AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Note: Contractor has been awarded all Special Item Numbers under the cooperative purchasing and disaster recovery programs.

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis 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: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

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

IRON DATA SOLUTIONS, INC.
3400 Players Club Parkway
Memphis, Tennessee 38125
P: 800-755-0110
F: 901-757-5550
http://www.irondata.com/

Contract Number: GS-35F-104BA

Period Covered by Contract: 12/02/2013 to 12/01/2018

General Services Administration
Federal Acquisition Service

Pricelist current through award,
Effective date current through _____

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

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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

For orders exceeding the 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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.
For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

The Geographic Scope of Contract will be domestic delivery.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering and Payment Address-
Iron Data Solutions, Inc.
3400 Players Club Parkway
Memphis, Tennessee 38125

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance:
800-755-0110

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 Contract
Block 16: Data Universal Numbering System (DUNS) Number: 96-339-8750
Block 30: Type of Contractor: C. Large Business

Block 31: Woman-Owned Small Business - No
Block 37: Contractor's Taxpayer Identification Number (TIN): 26-1311991
Block 40: Veteran Owned Small Business (VOSB): No
4a. CAGE Code: 6CWD6
4b. Contractor HAS registered with the System for Award Management Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated between the Contractor and the Ordering Activity.

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

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

a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
b. Quantity: None
c. Dollar Volume: None
d. Other Special Discounts (i.e. Government Education Discounts, etc.): None

8. TRADE AGREEMENTS ACT OF 1979, as amended

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

10. SMALL REQUIREMENTS: The minimum dollar 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 for the following Special Item Number (SIN) is $500,000:
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS

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 Acquisition 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 2003)

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

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with

obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

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

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

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.gsaadvantage.gov

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:
None

Upon request of the Contractor, the 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 applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant: NO

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): Contact Iron Data. for details.

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

(b) The following statement:

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

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

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

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

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

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

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

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

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

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

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall

immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

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

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
(1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

Please see GSA price list for labor category descriptions and rates.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Brian Combs
(703) 678-2407
brian.combs@irondata.com

(Insert Customer Name)
In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.
Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.
This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_____		_____	
Ordering Activity	Date	Contractor	Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

(a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

****

_____
Signature

_____
Name

_____
Date

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.
These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.
Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.
Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.
Customers should refer to FAR 9.6 for specific details on Team Arrangements.
Here is a general outline on how it works:

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

Proposed GSA Pricing

Administrative Support- *$86.75*

Functional Responsibility:

Duties may include, but are not limited to:

- Specializes in planning and providing office administration and support.
- Provides project administration, general office support, executive secretarial support, event planning, and office administration support.
- Provides administrative support to technical, professional, and executive personnel.
- May report directly to a client, usually at the client location, to support administrative operations as required. May perform other duties as assigned.

Minimum Education

High School diploma

Minimum Experience

2 years

Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Application Developer, Junior- *$145.97*

Functional Responsibility

Duties may include, but are not limited to:

- Provides data and systems analysis, customer requirements analysis, data modeling and schema creation, software evaluation, and development of software solutions.
- Develops computer software by analyzing functional specifications and interpreting system design specifications.
- Develops functional block diagrams and data/logic flow charts.
- Codes, integrates, tests, debugs, and refines the software to produce the required product.
- Applies software tools to support software development, test, use and reuse, and manages their implementation.
- Enhances software to reduce operating time or improve efficiency.
- Skilled in developing software for a variety of computer operating systems employing industry-accepted design techniques.
- Assists in preparing program-level and user level documentation.
- Assists with software configuration management.
- Ensure code accurately reflects intended design and responsible for software-quality assurance.
- Supports full life cycle software development from requirements gathering analysis, to design and development of the application to meet functional requirements; from resting the application to application configuration management and deployment.

Minimum Education

B.S., Computer Science, Math, or other related field

Minimum Experience

5 years

Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Application Developer, Intermediate- *$168.11*

Functional Responsibility

Duties may include, but are not limited to:

- Provides data and systems analysis, customer requirements analysis, data modeling and schema creation, software evaluation, and development of software solutions.
- Develops computer software by analyzing functional specifications and interpreting system design specifications.
- Develops functional block diagrams and data/logic flow charts.
- Codes, integrates, tests, debugs, and refines the software to produce the required product.
- Applies software tools to support software development, test, use and reuse, and manages their implementation.
- Enhances software to reduce operating time or improve efficiency.
- Skilled in developing software for a variety of computer operating systems employing industry-accepted design techniques.
- Prepares program-level and user level documentation.
- Assists with software configuration management.
- Ensure code accurately reflects intended design and responsible for software-quality assurance.
- Engages in full life cycle software development from requirements gathering analysis, to design and development of the application to meet functional requirements; from resting the application to application configuration management and deployment.

