	98.56
29	Systems Analyst II	107.27
30	IT Technician	42.58
31	IT Technician II	51.93
32	IT Technician III	62.55
33	IT Technician IV	79.83
34	Systems Engineer I	120.61
35	Systems Engineer II	140.05
36	Systems Administrator	114.85
37	Project Lead / Team Lead	100.47
38	Project Manager	121.58
39	Computer Operator Jr.	61.33
40	Computer Operator Mid	70.87
41	Computer Operator Sr.	74.54
42	Applications Maintenance and Graphics Specialist	50.95
43	Application Maintenance & Graphic Specialist Mid	67.08
44	Application Maintenance & Graphic Specialist Sr.	82.37
45	Data Modeler Jr.	85.46
46	Data Modeler Mid	99.76
47	Data Modeler Sr.	116.65

<b>ASTORNET Site Rates</b>		
48	Data Miner Jr.	85.46
49	Data Miner Mid	99.76
50	Data Miner Sr.	116.65

## Reveel-IT Imaging Reader and ExpressAdmission Products

SKU	Description	SIN	Price
RV00010	Reveel-IT Imaging Reader	132-8	\$2635.50
CR80LS	1000 Badges w/ Luggage slot	132-8	\$81.23
EA00200	ExpressAdmission Software – 1 License	132-33	\$2635.50
EA-00020L	ExpressAdmission Live Video Option – includes a camera	132-33	\$1350
EA-00020I	Installation Services	132-34	\$1350
EA-0020A	SUPPORT & MAINTENANCE AGREEMENT	132-34	\$1350
E1001U	Pebble Color Badge Printer	132-8	\$1847.00
R3011	5 panel Color Ribbon	132-8	\$67.50

## LABOR CATEGORY DESCRIPTIONS

### 1. ADP Specialist

**Minimum/General Experience:** Minimum one year specialized experience in Automated Data Processing using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to organize work and follow directions.

**Functional Responsibility:** Assists in preparation of management plans and reports. Coordinates schedules to facilitate deliverables, briefings, and presentations; prepares correspondence, coordinates travel, maintains personnel and other files. Assists in answering phones, directing callers and tracking messages. Assists in development and review of program administrative operating procedures. Works under supervision of manager or project lead.

**Minimum Education:** High School diploma and 2 years experience in office administration, filing documents and performing related administrative tasks.

### 2. ADP Specialist II

**Minimum/General Experience:** 2 - 4 years specialized experience in Automated Data Processing using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to organize work and follow directions.

**Functional Responsibility:** Assists in preparation of management plans and reports. Coordinates schedules to facilitate deliverables, briefings, and presentations; prepares correspondence, coordinates travel, maintains personnel and other files. Assists in answering phones, directing callers and tracking messages. Assists in development and review of program administrative operating procedures. Works under supervision of manager or project lead.

**Minimum Education:** High School diploma and up to 4 years experience in office administration, filing documents and performing related administrative tasks.

### 3. ADP Specialist III

**Minimum/General Experience:** 4 to 6 years specialized experience in Automated Data Processing using commercial automated word processing tools such as WordPerfect and Word, handling office procedures, and demonstrated ability to organize work and follow directions.

**Functional Responsibility:** Prepares management plans and reports. Coordinates schedules to facilitate deliverables, briefings, and presentations; prepares correspondence, coordinates travel, maintains personnel and other files. Develops and reviews program administrative operating procedures. Leads and supervises junior members.

**Minimum Education:** BS / BA or 4 to 6 years experience in office administration, filing documents and performing related administrative tasks.

### 4. Applications Programmer – Junior

**Minimum/General Experience:** Three years experience in Information Technology with two years specialized as an applications programmer, knowledge of computer equipment and ability to develop software using computer technologies such as C, C++, Visual Basic, Object Oriented Design, etc. to satisfy requirements specified in an actual Statement of Work or Statement of Need. Two years of experience may be substituted for each year of college leading to the required degree.

