

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
*Authorized Federal Supply Schedule Price List for*  
**INFORMATION TECHNOLOGY SCHEDULE SERVICES**



**ITS  
Schedule**

**Contract Number: GS-35F-0879R**

Period Covered: September 21, 2015 – September 20, 2020

Pricelist current through September 20, 2020 (Mod No. PO-0017)

**SIN 132-40 – CLOUD COMPUTING SERVICES**

**AND**

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

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

- Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
- Note 2: Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
- Note 3: This contract is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

**Evolver, Inc.**

1943 Isaac Newton Square, Suite 260, Reston, VA 20190  
Headquarters: (703) 742-4090 x210 --- Fax: (703) 742-0319  
<http://www.evolverinc.com>  
DUNS: 00-528-2368

**Business Size: Small Business NAICS 541712**

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

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## ***PART I: INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS***

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

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!® on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!® 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**

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

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories. Offerors are requested to check one of the following boxes:

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

### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

#### **Ordering:**

##### **Evolver, Inc.**

Attention: Anne M. Aakre, Vice President      Phone: (703) 742-4090 x 9312  
1943 Isaac Newton Square, Suite 260      Fax: (703) 742-0319  
Reston, VA 20190      Email: [GSA@evolverinc.com](mailto:GSA@evolverinc.com)

Contractors are required to accept credit cards for payments equal to or less than the micro purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: Voice: (703) 742-4090 x3910; Fax: (703) 742-0319.

**Payment:****If by EFT: (See CCR for details)**

Evolver, Inc. Evolver, Inc.  
 c/o Wachovia/First Union  
 See CCR for details  
 See CCR for details

**If by Check**

Evolver, Inc.  
 Attn: Accounting  
 1943 Isaac Newton Sq. Suite 260  
 Reston, VA 20190

In addition, the Ordering Activity may send Email to [Contracts@evolverinc.com](mailto:Contracts@evolverinc.com) for expedited response.

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 00-528-2368

Block 30: Type of Contractor – B. Other Small Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN) 54-2013674

**4a.** CAGE Code:3L3U6

**4b.** Contractor has registered with the Central Contractor Registry.

**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)**

**132-41:** As negotiated between Contractor and ordering activity.

**132-51:** As negotiated between Contractor and ordering activity.

Expedited Delivery and/or Overnight and 2-Day Delivery is offered as negotiated between Contractor and Ordering Activity.

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

## 7. DISCOUNTS

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

**7.1. Prompt Payment:** Net-30 days from receipt of invoice or date of acceptance, whichever is later.

**7.2. Quantity:** None Offered.

**7.3. Dollar Volume:** None Offered.

**7.4. Government Educational Institutions:** Same Discounts as all other Government customers.

**7.5. Other:** None Offered.

## 8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

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

## 9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

NOT OFFERED.

## 10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is **\$100.00**.

## 11. MAXIMUM ORDER

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

The Maximum Order value for SIN 132-40 – Cloud Services is **\$20,000,000**

The Maximum Order value for SIN 132-51 - IT Professional Services is **\$20,000,000**

## 12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS

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

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

**12.2 FAR 8.405-2** Ordering procedures for services requiring a statement of work.

## 13. FEDERAL INFORMATION TECHNOLOGY / TELECOMMUNICATIONS STANDARDS REQUIREMENTS

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

### ***13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)***

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

### ***13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)***

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

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

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

***14.2 TRAVEL:*** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Public Law 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

***14.3 CERTIFICATIONS, LICENSES AND ACCREDITATIONS:*** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

***14.4 INSURANCE:*** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

**14.5 PERSONNEL:** The Contractor may be required to provide key personnel, résumés or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

**14.6 ORGANIZATIONAL CONFLICTS OF INTEREST:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

**14.7 DOCUMENTATION/STANDARDS:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

**14.8 DATA/DELIVERABLE REQUIREMENTS:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

**14.9 GOVERNMENT-FURNISHED PROPERTY:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

**14.10 AVAILABILITY OF FUNDS:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## 15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

## 16. GSA ADVANTAGE!

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

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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

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

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



- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

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

***18.1. 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.

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

## **19. OVERSEAS ACTIVITIES**

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

### **No Exceptions**

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAS)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS.**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor.

The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

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

### **23. SECTION 508 COMPLIANCE**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following Internet Site. <http://www.evolverinc.com> and the EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

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

**24.1** A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

**24.2** The following statement:

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

### **25. INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR52.228-5)**

**25.1** The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

**25.2** Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

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

**25.3** The Contractor shall insert the substance of this clause, including this paragraph (25c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY**

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

## **27. ADVANCE PAYMENTS**

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

# Cloud Computing Services Special Item Number 132-40

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## ***PART II. SIN 132-40 CLOUD COMPUTING SERVICES***

### **1. SOFTWARE AS A SERVICE (SAAS)**

#### **Introduction: Software as a Service**

Evolver provides specialized solutions on-demand for legal discovery functions based on modern legal and commercial software tools and industry best practices. Evolver delivers on-demand, highly scalable Software as a Service (SaaS) capabilities from the following market leading applications for eDiscovery including: Relativty; LexusNexus-LAW; Venio; Nuix; and Xcelerator. Evolver's SaaS solutions provide unmatched system flexibility and price performance through the ability to grow or shrink footprints, and the scheduled reporting of system utilization including storage allocations, resource consumption, and user accounts. We deliver these solutions in several cloud models optimized to support the needs of Federal and other government organizations, with a focus on speed and efficiency to ensure cost effective on-demand capacity for eDiscovery applications. Evolver's cloud offering is divided into three distinct models that provide specific benefits and value for consumers of eDiscovery solutions. Our first offering is our Software as a Service product.

#### **Software as a Service**

The Evolver eDiscovery SaaS offering provides turnkey access to market leading products for legal professionals, including attorneys and paralegals wanting to manage discovery including processing, analyzing, and reviewing large numbers of documents. The service provides facilities to manage eDiscovery functions against all forms of digital information without having to buy or otherwise support the applications and systems. These services are intended to facilitate rapid deployment and processing, freeing the customer from having to manage software or infrastructure, purchase licenses, and install patches or otherwise operate systems. Minor configuration of the applications is available to the user on a use-by-use basis, such as applying tags and defining folders to categorize large document collections for more efficient review.

*Supported Cloud computing services deployment models for this offering*

#### **Private Cloud Deployment**

The Evolver SaaS offering for eDiscovery systems is available in a private cloud deployment model. Private cloud deployment is a single-tenant environment where the hardware, storage and network are dedicated to a single specific, customer-defined, organization. Under this model, pooled resources are available only to users within that organization. Access to this resource pool by users outside the defined organization is prohibited. Based on our supporting private industry legal customers in this paradigm, Evolver has built resilient and extensible systems with necessary security and capacity characteristics required to support small to very large eDiscovery activities. Infrastructure can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration matters. Our private cloud deployment offers maximum security and privacy. Because the hardware, data storage, and network cannot be accessed by other clients, high levels of security are possible and compliance with Sarbanes Oxley, HIPAA, and other privacy requirements is assured. Evolver's web-based management interface and service delivery interfaces are also designed to meet the requirements of Section 508 of the "Americans with Disabilities Act."

#### **Public Cloud Deployment**

The Evolver SaaS offering for eDiscovery systems is also offered in a public cloud multi-tenant deployment model. Our public cloud deployment model uses a resource pool shared by multiple tenants and offers "pay per use" billing options. Based on our past and current support of both private industry and Federal government legal customers in this paradigm, Evolver has created software to quickly configure and deploy resilient and extensible systems with the necessary security and

capacity characteristics required to support small to very large eDiscovery activities. Systems can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration matters.

## 2. SOFTWARE AS A SERVICE (SaaS) PRICING

SOFTWARE AS A SERVICE (SAAS)				
Item Number	PRODUCT NAME	PRODUCT DESCRIPTION SUMMARY	UOI	GSA PRICE
SAAS0001	Relativity eDiscovery Cloud	Relativity Minimum Case Setup		\$830.00
SAAS0011	Relativity eDiscovery Cloud	Additional User accounts	User/Day	1.656675
SAAS0021	Relativity eDiscovery Cloud	Additional storage (1GB) (Hosting)	Day	0.3725
SAAS0031	Relativity eDiscovery Cloud	Archive storage (per 1GB)	Day	0.084575
SAAS0041	Relativity eDiscovery Cloud	Forensic Collection	Media Source	145.25
SAAS0051	Relativity eDiscovery Cloud	Legal Hold	Custodian/ Year	33.2
SAAS0002	Venio Cloud	Venio Minimum Case Setup		830
SAAS0012	Venio Cloud	Additional accounts	Day	1.66
SAAS0022	Venio Cloud	Ingestion and export (1GB)	GB	53.95
SAAS0032	Venio Cloud	Additional storage (1GB) (Hosting)	Day	0.3735
SAAS0042	Venio Cloud	Archive storage (per 1GB)	Day	0.083
SAAS0052	Venio Cloud	Early Data Analysis	Day	0.415
SAAS0003	LexisNexis Law Cloud	LexisNexis Law Minimum Case Setup		622.5
SAAS0013	LexisNexis Law Cloud	Additional accounts	User/ Day	1.66
SAAS0023	LexisNexis Law Cloud	Ingestion and export (1GB)	GB	53.94375
SAAS0033	LexisNexis Law Cloud	Early Data Assessment/Discovery IQ	Day	0.3735

SAAS0043	LexisNexis Law Cloud	Archive storage (per 1GB)	Day	0.083
SAAS0004	Nuix Cloud	Nuix Minimum Case Setup		913
SAAS0014	Nuix Cloud	Additional accounts	Day	0.83
SAAS0024	Nuix Cloud	Additional storage (1GB)	Day	0.3735
SAAS0034	Nuix Cloud	Additional ingestion and export (per 1GB)	Day	0.083
SAAS0005	XLerator Cloud	XLerator Minimum Case Setup		332
SAAS0015	XLerator Cloud	Ingest and processing	Document/ Month	2.475
SAAS0025	XLerator Cloud	Review or storage after first 30 days	Document/ Day	0.083

### 3. PLATFORM AS A SERVICE (PAAS)

#### Introduction: Platform as a Service

Evolver provides specialized solutions on-demand for legal discovery functions based on modern legal and commercial software tools and industry best practices. We deliver these solutions in several cloud models optimized to support the needs of Federal and other government organizations. Our focus on speed and efficiency ensures cost effective on-demand capacity for eDiscovery applications and systems and other functions that support legal matters. Evolver's cloud offering is divided into three distinct models that provide specific benefits and value for consumers of eDiscovery solutions. Our second offering is our Platform as a Service product.

#### Platform as a Service

The Evolver eDiscovery Platform as a Service offering provides turnkey access to computing infrastructure for legal professionals wanting to manage discovery and other functions. The services provide computing platforms with secure enclaves and preconfigured capabilities to manage eDiscovery applications against digital information based on customer provided and configured application software. These services are intended to facilitate rapid deployment and processing, freeing the customer from having to manage infrastructure, install, or remediate operating systems or network environments, and with ready access to backup or disaster recovery capabilities on demand, therefore eliminating the need for extensive systems or network support staff to support these functions.

*Supported Cloud Computing Services Service Models for this offering*

#### Private Cloud Deployment

The Evolver PaaS offering for eDiscovery systems is available in a private cloud deployment model. Private cloud deployment is a single-tenant environment where the hardware, storage and network are dedicated to a single specific, customer-defined, organization. Under this model, pooled resources are available only to users within that organization. Access to this resource pool by users outside the defined organization is prohibited. Based on our experience supporting private industry legal customers in this paradigm, Evolver has built resilient and extensible systems with necessary

security and capacity characteristics required to support small to very large eDiscovery activities. Infrastructure can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration matters. Our private cloud deployment offers maximum security and privacy. Because the hardware, data storage, and network cannot be accessed by other clients in the same facility, high levels of security are possible and compliance with Sarbanes Oxley, HIPAA, and other privacy requirements is assured. Evolver's web-based management interface and service delivery interfaces are also designed to meet the requirements of Section 508 of the "Americans with Disabilities Act."