Minimum Education

B.S., Computer Science, Math, or other related field

Minimum Experience

7 years

Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Application Developer, Senior- *$195.63*

Functional Responsibility

Duties may include, but are not limited to:

- Provides data and systems analysis, customer requirements analysis, data modeling and schema creation, software evaluation, and development of software solutions.
- Develops computer software by analyzing functional specifications and interpreting system design specifications.
- Develops functional block diagrams and data/logic flow charts.
- Codes, integrates, tests, debugs, and refines the software to produce the required product.
- Applies software tools to support software development, test, use and reuse, and manages their implementation.
- Enhances software to reduce operating time or improve efficiency.
- Skilled in developing software for a variety of computer operating systems employing industry-accepted design techniques.
- Prepares program-level and user level documentation.
- Assists with software configuration management.
- Ensure code accurately reflects intended design and responsible for software-quality assurance.
- Engages in full life cycle software development from requirements gathering analysis, to design and development of the application to meet functional requirements; from resting the application to application configuration management and deployment.
- Performs project management activities and manages personnel working one or more projects as needed. Define and direct tasks for subordinate software developers.

- Oversees development applications, utilizes prototypes to achieve comprehensive requirements identification and efficient application implementation as well as customer satisfaction.

Minimum Education
B.S., Computer Science, Math, or other related field; M.S. preferred

Minimum Experience
9 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Business Analyst, Junior- *$138.20*
Functional Responsibility
Duties may include, but are not limited to:

- Applies specific knowledge and experience to complex issues.
- Provides business process reengineering support such as, but not limited to, design of alternative strategies, development and monitoring of functional tests and assistance in the implementation of solutions.
- Assesses user and business needs in order to identify technology requirements as defined by the client.
- Serve as a communication bridge between non-technical users and technical solution developers.
- Define and document business and systems processes.
- Understand user business requirements, strategies and goals and then develops functional requirements of application and end-user experience.
- Design solutions for the client's business requirements, to the required level of detail, including any linkages to other associated systems.
- Interpret and implement technical specifications, where provided, in order to produce the most efficient and effective solution
- Conduct program walk-through and functional QA. Assist during system/integration testing
- Possesses high level of technical competency in business applications; excellent communication and writing skills; strong analytical skills; excellent interview and client interaction skills; and excellent problem solving skills

Minimum Education
B.S. or B.A, Business, Math, Computer Science, Psychology, Economics, or other related field.

Minimum Experience
4 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Business Analyst, Intermediate- *$161.52*
Functional Responsibility
Duties may include, but are not limited to:

- Applies specific knowledge and experience to complex issues.
- Provides business process reengineering support such as, but not limited to, design of alternative strategies, development and monitoring of functional tests and assistance in the implementation of solutions.
- Assesses user and business needs in order to identify technology requirements as defined by the client.
- Serve as a communication bridge between non-technical users and technical solution developers.
- Define and document business and systems processes.
- Understand user business requirements, strategies and goals and then develops functional requirements of application and end-user experience.
- Design solutions for the client's business requirements, to the required level of detail, including any linkages to other associated systems.

- Interpret and implement technical specifications, where provided, in order to produce the most efficient and effective solution
- Conduct program walk-through and functional QA. Assist during system/integration testing
- Possesses high level of technical competency in business applications; excellent communication and writing skills; strong analytical skills; excellent interview and client interaction skills; and excellent problem solving skills

Minimum Education
B.S. or B.A, Business, Math, Computer Science, Psychology, Economics, or other related field.

Minimum Experience
6 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Business Analyst, Senior- *$188.45*
Functional Responsibility
Duties may include, but are not limited to:

- Applies specific knowledge and experience to complex issues.
- Provides business process reengineering support such as, but not limited to, design of alternative strategies, development and monitoring of functional tests and assistance in the implementation of solutions.
- Assesses user and business needs in order to identify technology requirements as defined by the client.
- Serve as a communication bridge between non-technical users and technical solution developers.
- Define and document business and systems processes.
- Understand user business requirements, strategies and goals and then develops functional requirements of application and end-user experience.
- Design solutions for the client's business requirements, to the required level of detail, including any linkages to other associated systems.
- Interpret and implement technical specifications, where provided, in order to produce the most efficient and effective solution
- Conduct program walk-through and functional QA. Assist during system/integration testing
- Possesses high level of technical competency in business applications; excellent communication and writing skills; strong analytical skills; excellent interview and client interaction skills; and excellent problem solving skills
- Oversee and/or support testing activities

Minimum Education
B.S. or B.A, Business, Math, Computer Science, Psychology, Economics, or other related field.