**Functional Responsibility:** Participates in the design of software tools and subsystems. Work with

applications engineers and programmers to interpret design requirements and specifications. Able to integrate and test software at system and subsystem level. Analyzes functional business applications and design specifications for functional activities. Translates design into computer software. Works as a member of a team or only under general direction.

**Minimum Education:** A bachelor's degree in computer science, information systems,

### **5. Applications Programmer - Mid**

**Minimum/General Experience:** This position requires 5 years experience in Information Technology with 3 years specialized, as an applications programmer, knowledge of computer equipment and ability to develop software in computer technologies including but not limited to C, C++, Visual basic and Object Oriented Design to satisfy design requirements.

**Functional Responsibility:** Participate in the design of software tools and subsystems. Work with applications engineers and programmers to interpret design requirements and specifications. Be able to integrate and test software at system and subsystem level. Analyzes functional business applications and design specifications for functional activities. Translates design into computer software. Works as a member of team under general direction from a senior member of the team.

**Minimum Education:** A BS in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### **6. Applications Programmer - Senior**

**Minimum/General Experience:** Minimum 9 years experience in Information Technology, with 7 specialized in applications programming, knowledge of computer equipment and ability to develop software in computer technologies including but not limited to C, C++, Visual Basic and Object Oriented Design, to satisfy design objectives. Demonstrated ability to work independently or under general direction only. With MS, 7 years general experience in Information Technology, with 5 years specialized in applications programming. With 11 years of general experience in Information Technology, of which at least 9 are specialized in applications programming, a degree is not required.

**Functional Responsibility:** Analyzes functional applications and design specifications. Translates computer design into software; tests, debugs, and refines software to produce product. Prepares documents for software and test design. Develops block diagrams and logic flow charts. Enhances software to reduce operating time or improve efficiency. Be able to provide technical direction to programmers to ensure program deadlines are met.

**Minimum Education:** BS in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### **7. Database Management Specialist – Junior**

**Minimum/General Experience:** This position requires four years experience, of which at least two years must be specialized experience including demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Participates in the design of data base projects, defines file organization, indexing methods and security procedures for specific user applications.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## **8. Database Management Specialist-Mid**

**Minimum/General Experience:** This position requires minimum 7 years experience in Information Technology with 5 years specialized, including experience as an applications programmer on database management systems including but not limited to Oracle, Sybase, Access and knowledge of computer equipment and ability to develop complex software to satisfy design requirements and objectives. Demonstrated ability to work independently or under general direction only.

**Functional Responsibility:** Manages the development of data base projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Performs backup, fine-tuning and upgrades to DBMS. Prepares and delivers presentations on DBMS concepts. Provides daily supervision and direction to support staff.

**Minimum Education:** BS degree in Computer Science, Information Systems, Engineering, Business, or other related disciplines. With MS degree, 4 years general experience in Information Technology is required, with 1 year specialized in Database Management. With 9 years general experience in Information Technology, 7 years specialized in Database Management, a degree is not required.

## **9. Database Management Specialist - Senior**

**Minimum/General Experience:** This position requires minimum 12 years experience in Information Technology with 7 years specialized including demonstrated experience using state-of-the-art DBMS technologies, applications design utilizing various DBMS including but not limited to Oracle, Sybase, Access and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS. Performs backup, fine-tuning and upgrades to DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods and security procedures for specific user applications.

**Minimum Education:** A BS degree in computer science, information systems, engineering, business, or related discipline. With a MS degree, 10 years general experience in Information Technology, of which 7 are specialized in Database Management is required. With 12 years general experience in Information Technology and 8 specialized in Database Management, a degree is not required.

## **10. IT Specialist – Junior**

**Minimum/General Experience:** Two years experience with specific software or equipment specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills.

Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of C++ programming, etc.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## **11. IT Specialist – Mid**

**Minimum/General Experience:** Four years experience with specific software or equipment specified in

an actual Statement of Work or Statement of Need.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of C++ programming, etc.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## **12. IT Specialist – Senior**

**Minimum/General Experience:** Six years experience with specific software or equipment specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of C++ programming, etc.