### Public Cloud Deployment

The Evolver PaaS offering for eDiscovery systems is also offered in a public cloud multi-tenant deployment model. Our public cloud deployment model uses a resource pool shared by multiple tenants and offers "pay per use" billing options. Based on our past and current support of both private industry and Federal government legal customers in this paradigm, Evolver has created software to quickly configure and deploy resilient and extensible systems with the necessary security and capacity characteristics required to support small to very large eDiscovery activities. Systems can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration matters.

### GovCloud Deployment

Like our public cloud offering, the Evolver PaaS offering for eDiscovery systems is also offered in the AWS GovCloud environment. Based on our past and current support of both private industry and Federal government legal customers in commercial cloud infrastructure, Evolver has created software to quickly configure and deploy resilient and extensible systems with the necessary security and capacity characteristics required to support small to very large eDiscovery activities. Systems can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration.

## 4. PLATFORM AS A SERVICE (PAAS) PRICING

PLATFORM AS A SERVICE (PAAS)				
Item Number	PRODUCT NAME	PRODUCT DESCRIPTION SUMMARY	UOI	GSA PRICE
PAAS0001	Relativity PaaS	Relativity Platform and Options		\$8,325.00
PAAS0011	Relativity PaaS	Additional accounts	User/Day	\$1.66
PAAS0021	Relativity PaaS	Additional storage (1GB) (Hosting)	Day	\$0.29
PAAS0031	Relativity PaaS	Archive storage (per 1GB)	Day	\$0.07
PAAS0041	Relativity PaaS	Collection	Incl per client license	\$0.00
PAAS0051	Relativity PaaS	Legal Hold	Incl per client license	\$0.00



PLATFORM AS A SERVICE (PAAS)				
Item Number	PRODUCT NAME	PRODUCT DESCRIPTION SUMMARY	UOI	GSA PRICE
PAAS0002	Venio PaaS	Venio Platform and Options		\$8,325.00
PAAS0012	Venio PaaS	Additional accounts per user	User/Day	\$1.66
PAAS0022	Venio PaaS	Additional ingestion and export (1GB)	Day	\$45.65
PAAS0032	Venio PaaS	Early Data Assesment/Discovery IQ	Day	\$0.42
PAAS0042	Venio PaaS	Archive storage (per 1GB)	Day	\$0.07
PAAS0003	Lexus/Nexus Law PaaS	Lexus/Nexus Law Platform		\$4,980.00
PAAS0013	Lexus/Nexus Law PaaS	Additional accounts	User/Day	\$1.66
PAAS0023	Lexus/Nexus Law PaaS	Additional storage (1GB)	Day	\$0.29
PAAS0033	Lexus/Nexus Law PaaS	Archive storage (per 1GB)	Day	\$0.07
PAAS0043	Lexus/Nexus Law PaaS	Early Data Assesment/Discovery IQ	Day	\$0.37
PAAS0053	Lexus/Nexus Law PaaS	Collection	Incl per client license	\$0.00
PAAS0063	Lexus/Nexus Law PaaS	Legal Hold	Incl per client license	\$0.00
PAAS0004	Nuix PaaS	Nuix Platform		\$4,980.00
PAAS0014	Nuix PaaS	Additional accounts	User/Day	\$1.66
PAAS0024	Nuix PaaS	Additional storage (1GB)	Day	\$0.29
PAAS0034	Nuix PaaS	Archive storage (per 1GB)	Day	\$0.07
PAAS0044	Nuix PaaS	Collection	Incl per client license	\$0.00
PAAS0054	Nuix PaaS	Legal Hold	Incl per client license	\$0.00
PAAS0005	Xlerator PaaS	XLerator Platform		\$3,735.00

PLATFORM AS A SERVICE (PAAS)				
Item Number	PRODUCT NAME	PRODUCT DESCRIPTION SUMMARY	UOI	GSA PRICE
PAAS0015	Xlerator PaaS	Additional accounts	User/Day	\$1.66
PAAS0025	Xlerator PaaS	Additional storage (1GB)	Day	\$0.29
PAAS0035	Xlerator PaaS	Archive storage (per 1GB)	Day	\$0.07

## 5. INFRASTRUCTURE AS A SERVICE (IAAS)

### Introduction: Infrastructure as a Service

Evolver provides specialized solutions on-demand for legal discovery functions based on modern legal and commercial software tools and industry best practices. We deliver these solutions in several cloud models optimized to support the needs of Federal and other government organizations. Our focus on speed and efficiency ensures cost effective on-demand capacity for eDiscovery applications and systems and other functions that support legal matters. Evolver's cloud offering is divided into three distinct models that provide specific benefits and value for consumers of eDiscovery solutions. Our third offering is our Infrastructure as a Service product.

### Infrastructure as a Service

The Evolver eDiscovery Infrastructure as a Service offering provides IT staff with turnkey access to computing infrastructure for legal professionals and their information systems teams wanting to manage discovery and other functions while eliminating the time and capital required to support a typical infrastructure deployment. The services provide computing platforms with dedicated enclaves that include infrastructure capabilities ready to support deployment and configuration of any application. These services are intended to provide computing and storage facilities in a rapid deployment model. Security, application, networking, backup and other core functions are supportable on the systems, and are configured and fully administered at the discretion of the customer. This arrangement relieves customers from having to manage infrastructure, install, or remediate operating systems or network environments, but also demands application and systems expertise be available and committed to the deployment and operation of systems in this paradigm.

*Supported Cloud Computing Services Deployment Models for this offering*

### Private Cloud Deployment

The Evolver IaaS offerings for eDiscovery systems are available in a private cloud deployment model. Private cloud deployment is a single-tenant environment where the hardware, storage, and network are dedicated to a single specific, customer-defined, organization. Under this model, pooled resources are available only to users within that organization. Access to this resource pool by users outside the defined organization is prohibited. Based on our experience supporting private industry legal customers in this paradigm, Evolver has built resilient and extensible systems with the necessary security and capacity characteristics required to support small to very large eDiscovery activities. Infrastructure can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration matters. Our private cloud deployment offers maximum security and privacy. Because the hardware, data storage, and network

cannot be accessed by other clients in the same facility, high levels of security are possible and compliance with Sarbanes Oxley, HIPAA, and other privacy requirements is assured. Evolver’s web-based management interface and service delivery interfaces are also designed to meet the requirements of Section 508 of the “Americans with Disabilities Act.”

### Public Cloud Deployment

The Evolver IaaS offerings for eDiscovery systems are also offered in a public cloud multi-tenant deployment model. Our public cloud deployment model uses a resource pool shared by multiple tenants and offers “pay per use” billing options. Based on our past and current support of both private industry and Federal government legal customers in this paradigm, Evolver has created software to quickly configure and deploy resilient and extensible systems with the necessary security and capacity characteristics required to support small to very large eDiscovery activities. Systems can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration matters.

### GovCloud Deployment

Like our public cloud offering, the Evolver IaaS offerings for eDiscovery systems are also offered in the AWS GovCloud environment. Based on our past and current support of both private industry and federal government legal customers in commercial cloud infrastructure, Evolver has created software to quickly configure and deploy resilient and extensible systems with the necessary security and capacity characteristics required to support small to very large eDiscovery activities. Systems can be partitioned to support single matter or multiple case paradigms, and can scale to support multi petabyte engagements for both short and long duration.

## 6. INFRASTRUCTURE AS A SERVICE (IAAS) PRICING

INFRASTRUCTURE AS A SERVICE (IAAS)				
Item Number	PRODUCT NAME	PRODUCT DESCRIPTION SUMMARY	UOI	GSA PRICE
IAAS0313	Storage/Database Hosts SSD - GovCloud	Storage/Database Hosts - SSD - Small - FedRamp GovCloud	Day	\$30.64
IAAS0323	Storage/Database Hosts SSD - GovCloud	Storage/Database Hosts - SSD - Medium - FedRamp GovCloud	Day	\$56.38
IAAS0333	Storage/Database Hosts SSD - GovCloud	Storage/Database Hosts - SSD - Large - FedRamp GovCloud	Day	\$117.27
IAAS0343	Storage/Database Hosts SSD - GovCloud	Storage/Database Hosts - SSD - Extra Large - FedRamp GovCloud	Day	\$232.94
IAAS0411	Storage/Database Hosts Private Cloud	Storage/Database Hosts - Small - Private Cloud	Day	\$17.80
IAAS0421	Storage/Database Hosts Private Cloud	Storage/Database Hosts - Medium - Private Cloud	Day	\$32.83
IAAS0431	Storage/Database Hosts - Private Cloud	Storage/Database Hosts - Large - Private Cloud	Day	\$64.37
IAAS0441	Storage/Database Hosts SSD - Private Cloud	Storage/Database Hosts - Extra Large - Private Cloud	Day	\$129.21

INFRASTRUCTURE AS A SERVICE (IAAS)				
Item Number	PRODUCT NAME	PRODUCT DESCRIPTION SUMMARY	UOI	GSA PRICE
IAAS0412	Storage/Database Hosts Public Cloud	Storage/Database Hosts - Small - Public Cloud	Day	\$22.25
IAAS0422	Storage/Database Hosts Public Cloud	Storage/Database Hosts - Medium - Public Cloud	Day	\$41.03
IAAS0432	Storage/Database Hosts SSD - Public Cloud	Storage/Database Hosts - Large - Public Cloud	Day	\$80.47
IAAS0442	Storage/Database Hosts Public Cloud	Storage/Database Hosts - Extra Large - Public Cloud	Day	\$161.51
IAAS0413	Storage/Database Hosts GovCloud	Storage/Database Hosts - Small - FedRamp GovCloud	Day	\$25.82
IAAS0423	Storage/Database Hosts GovCloud	Storage/Database Hosts - Medium - FedRamp GovCloud	Day	\$47.60
IAAS0433	Storage/Database Hosts GovCloud	Storage/Database Hosts - Large - FedRamp GovCloud	Day	\$93.34
IAAS0443	Storage/Database Hosts GovCloud	Storage/Database Hosts - Extra Large - FedRamp GovCloud	Day	\$187.35

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

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

### **1. SCOPE**

**1.1** The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

**1.2** The Contractor shall provide services at the Contractor's facility and/or at the Ordering Activity location, as agreed to by the Contractor and the ordering activities.

### **2. PERFORMANCE INCENTIVES**

**2.1** Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

**2.2** The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

**2.3** Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. ORDERING**

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

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

### **4. PERFORMANCE OF SERVICES**

**4.1** The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activities.

**4.2** The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activities.

**4.3** The Ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

**4.4** 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.

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

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

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

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

**5.2** If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

**5.3** If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

**5.4** If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## 6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) 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. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General may apply.

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activities 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 Ordering activity.

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### 10.1 DEFINITIONS.

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

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

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

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

## 11. INVOICES

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

## 12. PAYMENTS

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



### 13. RÉSUMÉS

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

### 14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activities 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 SIN 132-51 IT SERVICES AND PRICING

Provided below is a description of each type of Information Technology Professional Services offered in accordance with the example contained in the Solicitation. Section 19 provides the Information Technology professional services position descriptions. Section 20 provides for the possibility of substituting education for experience or experience for education.

Section 17 and Section 18 provides a summary table of the current Off-Site and On-Site prices for the ITS Contract with the provisions for an Economic Price Adjustment escalation for the 2nd through the 5th contract years based on the Bureau of Labor Statistics Table 3 – Employment Cost Index (ECI) for Professional Specialty and Technical white collar Occupational Group's percent changes for the 12-months period ended. The ECI table can be found at <http://data.bls.gov/cgi-bin/surveymost>. Section 22 describes the functions performed under the FPDS Classes provided by this MAS contract.

Starting in the next Section 19 is a table that provides detailed job descriptions of each IT Professional Service position offered under Special Item Number 132-51. All services have a description of all corresponding commercial job titles (labor categories) for the individuals performing the proposed IT services. This table provides the experience, functional responsibility and minimum education requirements for the Skill Numbers and job titles necessary to support the services described below.