## **13. Help Desk Specialist**

**Minimum/General Experience:** At least one year of related hands-on experience with the specific equipment, software or other requirements specified by an actual Statement of Work or Statement of Need. With five years of related hands-on experience, no degree required.

**Functional Responsibility:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop application and applications developed under this contract or its predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and computer peripheral problems. May also provide support in the less technical disciplines of Information Technology such as computer operations, moving and installing equipment, computer cabling, and software installation.

**Minimum Education:** An associate's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## **14. Help Desk Specialist II**

**Minimum/General Experience:** Bachelors degree and up to two years of related hands-on experience with the specific equipment, software. With five years of related hands-on experience, no degree required.

**Functional Responsibility:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Serves as the initial point of contact for troubleshooting hardware/software PC and computer peripheral problems. Be able to operate a manual or automated help desk system. May also provide support in the more technical disciplines of Information Technology such as computer operations, moving and installing equipment, computer cabling, and software installation.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and two years experience. Two years of experience may be substituted for each year of college leading to the required degree.

**Minimum Education:** An associate's degree in English, literature or other related discipline is required. Two years of experience may be substituted for each year of college leading to the required degree.

### **15. Help Desk Specialist III**

**Minimum/General Experience:** Bachelors degree and up to three years of related hands-on experience with the specific equipment, software. With five years of related hands-on experience, no degree required.

**Functional Responsibility:** Provides expert phone and in-person support to users in the areas of e-mail, directories, standard serves as the second tier point of contact for troubleshooting PC and computer peripheral problems. Be able to operate a manual or automated help desk system. May also provide support in the more technical disciplines of Information Technology such as computer operations, moving and installing equipment, computer cabling, and software installation.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

### **16. Help Desk Specialist IV**

**Minimum/General Experience:** Bachelors degree and up to 5 years of related hands-on experience with the specific equipment, software. With six years of experience, no degree required.

**Functional Responsibility:** Provides expert phone and desk side support to users. Serves as the second tier point of contact for troubleshooting PC and computer peripheral problems. May also provide support in the higher technical disciplines of Information Technology. Be able to lead a team of junior help desk professionals.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline. With six years of experience, no degree required.

### **17. Network Engineer Junior**

**Minimum/General Experience:** Minimum 4 years experience in Information Technology of which 2 years must be specialized including protocol analysis, communication network system design and maintenance, and knowledge of communication protocols and devices such as bridges, routers and gateways. General experience in Information Technology includes aspects of communication networks planning, installation and support.

**Functional Responsibility:** Provides support to users in the areas of network operations, configuration, network monitoring and setup. Serves as the point of contact for troubleshooting network problems.

**Minimum Education:** Bachelor's degree in computer science, information systems, business, or other related discipline and two years experience. Two years experience may be substituted for each year of college leading to the required degree.

### **18. Network Engineer Mid**

**Minimum/General Experience:** Minimum 6 years experience in Information Technology of which 4 years must be specialized including protocol analysis, communication network system design and maintenance, and knowledge of communication protocols and devices such as bridges, routers and gateways. General experience in Information Technology includes aspects of communication networks planning, installation and support.

**Functional Responsibility:** Provides support to users in the areas of network operations, configuration, network monitoring and setup. Serves as the point of contact for troubleshooting network problems. Assists in conducting site surveys. Assesses and documents current site network configuration and user requirements. Works with network installation team. Prepares site installation and test reports. Gives direction to junior members of the team.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and four years experience. Two years of experience may be substituted for each year of college leading to the required degree.

## **19. Network Engineer – Senior**

**Minimum/General Experience:** Minimum 8 years experience in Information Technology of which 6 years must be specialized including protocol analysis, communication network system design and maintenance, and knowledge of communication protocols and devices such as bridges, routers and gateways. MS degree with 6 years experience in Information Technology with 4 years specialized in Network Engineering. With 10 years of general experience in Information Technology and 7 years specialized in Network Engineering, degree is not required.

General experience in Information Technology includes aspects of communication networks planning, installation and support.

**Functional Responsibility:** Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plan and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports. Gives direction to junior members of the team.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business or related discipline.

## **20. Technical Writer I**

**Minimum/General Experience:** At least three years of related hands-on experience in technical writing, documentation. With six years of experience, no degree required.

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum Education:** A bachelor's degree in English, literature or other related discipline. This position requires a minimum of three years' experience, of which at least one year must be specialized experience including demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

With six years' general experience, of which at least five are specialized, a degree is not required.

## **21. Technical Writer II**

**Minimum/General Experience:** At least five years of related hands-on experience in technical writing, documentation. With seven years of experience, no degree required.

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables

and documents.

**Minimum Education:** A bachelor's degree in English, literature or other related discipline. This position requires a minimum of five years' experience, of which at least two year must be specialized experience including demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

With a master's degree two years' general experience, of which at least one must be specialized experience, is required. With seven years' general experience, of which at least five are specialized, a degree is not required.

## **22. Documentation Specialist**

**Minimum/General Experience:** This position requires a minimum of two years experience, of which at least one must be specialized experience including preparing technical documentation, which is to include researching for applicable government and industry documentation experience. Demonstrated ability to work independently or as part of a team.

**Functional Responsibility:** Gathers, analyzes and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents for technical and non-technical personnel.

**Minimum Education:** An associate's degree in English, literature or other related discipline is required. Two years of experience may be substituted for each year of college leading to the required degree.

## **23. Training Specialist**

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least two years must be specialized experience including experience in developing and providing training similar to that specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Minimum Education:** A bachelor's degree in any discipline. Two years of experience may be substituted for each year of college leading to the required degree.

## **24. Training Specialist II**

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least two years must be specialized experience including experience in developing and providing training similar to that specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Minimum Education:** A bachelor's degree in any discipline with six years of experience. Two years of experience may be substituted for each year of college leading to the required degree.

## 25. Tester I

**Minimum/General Experience:** Up to five years progressive experience in the field of software or hardware operations. At least three years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need. The experience shall be with the specific equipment, software or other requirement specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Provides expert support in the technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works independently or as a member of a team.

**Minimum Education:** A bachelor's degree in any discipline and up to five years experience. Two years of experience may be substituted for each year of college leading to the required degree.

## 26. Tester II

**Minimum/General Experience:** Up to seven years progressive experience in the field of software or hardware operations. At least three years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need. The experience shall be with the specific equipment, software or other requirement specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Provides expert support in the technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works independently or as a member of a team.

**Minimum Education:** A bachelor's degree in any discipline and up to seven years experience. Two years of experience may be substituted for each year of college leading to the required degree.

## 27. Tester III

**Minimum/General Experience:** Eight or more years experience with specific software or equipment specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills. Be able to lead team and report to project manager. Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of applications engineering and programming. Must be able to lead a team of junior staff members.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Eight years of experience in related field. Two years of experience may be substituted for each year of college leading to the required degree.

## 28. Systems Analyst I

**Minimum/General Experience:** Minimum 4 years experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

**Functional Responsibility:** Analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in accordance with schedules. Coordinates with project manager to ensure problem resolution

and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

**Minimum Education:** A bachelor's degree and 4 years related experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

## **29. Systems Analyst II**

**Minimum/General Experience:** Minimum 7 years experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

**Functional Responsibility:** Analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in accordance with schedules. Be able to lead the team in this discipline. Report to project manager with problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

**Minimum Education:** A bachelor's degree and six or more years related experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

## **30. IT Technician**

**Minimum/General Experience:** At least two years related experience. With an Associate's or Bachelor's degree, one year related experience. Two years of experience may be substituted for each year of college leading to the required degree.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills.

Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

**Minimum Education:** A high school diploma (or equivalent).

## **31. IT Technician II**

**Minimum/General Experience:** BA / BS or 4 years specialized. Experience with basic IT terminology and usage, records/forms, procedures. Experience operating IT equipment and quality control. Two years of experience may be substituted for each year of college leading to the desired degree.

**Functional Responsibility:** An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills.

Provides user support in technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

**Minimum Education:** BA / BS or 2 years specialized. Two years of experience may be substituted for each year of college leading to the desired degree.