### 17. SIN 132-51 OFF-SITE PRICES (INCLUDING IFF)

Skill Number	GSA ITS MAS Professional Services Off-Site Prices for SIN 132-51		Off-Site Prices (Includes IFF) (09/21/2015 through 09/30/2016)	Off-Site Prices (Includes IFF) (10/01/2016 through 09/30/2017)	Off-Site Prices (Includes IFF) (10/01/2017 through 09/30/2018)	Off-Site Prices (Includes IFF) (10/01/2018 through 09/30/2019)	Off-Site Prices (Includes IFF) (10/01/2019 through 09/20/2020)
51-001	Business/Economics Analyst – Senior	S2	\$113.70	\$117.11	\$120.62	\$124.24	\$127.97
51-002	Business/Economics Analyst – Principal	S3	\$136.45	\$140.54	\$144.76	\$149.10	\$153.57
51-003	Communications & Networking Engineer	S1	\$ 90.96	\$ 93.69	\$ 96.50	\$ 99.40	\$102.38
51-004	Communications & Networking Engineer – Senior	S2	\$121.31	\$124.95	\$128.69	\$132.55	\$136.53

Skill Number	GSA ITS MAS Professional Services Off-Site Prices for SIN 132-51		Off-Site Prices (Includes IFF) (09/21/2015 through 09/30/2016)	Off-Site Prices (Includes IFF) (10/01/2016 through 09/30/2017)	Off-Site Prices (Includes IFF) (10/01/2017 through 09/30/2018)	Off-Site Prices (Includes IFF) (10/01/2018 through 09/30/2019)	Off-Site Prices (Includes IFF) (10/01/2019 through 09/20/2020)
51-005	Communications & Networking Engineer – Principal	S3	\$151.61	\$156.16	\$160.84	\$165.67	\$170.64
51-006	Database Engineer / Manager	S1	\$106.14	\$109.33	\$112.61	\$115.99	\$119.47
51-007	Database Engineer / Manager - Senior	S2	\$128.38	\$132.24	\$136.20	\$140.29	\$144.50
51-008	Database Engineer / Manager – Principal	S3	\$149.77	\$154.27	\$158.89	\$163.66	\$168.57
51-009	Database Engineer / Manager – Consultant	S4	\$161.81	\$166.67	\$171.67	\$176.82	\$182.12
51-010	Information Security Specialist – Senior	S2	\$128.86	\$132.73	\$136.71	\$140.81	\$145.03
51-011	Information Security Specialist – Principal	S3	\$159.16	\$163.94	\$168.86	\$173.92	\$179.14
51-012	Program Manager – Senior	S2	\$128.86	\$132.73	\$136.71	\$140.81	\$145.03
51-013	Program Manager – Principal	S3	\$164.75	\$169.69	\$174.78	\$180.02	\$185.43
51-014	Program Manager – Consultant	S4	\$195.57	\$201.44	\$207.48	\$213.70	\$220.12
51-015	QA / CM / Test & Evaluation Specialist – Senior	S3	\$136.45	\$140.54	\$144.76	\$149.10	\$153.57
51-016	Software Engineer – Senior	S2	\$ 98.55	\$101.50	\$104.55	\$107.69	\$110.92
51-017	Software Engineer – Principal	S3	\$131.90	\$135.86	\$139.94	\$144.13	\$148.46
51-018	Software Engineer – Consultant	S4	\$151.61	\$156.16	\$160.84	\$165.67	\$170.64
51-019	Systems Administrator / Help Desk / Tech.	S1	\$ 90.96	\$ 93.69	\$ 96.50	\$ 99.40	\$102.38
51-020	Systems Administrator / Help Desk / Tech. – Senior	S2	\$113.70	\$117.11	\$120.62	\$124.24	\$127.97

Skill Number	GSA ITS MAS Professional Services Off-Site Prices for SIN 132-51		Off-Site Prices (Includes IFF) (09/21/2015 through 09/30/2016)	Off-Site Prices (Includes IFF) (10/01/2016 through 09/30/2017)	Off-Site Prices (Includes IFF) (10/01/2017 through 09/30/2018)	Off-Site Prices (Includes IFF) (10/01/2018 through 09/30/2019)	Off-Site Prices (Includes IFF) (10/01/2019 through 09/20/2020)
51-021	Systems Engineer – Senior	S2	\$ 98.55	\$101.50	\$104.55	\$107.69	\$110.92
51-022	Systems Engineer – Principal	S3	\$140.99	\$145.22	\$149.58	\$154.07	\$158.69
51-023	Systems Engineer – Consultant	S4	\$166.78	\$171.79	\$176.94	\$182.25	\$187.71
51-024	IT Trainer – Senior	S2	\$ 98.55	\$101.50	\$104.55	\$107.69	\$110.92
51-025	IT Trainer – Principal	S3	\$121.31	\$124.95	\$128.69	\$132.55	\$136.53
51-026	Technical Writer	W1	\$ 75.82	\$ 78.10	\$ 80.44	\$ 82.85	\$ 85.34
51-027	Technical Writer – Senior	W2	\$ 90.96	\$ 93.69	\$ 96.50	\$ 99.40	\$102.38
51-028	ERP Engineer – Senior	S2	\$151.61	\$156.16	\$160.84	\$165.67	\$170.64
51-029	ERP Engineer – Principal	S3	\$166.78	\$171.79	\$176.94	\$182.25	\$187.71
51-030	ERP Engineer – Consultant	S4	\$181.93	\$187.39	\$193.01	\$198.80	\$204.77
51-031	Subject Matter Expert – Principal	S3	\$151.61	\$156.16	\$160.84	\$165.67	\$170.64
51-032	Subject Matter Expert – Consultant	S4	\$179.76	\$185.16	\$190.71	\$196.43	\$202.33
51-033	Principal Technician	T3	\$ 92.62	\$ 95.40	\$ 98.26	\$101.21	\$104.25
51-034	Senior Technician	T2	\$ 78.37	\$ 80.72	\$ 83.15	\$ 85.64	\$ 88.21

Skill Number	GSA ITS MAS Professional Services Off-Site Prices for SIN 132-51		Off-Site Prices (Includes IFF) (09/21/2015 through 09/30/2016)	Off-Site Prices (Includes IFF) (10/01/2016 through 09/30/2017)	Off-Site Prices (Includes IFF) (10/01/2017 through 09/30/2018)	Off-Site Prices (Includes IFF) (10/01/2018 through 09/30/2019)	Off-Site Prices (Includes IFF) (10/01/2019 through 09/20/2020)
51-035	Technician	T1	\$ 64.12	\$ 66.05	\$ 68.03	\$ 70.07	\$ 72.17
51-036	Principal Administrative Specialist	A3	\$ 92.62	\$ 95.40	\$ 98.26	\$101.21	\$104.25
51-037	Senior Administrative Specialist	A2	\$ 45.60	\$ 46.97	\$ 48.38	\$ 49.83	\$ 51.32
51-038	Administrative Specialist	A1	\$ 39.61	\$ 41.11	\$ 42.34	\$ 43.61	\$ 44.92

#### 18. SIN 132-51 ON-SITE PRICES (INCLUDING IFF)

Skill Number	GSA ITS MAS Professional Services On-Site Prices for SIN 132-51		On-Site Prices (Includes IFF) (09/21/2015 through 09/30/2016)	On-Site Prices (Includes IFF) (10/01/2016 through 09/30/2017)	On-Site Prices (Includes IFF) (10/01/2017 through 09/30/2018)	On-Site Prices (Includes IFF) (10/01/2018 through 09/30/2019)	On-Site Prices (Includes IFF) (10/01/2019 through 09/20/2020)
51-001	Business/Economics Analyst - Senior	S2	\$103.38	\$106.49	\$109.68	\$112.97	\$116.36
51-002	Business/Economics Analyst - Principal	S3	\$124.04	\$127.76	\$131.59	\$135.54	\$139.60
51-003	Communications & Networking Engineer	S1	\$ 82.70	\$ 85.18	\$ 87.74	\$ 90.37	\$ 93.08
51-004	Communications & Networking Engineer - Senior	S2	\$109.35	\$112.63	\$116.01	\$119.49	\$123.08
51-005	Communications & Networking Engineer - Principal	S3	\$137.84	\$141.97	\$146.23	\$150.62	\$155.14
51-006	Database Engineer / Manager	S1	\$ 96.48	\$ 99.38	\$102.36	\$105.43	\$108.59
51-007	Database Engineer / Manager - Senior	S2	\$117.70	\$121.23	\$124.86	\$128.61	\$132.47
51-008	Database Engineer / Manager - Principal	S3	\$125.53	\$129.30	\$133.18	\$137.17	\$141.29
51-009	Database Engineer / Manager - Consultant	S4	\$149.77	\$154.27	\$158.89	\$163.66	\$168.57

Skill Number	GSA ITS MAS Professional Services On-Site Prices for SIN 132-51		On-Site Prices (Includes IFF)	On-Site Prices (Includes IFF)	On-Site Prices (Includes IFF)	On-Site Prices (Includes IFF)	On-Site Prices (Includes IFF)
			(09/21/2015 through 09/30/2016)	(10/01/2016 through 09/30/2017)	(10/01/2017 through 09/30/2018)	(10/01/2018 through 09/30/2019)	(10/01/2019 through 09/20/2020)
51-010	Information Security Specialist – Senior	S2	\$117.16	\$120.67	\$124.29	\$128.02	\$131.86
51-011	Information Security Specialist – Principal	S3	\$144.72	\$149.06	\$153.53	\$158.14	\$162.88
51-012	Program Manager – Senior	S2	\$117.16	\$120.67	\$124.29	\$128.02	\$131.86
51-013	Program Manager – Principal	S3	\$151.61	\$156.16	\$160.84	\$165.67	\$170.64
51-014	Program Manager – Consultant	S4	\$177.78	\$183.12	\$188.61	\$194.27	\$200.10
51-015	QA / CM / Test & Evaluation Specialist – Senior	S3	\$124.04	\$127.76	\$131.59	\$135.54	\$139.60
51-016	Software Engineer – Senior	S2	\$ 89.59	\$ 92.28	\$ 95.05	\$ 97.90	\$100.84
51-017	Software Engineer – Principal	S3	\$119.93	\$123.52	\$127.23	\$131.05	\$134.98
51-018	Software Engineer – Consultant	S4	\$137.84	\$141.97	\$146.23	\$150.62	\$155.14
51-019	Systems Administrator / Help Desk / Tech.	S1	\$ 82.70	\$ 85.18	\$ 87.74	\$ 90.37	\$ 93.08
51-020	Systems Administrator / Help Desk / Tech. – Senior	S2	\$103.38	\$106.49	\$109.68	\$112.97	\$116.36
51-021	Systems Engineer – Senior	S2	\$ 89.59	\$ 92.28	\$ 95.05	\$ 97.90	\$100.84
51-022	Systems Engineer – Principal	S3	\$128.20	\$132.04	\$136.00	\$140.08	\$144.29
51-023	Systems Engineer – Consultant	S4	\$151.61	\$156.16	\$160.84	\$165.67	\$170.64
51-024	IT Trainer – Senior	S2	\$ 89.59	\$ 92.28	\$ 95.05	\$ 97.90	\$100.84
51-025	IT Trainer – Principal	S3	\$110.25	\$113.56	\$116.97	\$120.48	\$124.09