### **32. IT Technician III**

**Minimum/General Experience:** Up to six years of related hands-on experience with the specific equipment, software. With six years of related hands-on experience, no degree required.

**Functional Responsibility:** Provides hands on and phone support to users in the areas of e-mail, directories, standard Serves as the initial point of contact for troubleshooting hardware/software PC and computer peripheral problems. May also provide support in the more technical disciplines of Information Technology such as computer operations, moving and installing equipment, computer cabling, and software installation.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and two years experience. Two years of experience may be substituted for each year of college leading to the required degree.

### **33. IT Technician IV**

**Minimum/General Experience:** Seven plus years progressive experience in the field of software or hardware operations. At least three years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need. The experience shall be with the specific equipment, software or other requirement specified in an actual Statement of Work or Statement of Need.

**Functional Responsibility:** Provides expert support in the technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works independently or as a member of a team.

**Minimum Education:** A bachelor's degree in any discipline. Two years of experience may be substituted for each year of college leading to the required degree.

### **34. Systems Engineer I**

**Minimum/General Experience:** Twelve or more years of experience as a systems engineer integration and development. Have experience with several automated processing architectures and platforms. Be able to work independently in an integrated environment.

**Functional Responsibility:** Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Has experience with rollout of large distributed systems and application architecture and engineering experience. Must have good communication skills and be able to lead.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and 12 or more years of experience. Two years of experience may be substituted for each year of college leading to the required degree.

### **35. Systems Engineer II**

**Minimum/General Experience:** Up to fifteen years of experience in integration and development. Have experience with several automated processing architectures and platforms. Be able to work independently in an integrated environment. Be able to lead a team and report to senior management.

**Functional Responsibility:** Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Experienced with rollout of large distributed systems and application architecture and engineering experience. Must have good communication skills and be able to lead.

**Minimum Education:** A bachelor's degree with fifteen years; Master's degree with thirteen years; PhD with twelve years experience. Degree disciplines of computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

### **36. Systems Administrator**

**Minimum/General Experience:** Ten or more years of experience as a systems engineer integration and development. Have experience with several automated processing architectures and platforms. Be able to work independently in an integrated environment.

**Functional Responsibility:** Performs architecture, design, and requirements analysis using systems engineering tools. Performs business rules analysis and design. Has experience with rollout of large distributed systems and application architecture and engineering experience. Must have good communication skills.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline with ten or more years of experience. Two years of experience may be substituted for each year of college leading to the required degree.

### **37. Project Lead / Team Lead**

**Minimum/General Experience:** Five years experience with at least two years experience in a lead or management capacity.

**Functional Responsibility:** Serves as a Project Lead or Team Lead. Duties may include, but are not limited to coordinating of staffing and work schedule, creating and submitting reports, maintaining records of hours worked, supervising project tasks to ensure accuracy and/or timely completion, monitoring of staff performance, etc. to satisfy requirements specified in an actual Statement of Work or Statement of Need.

**Minimum Education:** A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of experience may be substituted for each year of college leading to the required degree.

### **38. Project Manager**

**Minimum/General Experience:** Minimum 12 years of ADP experience of increasing responsibilities in IT design and management. With MS degree, 10 years ADP experience of increasing responsibilities in IT design and management. With PhD, 8 years ADP experience of increasing responsibilities in IT design and management. With 15 years ADP experience of increasing responsibilities in IT design and management, no degree required.

**Functional Responsibility:** Serves as Project Manager for large, complex task orders. Assist Program Manager in working with Govt. Contracting Officers, representatives and management personnel and customer agency representatives. Works under guidance of Program Manager and is responsible for overall management of specific task orders and ensuring that technical solutions and schedules are implemented in a timely fashion. Performs integration planning and interfaces to other functional systems.

**Minimum Education:** BS in Computer Science, Information Systems, Engineering, Business or other related disciplines.

### **39. Computer Operator Jr.**

**Minimum/General Experience:** Minimum 2 years experience with a High School education. Experience must be in specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communication skills.