Skill Number	GSA ITS MAS Professional Services On-Site Prices for SIN 132-51		On-Site Prices (Includes IFF) (09/21/2015 through 09/30/2016)	On-Site Prices (Includes IFF) (10/01/2016 through 09/30/2017)	On-Site Prices (Includes IFF) (10/01/2017 through 09/30/2018)	On-Site Prices (Includes IFF) (10/01/2018 through 09/30/2019)	On-Site Prices (Includes IFF) (10/01/2019 through 09/20/2020)
51-026	Technical Writer	W1	\$ 68.90	\$ 70.97	\$ 73.09	\$ 75.29	\$ 77.55
51-027	Technical Writer - Senior	W2	\$ 82.70	\$ 85.18	\$ 87.74	\$ 90.37	\$ 93.08
51-028	ERP Engineer - Senior	S2	\$137.84	\$141.97	\$146.23	\$150.62	\$155.14
51-029	ERP Engineer - Principal	S3	\$151.61	\$156.16	\$160.84	\$165.67	\$170.64
51-030	ERP Engineer - Consultant	S4	\$165.37	170.33	\$175.44	\$180.71	\$186.13
51-031	Subject Matter Expert - Principal	S3	\$132.65	\$136.63	\$140.73	\$144.95	\$149.30
51-032	Subject Matter Expert - Consultant	S4	\$156.90	\$161.61	\$166.46	\$171.45	\$176.60
51-033	Principal Technician	T3	\$ 80.94	\$ 83.36	\$ 85.87	\$ 88.44	\$ 91.09
51-034	Senior Technician	T2	\$ 68.49	\$ 70.55	\$ 72.66	\$ 74.84	\$ 77.09
51-035	Technician	T1	\$ 56.04	\$ 57.72	\$ 59.45	\$ 61.24	\$ 63.07
51-036	Principal Administrative Specialist	A3	\$ 80.94	\$ 83.36	\$ 85.87	\$ 88.44	\$ 91.09
51-037	Senior Administrative Specialist	A2	\$ 39.84	\$ 41.04	\$ 42.27	\$ 43.53	\$ 44.84
51-038	Administrative Specialist	A1	\$ 34.87	\$ 35.92	\$ 36.99	\$ 38.10	\$ 39.25

## 19. SIN 132-51 – JOB DESCRIPTIONS, REQUIREMENTS, EXPERIENCE AND EDUCATION

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
51-001	Business / Economics Analyst - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position supports Client's Investment Management Process (IMP) and Enterprise Life Cycle Methodology (ELCM) with matters related to investment decision analysis, business case development, cost-benefit/tradeoff analyses, cost analysis, risk analysis, software cost estimation, economic analysis, budget formulation and justification. Employs sophisticated modeling tools and techniques. Uses statistical/mathematical applications as well as decision science techniques.</p> <p><b>Functional Responsibility:</b> May act as a liaison between Client and its communities of interest to identify business processes, systems, and product requirements and to document requirements and specifications. Interacts with technical staff to conduct feasibility studies, technical-cost tradeoff studies, and analyses of alternatives. Researches and develops program performance measures and/or IT metrics to achieve Client strategic goals, and evaluates and tracks progress.</p> <p>Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff work at the task or project level and may lead small tasks within their areas of expertise. For applicable labor groups, desirable certifications include membership in the Society of Cost Estimating Analysts (SCEA) or a certification in Information Systems Security Professional (CISSP).</p>				
51-002	Business / Economics Analyst - Principal	S3	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position supports the Client's Investment Management Process (IMP) and Enterprise Life Cycle Methodology (ELCM) with matters related to investment decision analysis, business case development, cost-benefit/tradeoff analyses, cost analysis, risk analysis, software cost estimation, economic analysis, budget formulation and justification. Employs sophisticated modeling tools and techniques. Uses statistical/mathematical applications as well as decision science techniques.</p> <p><b>Functional Responsibility:</b> May act as a liaison between client and its communities of interest to identify business processes, systems, and product requirements and to document requirements and specifications. Interacts with technical staff to conduct feasibility studies, technical-cost tradeoff studies, and analyses of alternatives. Researches and develops program performance measures and/or IT metrics to achieve client strategic goals, and evaluates and tracks progress. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise. For applicable labor groups, desirable certifications include membership in the society of Cost Estimating Analysts (SCEA) or certified with a Certification in Information Systems Security Professional (CISSP).</p>				
51-003	Communications & Networking Engineer	S1	Bachelor's degree in relevant field or equivalent experience	1
<p><b>Minimum/General Experience:</b> This position plans, designs, and implements physical and logical wide-area networks (WAN), local-area networks (LAN), communications, and infrastructure across the client enterprise. Works with client staff to identify voice/data/video communications requirements. Performs system level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for application to the client environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques. Develops designs that support e-commerce and electronic data interchange (EDI) functions. Designs and optimizes network topologies and site configurations.</p> <p>Performs modeling and analysis at physical, data, control, and higher order protocol layers and develops/prototypes network/communications systems. Analyzes network characteristics, recommends</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>procurement, removals, and modifications to network components. Prepares specifications to define and illustrate network designs and configurations. Selects, configures, and installs network hardware and software. Plans installations, transitions, and cutovers of network components and capabilities.</p> <p><b>Functional Responsibility:</b> Assists with migration planning for transition from legacy systems. Plans, designs, and implements network management and administrative systems to monitor, diagnose, control, inventory, and measure network performance. Evaluates communications activity and projects network usage. Prepares reports on status and performance trends. Analyzes performance, traffic reports, and diagnostic reports to determine network logic and malfunction trends. Assists with network operations and maintenance as required. Junior Staff have entry-level or general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff members work at the task level under close supervision of senior or principal staff.</p>				
51-004	Communications & Networking Engineer - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position plans, designs, and implements physical and logical wide-area networks (WAN), local-area networks (LAN), communications, and infrastructure across the client enterprise. Works with client staff to identify voice/data/video communications requirements. Performs system level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for application to the client environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management. Uses network design tools and techniques. Develops designs that support e-commerce and electronic data interchange (EDI) functions. Designs and optimizes network topologies and site configurations. Performs modeling and analysis at physical, data, control, and higher order protocol layers and develops/prototypes network/communications systems. Analyzes network characteristics and recommends procurement, removals, and modifications to network components.</p> <p><b>Functional Responsibility:</b> Prepares specifications to define and illustrate network designs and configurations. Selects, configures, and installs network hardware and software. Plans installations, transitions, and cutovers of network components and capabilities. Assists with migration planning for transition from legacy systems. Plans, designs, and implements network management and administrative systems to monitor, diagnose, control, inventory, and measure network performance. Evaluates communications activity and projects network usage. Prepares reports on status and performance trends. Analyzes performance, traffic reports, and diagnostic reports to determine network logic and malfunction trends. Assists with network operations and maintenance as required. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-005	Communications & Networking Engineer - Principal	S3	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position plans, designs, and implements physical and logical wide-area networks (WAN), local-area networks (LAN), communications, and infrastructure across the client enterprise. Works with client staff to identify voice/data/video communications requirements. Performs system level assessments of communications systems. Researches and evaluates network technologies, protocols, and applications for application to the client environment. Provides analysis of interoperability, implementation, and integration issues related to topology, deployment strategies, operations, and management.</p> <p><b>Functional Responsibility:</b> Uses network design tools and techniques. Develops designs that support e-commerce and electronic data interchange (EDI) functions. Designs and optimizes network topologies and site configurations. Performs modeling and analysis at physical, data, control, and higher order protocol layers and develops/prototypes network/communications systems. Analyzes network characteristics and recommends procurement, removals, and modifications to network components. Prepares specifications to</p>				



Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>define and illustrate network designs and configurations. Selects, configures, and installs network hardware and software. Plans installations, transitions, and cutovers of network components and capabilities.</p> <p>Assists with migration planning for transition from legacy systems. Plans, designs, and implements network management and administrative systems to monitor, diagnose, control, inventory, and measure network performance. Evaluates communications activity and projects network usage. Prepares reports on status and performance trends. Analyzes performance, traffic reports, and diagnostic reports to determine network logic and malfunction trends. Assists with network operations and maintenance as required. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>				
51-006	Database Engineer / Manager	S1	Bachelor's degree in relevant field or equivalent experience	1
<p><b>Minimum/General Experience:</b> This position develops and implements large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with client staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. The Database Engineer / Database Manager researches and evaluates emerging database concepts, techniques, technologies, and software for application to the client environment. Evaluates and recommends database architecture and management solutions for the client enterprise. Analyzes data, process, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security. Codes, tests, implements, and maintains database architectures.</p> <p><b>Functional Responsibility:</b> Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements. Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making. Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems. Junior Staff have entry-level or general knowledge of the domain area and perform more routine tasks that require little independent judgment. These staff members work at the task level under close supervision of senior or principal staff.</p>				
51-007	Database Engineer / Manager - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position develops and implements large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with client staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the client environment. Evaluates and recommends database architecture and management solutions for the client enterprise. Analyzes data, process, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security.</p> <p><b>Functional Responsibility:</b> Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements. Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making. Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
51-008	Database Engineer / Manager - Principal	S3	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position develops and implements large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with client staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the client environment. Evaluates and recommends database architecture and management solutions for the client enterprise.</p> <p>Analyzes data, process, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security. Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements. Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making.</p> <p><b>Functional Responsibility:</b> Assists with database management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise. For applicable labor groups, desirable certifications include membership in the Society of Cost Estimating Analysts (SCEA) or a certification in Information Systems Security Professional (CISSP).</p>				
51-009	Database Engineer / Manager - Consulting	S4	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position develops and implements large-scale, enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with client staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluates emerging database concepts, techniques, technologies, and software for application to the client environment. Evaluates and recommends database architecture and management solutions for the client enterprise. Analyzes data, process, and application requirements; designs physical and logical structures; conducts data interoperability analyses; develops data standards and procedures; and ensures data integrity and security.</p> <p>Codes, tests, implements, and maintains database architectures. Executes utility requirements such as reorganization, backup, and recovery. Plans and implements migration from legacy database systems. Monitors database performance and recommends improvements. Develops and implements database management systems (DBMS) that maximize use of database resources and enable monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making. Assists with database</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>management, operations, and maintenance as required. Verifies and maintains accurate data in the master and control files of database.</p> <p><b>Functional Responsibility:</b> Identifies, researches, and analyzes data errors or inconsistencies within systems. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff members work at the project and program level and may lead tasks or projects in their areas of expertise. For applicable labor groups, desirable certifications include membership in the society of Cost Estimating Analysts (SCEA) or certified with a Certification in Information Systems Security Professional (CISSP).</p>				
51-010	Information Security Specialist - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position develops, establishes, and maintains enterprise-wide information security policies, standards, and procedures. Works with client staff to analyze and define information security requirements. Develops system security architectures. Analyzes industry and government trends, laws, and standards and recommends methods, procedures, and products to meet information security requirements. Recommends best practices e-commerce security, security architecture options, testing, and threat and risk assessments. Researches and evaluates security concepts, tools, and techniques for incorporation into the client environment. Assists in the testing of information security products to provide the best solution to protect and maintain client data security.</p> <p><b>Functional Responsibility:</b> Develops or assists with further development of mechanisms for identifying and tracking security intrusions and violations. Performs analysis of security risks, threats, and vulnerabilities of networks, systems, and applications. Recommends strategies to prevent security exposures and detect intrusions. Assists with assessment of system penetrations using logs and reports from systems and monitoring tools. Develops and conducts training or coordinates training in information security policies and procedures to ensure compliance with requirements. Supports security certification and accreditation activities leading to approval to operate systems and networks. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-011	Information Security Specialist - Principal	S3	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position develops, establishes, and maintains enterprise-wide information security policies, standards, and procedures. Works with client staff to analyze and define information security requirements. Develops system security architectures. Analyzes industry and government trends, laws, and standards and recommends methods, procedures, and products to meet information security requirements. Recommends best practices e-commerce security, security architecture options, testing, and threat and risk assessments. Researches and evaluates security concepts, tools, and techniques for incorporation into the client environment. Assists in the testing of information security products to provide the best solution to protect and maintain client data security.</p> <p><b>Functional Responsibility:</b> Develops or assists with further development of mechanisms for identifying and tracking security intrusions and violations. Performs analysis of security risks, threats, and vulnerabilities of networks, systems, and applications. Recommends strategies to prevent security exposures and detect intrusions. Assists with assessment of system penetrations using logs and reports from systems and monitoring tools. Develops and conducts training or coordinates training in information security policies and procedures to ensure compliance with requirements. Supports security certification and accreditation activities leading to approval to operate systems and networks. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>				
51-012	Program Manager - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position performs project management activities in the management and support of client modernization projects and tasks. Responsible for technical performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project/technical support activities.</p> <p>Ensures integration between projects and maintains continuity, efficiency, and optimization at the modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and client management. Provides directions, establishes project management structure, develops work breakdown structures, allocates resources, and develops and maintains project schedules. Support reviews (e.g., milestone status review, periodic project status, and Integrated Baseline Review [IBR]).</p> <p>Facilitates work through early problem identification and resolution, risk identification and mitigation, action plans, workarounds, and conflict resolution/dispute procedures. Supports the development and execution of related CMM activities and program management best practices. Includes all aspects of risk management. Establishes program control structure and processes. Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost. Responds to requests for task technical and cost proposals. Administers and tracks task order requirements.</p> <p><b>Functional Responsibility:</b> Employs project management tools to track work assignments, resources, schedules, and cost. Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations, and service level agreements. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. Principal staff members work at the project and program level and may lead tasks or projects in their area of expertise. For applicable labor groups, desirable certifications include membership in the society of Cost Estimating Analysts (SCEA) or certified with a Certification in Information Systems Security Professional</p>				
51-013	Program Manager - Principal	S3	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position performs project management activities in the management and support of client modernization projects and tasks. Responsible for technical performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project/technical support activities.</p> <p>Ensures integration between projects and maintains continuity, efficiency, and optimization at the modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and client management. Provides directions, establishes project management structure, develops work breakdown structures, allocates resources, and develops and maintains project schedules. Support reviews (e.g., milestone status review, periodic project status, and Integrated Baseline Review [IBR]).</p> <p><b>Functional Responsibility:</b> Facilitates work through early problem identification and resolution, risk identification and mitigation, action plans, workarounds, and conflict resolution/dispute procedures. Supports the development and execution of related CMM activities and program management best practices. Includes all aspects of risk management. Establishes program control structure and processes.</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost. Responds to requests for task technical and cost proposals. Administers and tracks task order requirements. Employs project management tools to track work assignments, resources, schedules, and cost.</p> <p>Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations, and service level agreements. This position is regarded as an expert in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. They at the project and program level and may lead tasks or projects in their area of expertise.</p>				
51-014	Program Manager - Consulting	S4	Master's degree in relevant field or equivalent experience	13
<p><b>Minimum/General Experience:</b> This position performs project management activities in the management and support of client modernization projects and tasks. Responsible for technical performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project/technical support activities.</p> <p>Ensures integration between projects and maintains continuity, efficiency, and optimization at the modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and client management. Provides directions, establishes project management structure, develops work breakdown structures, allocates resources, and develops and maintains project schedules.</p> <p>Support reviews (e.g., milestone status review, periodic project status, and Integrated Baseline Review [IBR]). Facilitates work through early problem identification and resolution, risk identification and mitigation, action plans, workarounds, and conflict resolution/dispute procedures. Supports the development and execution of related CMM activities and program management best practices. Includes all aspects of risk management. Establishes program control structure and processes. Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues.</p> <p><b>Functional Responsibility:</b> Develops and prepares reports on program status and cost. Responds to requests for task technical and cost proposals. Administers and tracks task order requirements. Employs project management tools to track work assignments, resources, schedules, and cost. Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations, and service level agreements.</p> <p>Consulting Project Managers are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff members work at the enterprise and program level.</p>				
51-015	QA / CM / Test & Evaluation Specialist - Senior	S2	Bachelor's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position develops and implements quality control methodologies and practices to ensure compliance with quality assurance standards, guidelines, and procedures. Works with client staff to develop and define quality characteristics, including metrics and measurements. Analyzes quality assurance and control requirements and prepares strategies and plans. Performs quality reviews to measure performance against plans and metrics, identifies issues, and documents results. Proposes and recommends quality and process improvements. Monitors the implementation of system or procedural enhancements to customer acceptance and satisfaction. Coordinates training needs with training program and provides quality assurance training to staff as necessary.</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p><b>Functional Responsibility:</b> Develops configuration management (CM) policies and procedures. Performs CM activities. Establishes and supports Configuration Control Board (CCB) to manage and approve configuration changes. Supports CM process by maintaining records and documentation of changes. Performs CM training to ensure staff complies with policies and procedures. Tracks and resolves CM issues and problems. Establishes and maintains a process for evaluating systems, hardware, software, and documentation.</p> <p>Develops acceptance test plans, procedures, and scenarios. Performs testing against specifications and documents results. Identifies and researches deficiencies. Works with engineers to correct deficiencies. Maintains documentation. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>				
51-016	Software Engineer - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position is responsible for the analysis of business, engineering, and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of software development tasks. Works with client staff and user groups to develop requirements. Develops knowledge of client enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations. Designs and implements software architecture with modular design to improve interoperability, maintainability, and flexibility for future enhancements. Develops standards and defines metrics for software development.</p> <p>Establishes process improvement and reengineering methodologies and principles. Performs software development in accordance with Software Capability Maturity Model (SW-CMM®) processes and using formal specifications, Computer Aided Software Engineering (CASE) tools, or other accepted design techniques. Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations. Interprets software requirements and design specifications to code, and integrates and tests software components.</p> <p><b>Functional Responsibility:</b> Develops programs and subsystems utilizing appropriate programming languages to meet client requirements. Develops Web-enabled applications and performs client Intranet/Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Designs software tools and subsystems to support software reuse. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support.</p> <p>Analyzes software operation for performance problems and fault tolerance, and employs process improvements to optimize performance. Reviews existing programs and assists in making refinements and improvements. Maintains currency, debugs, and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-017	Software Engineer - Principal	S3	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position is responsible for the analysis of business, engineering, and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of software development tasks. Works with client staff and user groups to develop requirements. Develops knowledge of</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
	<p>client enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations.</p> <p>Designs and implements software architecture with modular design to improve interoperability, maintainability, and flexibility for future enhancements. Develops standards and defines metrics for software development. Establishes process improvement and reengineering methodologies and principles. Performs software development in accordance with Software Capability Maturity Model (SW-CMM®) processes and using formal specifications, Computer Aided Software Engineering (CASE) tools, or other accepted design techniques. Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations.</p> <p><b>Functional Responsibility:</b> Interprets software requirements and design specifications to code, and integrates and tests software components. Develops programs and subsystems utilizing appropriate programming languages to meet client requirements. Develops Web-enabled applications and performs client Intranet/Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Designs software tools and subsystems to support software reuse. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support. Analyzes software operation for performance problems and fault tolerance, and employs process improvements to optimize performance. Reviews existing programs and assists in making refinements and improvements. Maintains currency, debugs, and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>			
51-018	Software Engineer - Consulting	S4	Master's degree in relevant field or equivalent experience	13
	<p><b>Minimum/General Experience:</b> This position is responsible for the analysis of business, engineering, and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of software development tasks. Works with client staff and user groups to develop requirements. Develops knowledge of client enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations.</p> <p>Designs and implements software architecture with modular design to improve interoperability, maintainability, and flexibility for future enhancements. Develops standards and defines metrics for software development. Establishes process improvement and reengineering methodologies and principles. Performs software development in accordance with Software Capability Maturity Model (SW-CMM®) processes and using formal specifications, Computer Aided Software Engineering (CASE) tools, or other accepted design techniques. Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations. Interprets software requirements and design specifications to code, and integrates and tests software components.</p> <p><b>Functional Responsibility:</b> Develops programs and subsystems utilizing appropriate programming languages to meet client requirements. Develops Web-enabled applications and performs client Intranet/Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Designs software tools and subsystems to support software reuse. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support. Analyzes software operation for performance problems and fault tolerance, and employs process improvements to optimize performance.</p> <p>Reviews existing programs and assists in making refinements and improvements. Maintains currency, debugs, and configures related software products. Provides operating systems planning and evaluation for</p>			

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation. Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff members work at the enterprise and program level.</p>				
51-019	Systems Administrator / Help Desk / Technician	S1	Technical Certification + 2 years or Bachelor's	3
<p><b>Minimum/General Experience:</b> This position provides system administration, help desk, and technical support services for client systems and operations as required. Evaluates operational support technologies and assists with development of operational strategies. Assists with network configuration and management. Administers network services and supports user profile development and administration. Supports users with connectivity problems and coordinates resolution. Supports network operations and maintains network availability by monitoring and controlling network resources. Performs diagnostics and analysis of problems affecting network performance. Takes corrective action as necessary or interacts with vendors to resolve problems. Interfaces with users and vendors to coordinate upgrades and installs.</p> <p><b>Functional Responsibility:</b> Performs remote and on-site diagnostics to identify and resolve problems with hardware, software, LANs, networks, servers, and other data systems. Tracks status of problem resolution and follows up to ensure satisfactory outcome. Remotely troubleshoots hardware and software installation problems and walks users through desktop configuration solutions. Provides technical and desktop user support. Performs installation, setup, and configuration of systems and networks. Installs, operates, and maintains IT system devices, circuits, cables, components, software, and end-user components, software, and connectivity. Assists with troubleshooting and resolution of system problems and failures. Performs preventive maintenance of equipment/electronic devices. Performs backups and disaster recovery activities. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations. May include some data center operations or call center support. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-020	Systems Administrator / Help Desk / Technician - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position provides system administration, help desk, and technical support services for client systems, key centers, and operations as required. Evaluates operational support technologies and assists with development of operational strategies. Assists with network configuration and management. Administers network services and supports user profile development and administration. Supports users with connectivity problems and coordinates resolution. Supports network operations and maintains network availability by monitoring and controlling network resources. Performs diagnostics and analysis of problems affecting network performance. Takes corrective action as necessary or interacts with vendors to resolve problems. Interfaces with users and vendors to coordinate upgrades and installs.</p> <p><b>Functional Responsibility:</b> Performs remote and on-site diagnostics to identify and resolve problems with hardware, software, LANs, networks, servers, and other data systems. Tracks status of problem resolution and follows up to ensure satisfactory outcome. Remotely troubleshoots hardware and software installation problems and walks users through desktop configuration solutions. Provides technical and desktop user support. Performs installation, setup, and configuration of systems and networks. Installs, operates, and maintains IT system devices, circuits, cables, components, software, and end-user components, software, and connectivity. Assists with troubleshooting and resolution of system problems and failures. Performs preventive maintenance of equipment/electronic devices. Performs backups and disaster recovery activities. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations. May include some data center operations or call center support.</p>				



Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
51-021	Systems Engineer - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position performs systems engineering throughout the entire system life cycle to support client modernization. Develops understanding of customer's organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ELCM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with client strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the client environment, using leading-edge approaches, concepts, and ideas.</p> <p><b>Functional Responsibility:</b> Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources. Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with client staff and users to gather information. Analyzes client business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment.</p> <p>Develops operational concept and design for client review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability, and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions.</p> <p>Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems. Applies metrics to measure performance. Establishes and maintains security, integrity, and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-022	Systems Engineer - Principal	S3	Bachelor's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position performs systems engineering throughout the entire system life cycle to support client modernization. Develops understanding of customer's organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ELCM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with client strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the client environment, using leading-edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources.</p> <p><b>Functional Responsibility:</b> Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with client staff and users to gather information. Analyzes client business to identify</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
	<p>events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment.</p> <p>Develops operational concept and design for client review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability, and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems.</p> <p>Applies metrics to measure performance. Establishes and maintains security, integrity, and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>			
51-023	Systems Engineer - Consulting	S4	Master's degree in relevant field or equivalent experience	13
	<p><b>Minimum/General Experience:</b> This position performs systems engineering throughout the entire system life cycle to support client modernization. Develops understanding of customer's organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ELCM. Develops system architectures that adhere to the Enterprise Architecture.</p> <p>Develops user requirements and ensures that business solutions are consistent with client strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the client environment, using leading-edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources.</p> <p><b>Functional Responsibility:</b> Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with client staff and users to gather information. Analyzes client business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment. Develops operational concept and design for client review and approval. Ensures specifications, designs, and developments adhere to standards.</p> <p>Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability, and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems. Applies metrics to measure performance. Establishes and maintains security, integrity, and business continuity controls and documentation.</p> <p>Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff members work at the enterprise and program level.</p>			

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
51-024	IT Training Specialist - Senior	S2	HS/GED or Technical Certification	3
<p><b>Minimum/General Experience:</b> This position develops training program for client employees, addressing new processes, systems, applications, and services. Works with client staff and modernization contractors to anticipate and identify training requirements. Involves end-user training for employees and development of materials and tools to train client communities of interest on new processes and procedures.</p> <p><b>Functional Responsibility:</b> Develops training courses, materials, and other means to effectively demonstrate new business processes and practices, and applications. Involves formal classroom courses, workshops, seminars, etc. Incorporates use of electronic media, distance learning techniques, and other techniques in training offerings. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-014	Program Manager - Consulting	S4	Master's degree in relevant field or equivalent experience	13
<p><b>Minimum/General Experience:</b> This position performs project management activities in the management and support of client modernization projects and tasks. Responsible for technical performance, cost, and schedule on individual task orders. Manages and coordinates assignment of tasks among subcontract partners. Organizes, directs, and coordinates planning, execution, and evaluation of all project/technical support activities.</p> <p>Ensures integration between projects and maintains continuity, efficiency, and optimization at the modernization program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. Interfaces with government technical representative and client management. Provides directions, establishes project management structure, develops work breakdown structures, allocates resources, and develops and maintains project schedules.</p> <p>Support reviews (e.g., milestone status review, periodic project status, and Integrated Baseline Review [IBR]). Facilitates work through early problem identification and resolution, risk identification and mitigation, action plans, workarounds, and conflict resolution/dispute procedures. Supports the development and execution of related CMM activities and program management best practices. Includes all aspects of risk management. Establishes program control structure and processes. Employs earned value management techniques to manage projects. Employs cost control strategies to complete work within budget. Monitors and tracks costs, action items, and issues.</p> <p><b>Functional Responsibility:</b> Develops and prepares reports on program status and cost. Responds to requests for task technical and cost proposals. Administers and tracks task order requirements. Employs project management tools to track work assignments, resources, schedules, and cost. Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations, and service level agreements.</p> <p>Consulting Project Managers are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff members work at the enterprise and program level.</p>				
51-015	QA / CM / Test & Evaluation Specialist - Senior	S2	Bachelor's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position develops and implements quality control methodologies and practices to ensure compliance with quality assurance standards, guidelines, and procedures. Works with client staff to develop and define quality characteristics, including metrics and measurements. Analyzes quality assurance and control requirements and prepares strategies and plans. Performs quality reviews to measure performance against plans and metrics, identifies issues, and documents results. Proposes and recommends quality and process improvements. Monitors the implementation of system or procedural</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>enhancements to customer acceptance and satisfaction. Coordinates training needs with training program and provides quality assurance training to staff as necessary.</p>				
<p><b>Functional Responsibility:</b> Develops configuration management (CM) policies and procedures. Performs CM activities. Establishes and supports Configuration Control Board (CCB) to manage and approve configuration changes. Supports CM process by maintaining records and documentation of changes. Performs CM training to ensure staff complies with policies and procedures. Tracks and resolves CM issues and problems. Establishes and maintains a process for evaluating systems, hardware, software, and documentation.</p>				
<p>Develops acceptance test plans, procedures, and scenarios. Performs testing against specifications and documents results. Identifies and researches deficiencies. Works with engineers to correct deficiencies. Maintains documentation. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>				
51-016	Software Engineer - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position is responsible for the analysis of business, engineering, and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of software development tasks. Works with client staff and user groups to develop requirements. Develops knowledge of client enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations. Designs and implements software architecture with modular design to improve interoperability, maintainability, and flexibility for future enhancements. Develops standards and defines metrics for software development.</p>				
<p>Establishes process improvement and reengineering methodologies and principles. Performs software development in accordance with Software Capability Maturity Model (SW-CMM®) processes and using formal specifications, Computer Aided Software Engineering (CASE) tools, or other accepted design techniques. Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations. Interprets software requirements and design specifications to code, and integrates and tests software components.</p>				
<p><b>Functional Responsibility:</b> Develops programs and subsystems utilizing appropriate programming languages to meet client requirements. Develops Web-enabled applications and performs client Intranet/Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Designs software tools and subsystems to support software reuse. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support.</p>				
<p>Analyzes software operation for performance problems and fault tolerance, and employs process improvements to optimize performance. Reviews existing programs and assists in making refinements and improvements. Maintains currency, debugs, and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-017	Software Engineer - Principal	S3	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position is responsible for the analysis of business, engineering, and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of software</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
	<p>development tasks. Works with client staff and user groups to develop requirements. Develops knowledge of client enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations.</p> <p>Designs and implements software architecture with modular design to improve interoperability, maintainability, and flexibility for future enhancements. Develops standards and defines metrics for software development. Establishes process improvement and reengineering methodologies and principles. Performs software development in accordance with Software Capability Maturity Model (SW-CMM®) processes and using formal specifications, Computer Aided Software Engineering (CASE) tools, or other accepted design techniques. Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations.</p> <p><b>Functional Responsibility:</b> Interprets software requirements and design specifications to code, and integrates and tests software components. Develops programs and subsystems utilizing appropriate programming languages to meet client requirements. Develops Web-enabled applications and performs client Intranet/Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Designs software tools and subsystems to support software reuse. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support. Analyzes software operation for performance problems and fault tolerance, and employs process improvements to optimize performance. Reviews existing programs and assists in making refinements and improvements. Maintains currency, debugs, and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>			
51-018	Software Engineer - Consulting	S4	Master's degree in relevant field or equivalent experience	13
	<p><b>Minimum/General Experience:</b> This position is responsible for the analysis of business, engineering, and scientific problems and is charged with the documentation and development of well-defined methods, procedures, and programs in the delivery of practical systems solutions. Supports all aspects of software development tasks. Works with client staff and user groups to develop requirements. Develops knowledge of client enterprise to assist in defining requirements. Analyzes and develops computer software programs for complex, large-scale business operations.</p> <p>Designs and implements software architecture with modular design to improve interoperability, maintainability, and flexibility for future enhancements. Develops standards and defines metrics for software development. Establishes process improvement and reengineering methodologies and principles. Performs software development in accordance with Software Capability Maturity Model (SW-CMM®) processes and using formal specifications, Computer Aided Software Engineering (CASE) tools, or other accepted design techniques. Prepares system flow charts, logic diagrams, interface specifications, use cases, and other models and reports to describe existing and proposed operations. Interprets software requirements and design specifications to code, and integrates and tests software components.</p> <p><b>Functional Responsibility:</b> Develops programs and subsystems utilizing appropriate programming languages to meet client requirements. Develops Web-enabled applications and performs client Intranet/Internet development. Assesses opportunities to integrate COTS products for software solutions. Determines hardware requirements or influences hardware design. Designs software tools and subsystems to support software reuse. Performs in-depth analysis and technical support of software products, including problem resolution, testing, operational integration, and user support. Analyzes software operation for performance problems and fault tolerance, and employs process improvements to optimize performance.</p>			

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>Reviews existing programs and assists in making refinements and improvements. Maintains currency, debugs, and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning, and hardware upgrades. Prepares required documentation, including project, user, and configuration management documentation. Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff members work at the enterprise and program level.</p>				
51-019	Systems Administrator / Help Desk / Technician	S1	Technical Certification + 2 years or Bachelor's	3
<p><b>Minimum/General Experience:</b> This position provides system administration, help desk, and technical support services for client systems and operations as required. Evaluates operational support technologies and assists with development of operational strategies. Assists with network configuration and management. Administers network services and supports user profile development and administration. Supports users with connectivity problems and coordinates resolution. Supports network operations and maintains network availability by monitoring and controlling network resources. Performs diagnostics and analysis of problems affecting network performance. Takes corrective action as necessary or interacts with vendors to resolve problems. Interfaces with users and vendors to coordinate upgrades and installs.</p> <p><b>Functional Responsibility:</b> Performs remote and on-site diagnostics to identify and resolve problems with hardware, software, LANs, networks, servers, and other data systems. Tracks status of problem resolution and follows up to ensure satisfactory outcome. Remotely troubleshoots hardware and software installation problems and walks users through desktop configuration solutions. Provides technical and desktop user support. Performs installation, setup, and configuration of systems and networks. Installs, operates, and maintains IT system devices, circuits, cables, components, software, and end-user components, software, and connectivity. Assists with troubleshooting and resolution of system problems and failures. Performs preventive maintenance of equipment/electronic devices. Performs backups and disaster recovery activities. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations. May include some data center operations or call center support. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-020	Systems Administrator / Help Desk / Technician - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position provides system administration, help desk, and technical support services for client systems, key centers, and operations as required. Evaluates operational support technologies and assists with development of operational strategies. Assists with network configuration and management. Administers network services and supports user profile development and administration. Supports users with connectivity problems and coordinates resolution. Supports network operations and maintains network availability by monitoring and controlling network resources. Performs diagnostics and analysis of problems affecting network performance. Takes corrective action as necessary or interacts with vendors to resolve problems. Interfaces with users and vendors to coordinate upgrades and installs.</p> <p><b>Functional Responsibility:</b> Performs remote and on-site diagnostics to identify and resolve problems with hardware, software, LANs, networks, servers, and other data systems. Tracks status of problem resolution and follows up to ensure satisfactory outcome. Remotely troubleshoots hardware and software installation problems and walks users through desktop configuration solutions. Provides technical and desktop user support. Performs installation, setup, and configuration of systems and networks. Installs, operates, and maintains IT system devices, circuits, cables, components, software, and end-user components, software, and connectivity. Assists with troubleshooting and resolution of system problems and failures. Performs preventive maintenance of equipment/electronic devices. Performs backups and disaster recovery activities. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations. May include some data center operations or call center support.</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
51-021	Systems Engineer - Senior	S2	Bachelor's degree in relevant field or equivalent experience	3
<p><b>Minimum/General Experience:</b> This position performs systems engineering throughout the entire system life cycle to support client modernization. Develops understanding of customer's organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ELCM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with client strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the client environment, using leading-edge approaches, concepts, and ideas.</p> <p><b>Functional Responsibility:</b> Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources. Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with client staff and users to gather information. Analyzes client business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment.</p> <p>Develops operational concept and design for client review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability, and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions.</p> <p>Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems. Applies metrics to measure performance. Establishes and maintains security, integrity, and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-022	Systems Engineer - Principal	S3	Bachelor's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position performs systems engineering throughout the entire system life cycle to support client modernization. Develops understanding of customer's organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ELCM. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with client strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the client environment, using leading-edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources.</p> <p><b>Functional Responsibility:</b> Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with client staff and users to gather information. Analyzes client business to identify</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
	<p>events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment.</p> <p>Develops operational concept and design for client review and approval. Ensures specifications, designs, and developments adhere to standards. Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability, and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems.</p> <p>Applies metrics to measure performance. Establishes and maintains security, integrity, and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These individuals work at the project and program level and may lead tasks or projects in their area of expertise.</p>			
51-023	Systems Engineer - Consulting	S4	Master's degree in relevant field or equivalent experience	13
	<p><b>Minimum/General Experience:</b> This position performs systems engineering throughout the entire system life cycle to support client modernization. Develops understanding of customer's organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards such as the ELCM. Develops system architectures that adhere to the Enterprise Architecture.</p> <p>Develops user requirements and ensures that business solutions are consistent with client strategic goals and investment decisions. Employs best practice processes in the design, development, integration, and implementation of systems. Applies business process improvement practices to reengineer business processes, principles, and methodologies. Implements state-of-the-practice systems and technology in the client environment, using leading-edge approaches, concepts, and ideas. Researches and evaluates system designs to select appropriate technology and ensure efficient use of resources.</p> <p><b>Functional Responsibility:</b> Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems. Conducts interviews with client staff and users to gather information. Analyzes client business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment. Develops operational concept and design for client review and approval. Ensures specifications, designs, and developments adhere to standards.</p> <p>Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability, and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems. Applies metrics to measure performance. Establishes and maintains security, integrity, and business continuity controls and documentation.</p> <p>Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff members work at the enterprise and program level.</p>			



Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
51-024	IT Training Specialist - Senior	S2	HS/GED or Technical Certification	3
<p><b>Minimum/General Experience:</b> This position develops training program for client employees, addressing new processes, systems, applications, and services. Works with client staff and modernization contractors to anticipate and identify training requirements. Involves end-user training for employees and development of materials and tools to train client communities of interest on new processes and procedures.</p> <p><b>Functional Responsibility:</b> Develops training courses, materials, and other means to effectively demonstrate new business processes and practices, and applications. Involves formal classroom courses, workshops, seminars, etc. Incorporates use of electronic media, distance learning techniques, and other techniques in training offerings. Senior Staff have an extensive knowledge of the domain area, exercise independent judgment within their area of responsibility, and perform complex tasks that require in-depth knowledge. These staff members work at the task or project level and may lead small tasks within their areas of expertise.</p>				
51-025	IT Training Specialist - Principal	S3	Bachelor's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position develops training program for client employees, addressing new processes, systems, applications, and services. Works with client staff and modernization contractors to anticipate and identify training requirements. Involves end-user training for employees and development of materials and tools to train client communities of interest on new processes and procedures. Develops training courses, materials, and other means to effectively demonstrate new business processes and practices, and applications. Involves formal classroom courses, workshops, seminars, etc.</p> <p><b>Functional Responsibility:</b> Incorporates use of electronic media, distance learning techniques, and other techniques in training offerings. Principal Staff are regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise, and recommend domain-specific technical solutions and policies. These staff members work at the project and program level and may lead tasks or projects in their area of expertise. For applicable labor groups, desirable certifications include membership in the society of Cost Estimating Analysts (SCEA) or certified with a Certification in Information Systems Security Professional (CISSP).</p>				
51-026	Technical Writer	W1	HS/GED or Technical Certification	2
<p><b>Minimum/General Experience:</b> This position plans, manages, and produces program and project documentation. Assists with content development, writes, and edits technical materials and reports. Ability to appropriately craft content for both electronic and print media. Prepares briefings and multimedia presentations. Creates artwork, still media, animation, and other visual images from storyboards or concepts to render technical material and data. Develops Web pages and graphics for Intranet/Internet sites.</p> <p><b>Functional Responsibility:</b> Understands all aspects of production from concept to completion. Technical Writer Level 1 staff write and edit a limited range of technical materials, including reports, presentations, etc.</p>				
51-027	Technical Writer - Senior	W2	HS/GED or Technical Certification	6
<p><b>Minimum/General Experience:</b> This position plans, manages, and produces program and project documentation. Assists with content development, writes, and edits technical materials and reports. Ability to appropriately craft content for both electronic and print media. Prepares briefings and multimedia presentations. Creates artwork, still media, animation, and other visual images from storyboards or concepts to render technical material and data. Develops Web pages and graphics for Intranet/Internet sites.</p> <p><b>Functional Responsibility:</b> Understands all aspects of production from concept to completion. Technical Writer Level 2 staff writes and edit a wider range of highly complex technical materials, including program plans, system documentation, user manuals, studies, etc. These staff may supervise efforts of Technical Writer1 staff.</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
51-028	ERP Engineer - Senior	S2	Bachelor's degree in relevant field or equivalent experience	4
<p><b>Minimum/General Experience:</b> This position requires 4 years experience in an ERP-related technical or technical management area. Must have at least two (2) years of professional experience on moderate to highly complex programs. Demonstrated ability to apply professional best practices to assigned tasks while working with limited supervision. Will have demonstrated ability to lead tasks and demonstrate a consistent pattern of providing solid, professionally sound, technical results and reports. Individual will have demonstrated ability to keep apprised of state-of-the-art advances in enterprise systems technologies, methodologies, and professional practices.</p> <p><b>Functional Responsibility:</b> Individual will have demonstrated ability to effectively communicate technical findings, results, and recommendations to a cross-section audience of stakeholders. Provides ERP and task unique functional expertise necessary to identify and interpret requirements, ensure responsiveness and achieve successful performance. Provides engineering services that may; include, but are not limited to: engineering studies and analyses, technology planning, systems architecture development, requirements development, concept development, solution evaluation, systems designing, system development and integration, test and evaluation, system operation, modeling and simulation, configuration management, and systems acquisition and lifecycle management in compliance with current industry and government practices.</p>				
51-029	ERP Engineer - Principal	S3	Bachelor's degree in relevant field or equivalent experience	6
<p><b>Minimum/General Experience:</b> This position requires 6 years experience in an ERP-related technical or technical management area. Must have at least two (2) years of professional experience on moderate to highly complex programs. Demonstrated ability to apply professional best practices to assigned tasks while working with limited supervision. Will have demonstrated ability to lead tasks and demonstrate a consistent pattern of providing solid, professionally sound, technical results and reports. Individual will have demonstrated ability to keep apprised of state-of-the-art advances in enterprise systems technologies, methodologies, and professional practices.</p> <p><b>Functional Responsibility:</b> Individual will have demonstrated ability to effectively communicate technical findings, results, and recommendations to a cross-section audience of stakeholders. Provides ERP and task unique functional expertise necessary to identify and interpret requirements, ensure responsiveness and achieve successful performance.</p> <p>Provides engineering services that may; include, but are not limited to: engineering studies and analyses, technology planning, systems architecture development, requirements development, concept development, solution evaluation, systems designing, system development and integration, test and evaluation, system operation, modeling and simulation, configuration management, and systems acquisition and lifecycle management in compliance with current industry and government practices.</p>				
51-030	ERP Engineer - Consulting	S4	Master's degree in relevant field or equivalent experience	8
<p><b>Minimum/General Experience:</b> This position requires 8 years experience in an ERP-related technical or technical management area. Must have at least two (2) years of professional experience on moderate to highly complex programs. Demonstrated ability to apply professional best practices to assigned tasks while working with limited supervision. Will have demonstrated ability to lead tasks and demonstrate a consistent pattern of providing solid, professionally sound, technical results and reports. Individual will have demonstrated ability to keep apprised of state-of-the-art advances in enterprise systems technologies, methodologies, and professional practices.</p> <p><b>Functional Responsibility:</b> Individual will have demonstrated ability to effectively communicate technical findings, results, and recommendations to a cross-section audience of stakeholders. Provides ERP and task unique functional expertise necessary to identify and interpret requirements, ensure responsiveness and achieve successful performance.</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
Provides engineering services that may; include, but are not limited to: engineering studies and analyses, technology planning, systems architecture development, requirements development, concept development, solution evaluation, systems designing, system development and integration, test and evaluation, system operation, modeling and simulation, configuration management, and systems acquisition and lifecycle management in compliance with current industry and government practices.				
51-031	Subject Matter Expert - Principal	S3	Bachelor's degree in relevant field or equivalent experience	4
<p><b>Minimum/General Experience:</b> The position requires four (4) years of progressive experience in the field of expertise required by an actual SOW; and be an individual whose knowledge and skills are applicable to an actual SOW. He/she should have exceptional oral and written communications skills; and, have at least two (2) years of the General Experience is concentrated, hands-on experience in the specific discipline of the field of expertise required by an actual SOW.</p> <p><b>Functional Responsibility:</b> The individual performs as a consultant in highly specialized, leading edge information technologies and methodologies, and provides highly technical and specialized guidance concerning automated solutions to complex information processing problems in addition to performing elaborate analyses and studies including the preparation of reports and delivers presentations. He/she works independently or as a member of a team, and may serve as a Contractor Task Order Project Manager.</p>				
51-032	Subject Matter Expert - Consulting	S4	Master's degree in relevant field or Bachelor's and equivalent experience	8
<p><b>Minimum/General Experience:</b> The position requires eight (8) years of progressive experience in the field of expertise required by an actual SOW; and be an individual whose knowledge and skills are applicable to an actual SOW. He/she should have exceptional oral and written communications skills; and, have at least four (4) years of General Experience that is concentrated, hands-on experience in the specific discipline of the field of expertise required by an actual SOW.</p> <p><b>Functional Responsibility:</b> The individual performs as a consultant in highly specialized, leading edge information technologies and methodologies, and provides highly technical and specialized guidance concerning automated solutions to complex information processing problems in addition to performing elaborate analyses and studies including the preparation of reports and delivers presentations. He/she works independently or as a member of a team, and may serve as a Contractor Task Order Project Manager.</p>				
51-033	Principal Technician	T3	Associates Degree or Equivalent Experience/Certification	10
<p><b>Minimum/General Experience:</b> The position requires ten (10) years of progressive experience in a specialized field of expertise; and be an individual whose knowledge and skills are applicable to an actual SOW. He/she should have exceptional technical skills; and, have at least four (4) years of specialized experience that is concentrated, hands-on experience in the specific discipline of the field of expertise.</p> <p><b>Functional Responsibility:</b> Is responsible for directing technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Leads team in on-site management of installations. Works independently and installs, operates, maintains, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans, including the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Evolver Program /Project Manager and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.</p>				
51-034	Senior Technician	T2	Associates Degree or Equivalent Experience	5
<p><b>Functional Responsibility:</b> Conducts in-depth analysis of systems, business processes, and business requirements to design and develop specifications for new systems or to reengineer current systems.</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
<p>Conducts interviews with client staff and users to gather information. Analyzes client business to identify events, processes, data relationships, and current system capabilities to support requirements development. Develops plans for systems from project inception to deployment. Develops operational concept and design for client review and approval. Ensures specifications, designs, and developments adhere to standards.</p> <p>Constructs and tests systems in development environment. Integrates and implements systems and the supporting infrastructure in the operational environment. Builds and integrates systems with Web-enabled applications to interface with customers. Monitors and analyzes performance problems and recommends solutions to enhance functionality, reliability, and usability. Evaluates and recommends COTS applications and methodologies that can be acquired to provide technology solutions. Develops transition strategies and plans to cut over from legacy systems. Applies metrics to measure performance. Establishes and maintains security, integrity, and business continuity controls and documentation.</p> <p>Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyzes, tests, and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Consulting Staff are experts in their respective domains, have extensive knowledge of other domains, provide strategic guidance and influence program direction, recommend enterprise technical solutions and policies, and assist with integration of technical efforts across project areas. These staff members work at the enterprise and program level.</p>				
51-035	Technician	T1	High School Diploma or Equivalent Experience	1
<p><b>Minimum/General Experience:</b> The position requires one (1) year of experience in a technical field of expertise; and be an individual whose knowledge and skills are applicable to an actual SOW. He/she should have good general technical skills.</p> <p><b>Functional Responsibility:</b> Is responsible for performing technical work on project. Acts as a team member for performing on-site installations. Works under supervision of more senior technical staff and installs, operates, maintains, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Provides input to project documentation and plans as directed.</p>				
51-036	Principal Administrative Specialist	A3	Bachelor Degree or Equivalent Experience	8
<p><b>Minimum/General Experience:</b> The position requires eight (8) years of progressive experience in multiple areas of program administration. He/she should have good oral and written skills; and, have at least four (4) years of specialized experience that is concentrated, hands-on experience in a specific administrative discipline.</p> <p><b>Functional Responsibility:</b> Is responsible for directing administrative work on projects. Coordinates and plans project / office administration and support. Provides leadership in the areas of general office support, documentation support, project administration, administrative support, and human resource support. Supports project financial tracking and reporting requirements, including project control and account resolution. Performs other administrative and support functions as assigned by senior staff members. Coordinates with the Evolver Program /Project Manager and Government user representatives to ensure accurate solutions and user satisfaction on administrative matters.</p>				
51-037	Senior Administrative Specialist	A2	High School Diploma or Equivalent Experience	4
<p><b>Minimum/General Experience:</b> The position requires four (4) years of experience in one or more areas of administration. He/she should have good oral and written skills; and, have at least one (1) year of specialized experience that is concentrated, hands-on experience in a specific administrative discipline.</p> <p><b>Functional Responsibility:</b> Is responsible for performing administrative work on projects. Coordinates and plans project / office administration and support. Provides advanced office support, documentation support, project administration, administrative support, and human resource support. Supports project financial tracking and reporting requirements including project control and account resolution. Performs other</p>				

Skill #	Information Technology Position Title	Skill Level	Minimum Education	Years
administrative and support functions as assigned by Principal Administrative Specialists or other senior staff members. Coordinates with Senior team members to ensure accurate solutions and user satisfaction on administrative matters.				
51-038	Administrative Specialist	A1	High School Diploma or Equivalent Experience	1
<b>Minimum/General Experience:</b> The position requires one (1) year of experience in an administrative field of expertise. He/she should have good general administrative skills.				
<b>Functional Responsibility:</b> Is responsible for performing administrative work on projects. Provides general office support, documentation support, project administration, administrative support, and human resource support. Performs other administrative and support functions as assigned by Principal Administrative Specialists or other senior staff members.				