**Functional Responsibility:** Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of programming, etc.

**Minimum Education:** High School + 2 Years experience with specific software or equipment as specified in an actual Statement of Work or Statement of Need.

### **40. Computer Operator Mid.**

**Minimum/General Experience:** Bachelors degree is desired but not required. Up to 4 years experience in specific Information Technology discipline(s), using hardware and software tools as described in an actual Statement of Work. Demonstrates good oral and written communication skills.

**Functional Responsibility:** Duties may include, but are not limited to design, coding, testing, system administration, tools support, configuration management, technical areas of programming etc.

**Minimum Education:** Up to 4 years experience with specific software or equipment specified in an actual Statement of Work. A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline is desirable.

### **41. Computer Operator Sr.**

**Minimum/General Experience:** BA/BS degree is desired but not required. Up to 4 years experience in specific Information Technology discipline(s), using hardware and software tools as described in an actual Statement of Work. Demonstrates good oral and written communication skills.

**Functional Responsibility:** Provides expert support in the technical disciplines of IT, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works independently or as a member of a team. Duties may also include, coding, testing, and system administration.

**Minimum Education:** BS/BA and up to 4 years experience in technical environment.

### **42. Applications Maintenance & Graphic Specialist**

**Minimum/General Experience:** With Associates degree in science or business, 2 years of general experience in Information Technology is required, of which one must be specialized in applications maintenance and graphics support. With a BS in any field, one-year general experience in Information Technology is required. Requires competence in Computer skills, using state-of-the-art graphics software and preparation of presentation graphics.

**Functional Responsibility:** Directly supports the Program or Project Manager by maintaining existing applications, files, schedules, by inputting data, generating reports and preparing outputs. Assists in preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Maintains existing applications by using skills in Office Applications. Responsible for integrating the graphics generated with automated tools and deliverable documents. Works with limited supervision and direction and uses judgment in problem solving.

**Minimum Education:** High School diploma with 4 years project experience of which 2 must be specialized in duties same to those listed above.

#### **43. Application Maintenance & Graphics Specialist Mid**

**Minimum/General Experience:** With Associates degree in science or business, 4 to 5 years of general experience in Information Technology is required, of which 2 to 3 must be specialized in applications maintenance and graphics support. With a BS in any field, 2 – 3 years general experience in Information Technology is required. Requires competence in Computer skills, using state-of-the-art graphics software and preparation of presentation graphics.

**Functional Responsibility:** Directly supports the Program or Project Manager by maintaining existing applications, files, schedules, by inputting data, generating reports and preparing outputs. Assists in preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Maintains existing applications by using skills in Office Applications. Responsible for integrating the graphics generated with automated tools and deliverable documents. Works with limited supervision and direction and uses judgment in problem solving.

**Minimum Education:** Associates degree with 4 – 5 years project experience of which 2 – 3 must be specialized in using state-of-the-art graphics software and preparation of presentation graphics. BS / BA with 2 – 3 years project experience in using state-of-the-art graphics software and preparation of presentation graphics.

#### **44. Application Maintenance & Graphics Specialist Sr.**

**Minimum/General Experience:** With Associates degree in science or business, 6 or more years of general experience in Information Technology is required, of which 3 must be specialized in applications maintenance and graphics support. With a BS in any field, 6 years general experience in Information Technology is required. Requires competence in Computer skills, using state-of-the-art graphics software and preparation of presentation graphics.

**Functional Responsibility:** Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Frequently reports to a department manager or information systems management.

**Minimum Education:** Associates degree with 6 or more years project experience of which 3 must be specialized in using state-of-the-art graphics software and preparation of presentation graphics.

BS / BA with 6 years project experience in using state-of-the-art graphics software and preparation of presentation graphics.

#### **45. Data Modeler Jr.**

**Minimum/General Experience:** This role partners with end users/client personnel to translate business needs into a data model that will be the basis for a solution that closely aligns with the business requirements. They are skilled in the repetitive process of refining data into precise data models, which specify entities, attributes and relationships between the data. They create the logical data model and assist the database administrator with the translation of the logical model into a workable physical model. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference. This frame of reference usually includes process models, use cases and transactional requirements.

**Functional Responsibility:** Advise Logical Data Design, Advise on Data Standards and Modeling, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Modeling Techniques,

Architect Database - Enterprise Data Model, Implement Metadata Management, and Perform Data Modeling.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies; Minimum 2 years experience in area of specialization.

#### **46. Data Modeler Mid**

**Minimum/General Experience:** This role partners with end users/client personnel to translate business needs into a data model that will be the basis for a solution that closely aligns with the business requirements. They are skilled in the repetitive process of refining data into precise data models, which specify entities, attributes and relationships between the data. They create the logical data model and assist the database administrator with the translation of the logical model into a workable physical model. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference. This frame of reference usually includes process models, use cases and transactional requirements.

**Functional Responsibility:** Advise Logical Data Design, Advise on Data Standards and Modeling, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Modeling Techniques, Architect Database - Enterprise Data Model, Implement Metadata Management, and Perform Data Modeling.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies; 5 – 7 years experience in area of specialization.

#### **47. Data Modeler Sr.**

**Minimum/General Experience:** This role partners with end users/client personnel to translate business needs into a data model that will be the basis for a solution that closely aligns with the business requirements. They are skilled in the repetitive process of refining data into precise data models, which specify entities, attributes and relationships between the data. They create the logical data model and assist the database administrator with the translation of the logical model into a workable physical model. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference. This frame of reference usually includes process models, use cases and transactional requirements.

**Functional Responsibility:** Advise Logical Data Design, Advise on Data Standards and Modeling, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Modeling Techniques, Architect Database - Enterprise Data Model, Implement Metadata Management, and Perform Data Modeling.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies; 10 or more years experience in area of specialization.

#### **48. Data Miner Jr.**

**Minimum/General Experience:** An individual in this role assists the senior data-mining professionals to translate business needs into a data mine that will be the basis for a solution that closely aligns with the business requirements. They are knowledgeable in the repetitive process of refining data into precise data mining, which specify entities, attributes and relationships between the data. They create the logical databases and assist the database administrator with the translation of the logical mining into a workable physical database. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference.

**Functional Responsibility:** Advise Logical Data Design, Advise on Data Standards and Mining, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Mining Techniques, Architect

Database - Enterprise Data, Implement Metadata Management, and Perform Data Mining.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies Minimum 1 year experience in area of specialization.

#### **49. Data Miner Mid**

**Minimum/General Experience:** An individual in this role assists the senior data-mining professionals to translate business needs into a data mine that will be the basis for a solution that closely aligns with the business requirements. They are knowledgeable in the repetitive process of refining data into precise data mining, which specify entities, attributes and relationships between the data. They create the logical databases and assist the database administrator with the translation of the logical mining into a workable physical database. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference.

**Functional Responsibility:** Advise Logical Data Design, Advise on Data Standards and Mining, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Mining Techniques, Architect Database - Enterprise Data, Implement Metadata Management, and Perform Data Mining.

**Minimum Education:** BS/BA-CS, CIS, EE, Math or equivalent technical studies Minimum 5 - 7 years experience in area of specialization.

#### **50. Data Miner Sr.**

**Minimum/General Experience:** An expert in his / her field, this individual is capable of leading junior professionals in his area of expertise. Translates business needs into a data mine that will be the basis for a solution that closely aligns with the business requirements. They are experts in the repetitive process of refining data into precise data mining which specify entities, attributes and relationships between the data. They create the logical databases and assist the database administrator with the translation of the logical mining into a workable physical database. They interact with end users/client personnel via non-technical language to validate the data model using the user's frame of reference.

**Functional Responsibility:** Advise Logical Data Design, Advise on Data Standards and Mining, Advise on Metadata Management, Advise on Physical Data Models, Apply Data Mining Techniques, Architect Database - Enterprise Data, Implement Metadata Management, and Perform Data Mining.

**Minimum Education:** BS/BA or MS degree - CS, CIS, EE, Math or equivalent technical studies; Minimum 12 years experience in area of specialization.