**20. ALLOWABLE SUBSTITUTIONS FOR EDUCATION, CERTIFICATIONS AND/OR EXPERIENCE FOR IT PROFESSIONAL SERVICES**

The following two tables indicate the allowable substitutions of education, technical certification and/or experience which may be used to allow a specific individual to meet the job requirements for experience and education. The use of this table of substitutions permits a determination that the minimum education and experience will be met when the equivalencies in the tables below are considered.

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

Required Education Or Certification	Actual Education Or Certification Obtained	Additional Years of Experience Credited The Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
AA/Tech Institute Degree	2 Years College	2
HS/GED	BA/BS	4
CNE, CNA	BS in Computer Science	2
MCSE, MPS, MCD	BS in Computer Science	2
UNIX Certification	BS in Computer Science	2
CNE, CNA	Equivalent Certifications	2
MCSE, MPS, MCD	Equivalent Certifications	2
UNIX Certification	Equivalent Certifications	2
Engineer in Training	BS in Engineering	2
Professional Engineer	BS in Engineering	N/A

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

<b>Actual Education or Certification</b>	<b>Required Education or Certification</b>	<b>Additional Years of Experience Needed For Educational Requirements Equivalency</b>
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	No equivalency
MA/MS	Ph.D.	No equivalency
HS/GED	AA/Tech Institute Degree	2
BS in Computer Science	CNE, CNA	1
BS in Computer Science	MCSE, MPS, MCD	1
BS in Computer Science	UNIX Certification	1
CNE, CNA Coursework	CNE, CNA	3
MCSE, MPS, MCD Coursework	MCSE, MPS, MCD	3
UNIX Courses	UNIX Certification	3
BS in Engineering	Engineer In Training	2
BS in Engineering	Professional Engineer	No equivalency

## **21. DESCRIPTION OF IT PROFESSIONAL SERVICES (FPDS) PROVIDED**

### ***21.1 FPDS CLASS D301 IT Facility Operation and Maintenance***

Evolver, Inc. provides support for client's computer center and network systems administration; operations, evaluation, and tuning; security management; logistics and program support; data systems, and production control. In addition, we provide resource management, configuration management and inventory tracking. Finally, we provide enterprise network; network control center operations; software, hardware, networking support to end users (Help Desk); and training (including classroom, desk-side, and distance) support.

Daily support includes network and system administration, E-mail administration, Help Desk operation, training, hardware and software enhancement, security accreditation, and configuration and asset management. Network and computer system facility's operation and administration includes installing network hardware/software upgrades; systems administration of network servers; support and administration of network and local printers; documentation; and periodic backup and restoration of files. Computer center and network support also includes developing standard operating procedures and schedules for performing required functional operations, systems management functions, performing network diagnostics, hardware and software verification and validation, configuration management, and testing and evaluation. Evolver also provides files and data transfer and translation, data recovery, physical facility security, library maintenance, computer graphics, desktop publishing, and computer supplies management.

### ***21.2 FPDS CLASS D302 IT Systems Development Services***

Evolver designs, develops, prototypes, tests, and implements centralized database systems, distributed database systems, and cooperative architectures using a specified database management system and other software tools (such as data dictionary and CASE tools). Evolver supports data

modeling techniques, logical and physical data structures, and client/server, including backends. Evolver provides database engineering to ensure that system databases are compatible, standard data dictionaries are enforced where directed, data are non-repetitive, and that the implementation remains as consistent as possible from task inception through each phase of development until the system is tested, evaluated, and accepted by the customer.

The database development life cycle includes requirement analyses, design, prototyping, development, testing, implementation, and maintenance. The Evolver approach includes a focus on data quality, data distribution/topology evaluation, synchronization analysis, performance tuning, scalability, and inter-operability. Activities encompass data policy planning, analysis, and review; data standardization; data architectures and modeling; database development and maintenance; performance tuning; and data security. This function also supports database administration.

### ***21.3 FPDS CLASS D306 IT Systems Analysis Services***

Evolver, Inc. performs a variety of system analysis service activities, including but not limited to: Strategic, Operational, Migration, FIP Acquisition, and Security Plans; Continuity of Operations, Studies, Reviews, Technology Assessments; Risk Analysis, Configuration Audits and Reviews, Quantitative Analysis, Requirements Analysis, Functional Economic Analysis, Alternative Analysis, Technical Specifications, IDEF/Data Modeling, and Developmental Test and Evaluation (DT&E). Requirements Analysis includes identification of the mission; definition of user tasks; specification of user's skill levels; identification of existing AIS capabilities and functions; analysis of user environments; determination of potential system functions; and analysis of functional and operational requirements and impacts.

### ***21.4 FPDS CLASS D307 Automated Information Systems Design and Integration Services***

Evolver performs a variety of system design, and related integration and installation support activities, including but not limited to:

Design - Designs Systems Architecture; Systems Transition and Conversion; Telecommunications Systems (including WANs, MANs, and LANs) and Component Systems; client/Server Systems; C2 Level Trusted Computing Environment; Application Software; and Database Management Systems.

Integration and Installation - Integrates, installs and configures mainframe, minicomputer, and microcomputer, PC LAN-based COTS and custom developed software, hardware, systems; workstation/file servers; COTS/GOTS, and software/upgrade support; cable installation; and system integration. Evolver provides technical assistance during the installation of and transition to the operational system, including installation support, training, and system operations and maintenance support.

### ***21.5 FPDS CLASS D308 Programming Services***

Evolver supports its clients in the design, development, and implementation of software systems and subsystems for conventional or rapid prototyping approaches for mainframe, minicomputers, and client/server environments. All software development is in accordance with development and documentation policies, standards, formats, and acceptance criteria specified by the customer. Evolver' staff supports its clients in the developing and maintaining work plans delineating the technical approach to development; assessment of major risks; development plans; recommended user/system interface approach; integration and interoperability issues; milestones; detailed task schedule; and personnel assignments. Evolver ensures that the functionality of the requirement is clearly traceable and testable through the program code and documentation, and demonstrated through customer-monitored tests and evaluations.

### ***21.6 FPDS CLASS D310 IT Backup and Security Services***

Evolver performs information technology systems backup and related security services. These services are provided in support of network administration for local and wide area networks to ensure that file integrity is maintained and that access is limited to authorized personnel. In addition, Evolver provides support in the development of Intranet/Internet security systems that make it possible to limit access to sensitive portions of data maintained on a web server.

### ***21.7 FPDS CLASS D311 IT Data Conversion Services***

Evolver, Inc. performs conversion and implementation of customer owned applications, systems software, COTS software, hardware, and firmware as required. Evolver develops a plan with milestones - an initial working prototype and the full-scale, converted system and conducts detailed requirements analyses to define functional requirements and conversion or implementation objectives. Evolver reviews user information systems architecture and identifies hardware/software incompatibilities prior to initiation of conversion/integration projects. We coordinate cutover to new systems with functional proponent; test converted applications in a non-operational environment; implement system upgrades during off-peak or non-duty hours; and plan and conduct group training sessions.

### ***21.8 FPDS CLASS D316 IT Network Management Services***

Evolver, Inc. provides supervision, management, and personnel to design, develop, modify, maintain, operate, administer, and implement Enterprise Networks, Network Control Centers, LANs, WANs, and MANs, including cable installation. Evolver employs personnel qualified and certified with most of the current networking architectures, protocols, and conventions. Activities include operations and tuning; administration; design and documentation; installation and removal; integration; implementation; modification; maintenance, configuration management, and Internet support. Evolver provides full network services in administrative, engineering, and connectivity.

In addition, Evolver provides administrative support to ensure that products satisfy the requirements and needs of clients; ensures procedure compliance with governmental regulations for system back-ups, restarts, software upgrades and new applications and workstation equipment; including providing and implementing fail-safe security and backups. Further, we provide preventive maintenance and user training for all PCs, servers, printers, and other peripheral devices. The company generates disaster recovery plans for each office, and maintains maintenance logs for each networked/non-networked devices.

Evolver' network engineering support provides full life cycle support for the installation of, or migration to new technology systems; device maintenance including environmental control's management for work areas and LAN rooms. Connectivity support provides planning, scheduling, and coordinating the utilization, relocation, installation, changing, expansion, rearrangement, connection and/or disconnection of assigned networked computer systems and their network servers, including ancillary data stations, embedded networks, local and wide area networks, maintenance of communications switches, software testing, cabling and environmental considerations.

### ***21.9 FPDS CLASS D399 Other Information Technology Services (N.E.C.)***

Evolver provides a broad range of services that integrate its substantial scientific and engineering capabilities with information technology solutions. Evolver can provide professional support staff for the development and implementation of computer models for war gaming, assessing anti-access competitors, risks analysis and predicting weakness in national security. Evolver, Inc also provides



additional information technology services not easily classified in one of the previous categories. Services lacking a specific area among the previous FPDS Classes are grouped here.

Evolver provides specialized information technology, logistics, acquisition, environmental, engineering, scientific, and program management support not classified under other FPDS Class codes. Information technologies utilized for Program Management Support Services include dedicated networking (local, wide-area, metro) support, computer facilities management, help desk/call center operations, hardware and software maintenance, independent verification and validation, business process re-engineering, document management/imaging, electronic commerce (Internet, Intranet, Extranet, EDI/EC and FACNET), information systems security, and computer aided design.

## ***Part IV. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS***

### **PREAMBLE**

Evolver, 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 demonstrates 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 businesses to supply products and services to our company.

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

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and to 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 to increase their participation in Federal Government contracts.

To accelerate potential opportunities please contact Evolver, Inc. at 1943 Isaac Newton Squire, Suite 260, Reston, VA 20190 or by telephone at (703) 742-4090 or email [GSA@evolverinc.com](mailto:GSA@evolverinc.com) or Fax: (703) 742-0319.

**Part V. BEST VALUE BLANKET PURCHASE AGREEMENT (BPA)**

**FEDERAL SUPPLY SCHEDULE**

**Evolver, Inc. and FSS Contract Number GS-35F-0879R**

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_\_  
(Agency) and Evolver, Inc. (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0879R.

Federal Supply Schedule Contract’s BPAs eliminate contracting and open market costs such as: the 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 Name

Evolver, Inc.

\_\_\_\_\_  
FOR ORDERING ACTIVITY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FOR CONTRACTOR

\_\_\_\_\_  
DATE

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

**(ORDERING ACTIVITY CUSTOMER NAME)**

**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0879R, Blanket Purchase Agreements, Evolver, Inc. 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:

**IT PROFESSIONAL SERVICES CLIN**

**SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- (2) Delivery

**DESTINATION**

**DELIVERY SCHEDULE/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) or Contract Line Item Number (CLIN);
  - (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.

## ***Part VI. BASIC GUIDELINES FOR USING THE “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 customers’ needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.