Minimum Experience
8 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

IT Specialist, Junior- *$133.41*
Functional Responsibility
Duties may include, but are not limited to:

- Perform equipment diagnostics, troubleshooting and repair on various hardware and software problems
- Perform preventative maintenance on installed equipment, install add on components, set up and configure new systems, and provide advice to end users on hardware and systems software issues
- Install, configure, and maintain a variety of network computer equipment including printers, personal computers and telecommunications equipment

- Determine source and nature of computer malfunction using diagnostic and application software. Adjust, repair and replace malfunctioning equipment. Perform additional functions incidental to computer support activities
- Ensure the selection of the appropriate technology, efficient use of resources and integration of multiple systems in order to balance functional, service quality and system management requirements
- Support software development implementation activities
- Design solutions for the client's business requirements, to the required level of detail, including any linkages to other associated systems
- Specify and design IT solutions including systems architecture to meet the defined business needs
- Interpret and implement technical specifications, where provided, in order to produce the most efficient and effective solution
- Ensure the selection of the appropriate technology, efficient use of resources and integration of multiple systems in order to balance functional, service quality and system management requirements
- Oversee and/or support testing activities
- Support implementation activities
- Provide advice and support to other members of the team
- Conduct program walk-through and functional QA
- Assist during system/integration testing
- Possesses high degree of technical aptitude; excellent problem solving skills; strong written and oral communications skills

Minimum Education
B.S., Computer Science, Management Information Systems, Systems Engineering, Network Engineering, Math, or other related field.

Minimum Experience
3 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

IT Specialist, Intermediate- *$154.35*
Functional Responsibility
Duties may include, but are not limited to:

- Perform equipment diagnostics, troubleshooting and repair on various hardware and software problems
- Perform preventative maintenance on installed equipment, install add on components, set up and configure new systems, and provide advice to end users on hardware and systems software issues
- Install, configure, and maintain a variety of network computer equipment including printers, personal computers and telecommunications equipment
- Determine source and nature of computer malfunction using diagnostic and application software. Adjust, repair and replace malfunctioning equipment. Perform additional functions incidental to computer support activities
- Ensure the selection of the appropriate technology, efficient use of resources and integration of multiple systems in order to balance functional, service quality and system management requirements
- Support software development implementation activities
- Design solutions for the client's business requirements, to the required level of detail, including any linkages to other associated systems
- Specify and design IT solutions including systems architecture to meet the defined business needs
- Interpret and implement technical specifications, where provided, in order to produce the most efficient and effective solution
- Ensure the selection of the appropriate technology, efficient use of resources and integration of multiple systems in order to balance functional, service quality and system management requirements
- Oversee and/or support testing activities
- Support implementation activities
- Provide advice and support to other members of the team

- Conduct program walk-through and functional QA
- Assist during system/integration testing
- Possesses high degree of technical aptitude; excellent problem solving skills; strong written and oral communications skills

Minimum Education
B.S., Computer Science, Management Information Systems, Systems Engineering, Network Engineering, Math, or other related field.

Minimum Experience
5 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

IT Specialist, Senior- *$181.86*
Functional Responsibility
Duties may include, but are not limited to:

- Perform equipment diagnostics, troubleshooting and repair on various hardware and software problems
- Perform preventative maintenance on installed equipment, install add on components, set up and configure new systems, and provide advice to end users on hardware and systems software issues
- Install, configure, and maintain a variety of network computer equipment including printers, personal computers and telecommunications equipment
- Determine source and nature of computer malfunction using diagnostic and application software. Adjust, repair and replace malfunctioning equipment. Perform additional functions incidental to computer support activities
- Ensure the selection of the appropriate technology, efficient use of resources and integration of multiple systems in order to balance functional, service quality and system management requirements
- Support software development implementation activities
- Design solutions for the client's business requirements, to the required level of detail, including any linkages to other associated systems
- Specify and design IT solutions including systems architecture to meet the defined business needs
- Interpret and implement technical specifications, where provided, in order to produce the most efficient and effective solution
- Ensure the selection of the appropriate technology, efficient use of resources and integration of multiple systems in order to balance functional, service quality and system management requirements
- Oversee and/or support testing activities
- Support implementation activities
- Provide advice and support to other members of the team
- Conduct program walk-through and functional QA
- Assist during system/integration testing
- Possesses high degree of technical aptitude; excellent problem solving skills; strong written and oral communications skills

Minimum Education
B.S., Computer Science, Management Information Systems, Systems Engineering, Network Engineering, Math, or other related field.

Minimum Experience
7 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Senior Program Manager- *$236.31*

Functional Responsibility

Duties may include, but are not limited to:

- Serves as the contract manager and administrator over the entire contract effort. May serve as the contract manager and administrator of more than one contract effort simultaneously.
- Serves as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues.
- Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress.
- Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.
- Manages all assigned projects with the objective of meeting the purpose of the project within the budget and time constraints.
- May lead or manage several complex systems development projects simultaneously.
- Responsible for the effective management of resources and is accountable for the quality and timely delivery of all contractual items.
- Produces detailed implementation plans that help to define roles, responsibilities and milestones through project proposal, estimate and schedule documentation.
- Provides ongoing management of the implementation project and maintenance of the implementation plan and other reporting.
- Identifies resources and/or scheduling conflicts and manage changes in project scope.
- Fulfills all project reporting requirements.
- Leads meetings at the operational and project level, providing continuous feedback on project status.
- Provides technical advice and assists with problem resolution.
- Responsible for key project documents.
- Expert in project management discipline and techniques. Project Management Professional (PMP) certification or similar industry-recognized certification desired.

Minimum Education

M.S. or MBA, Business, Computer Science, or related field. Expert in project management discipline and techniques. Project Management Professional (PMP) certification or similar industry-recognized certification desired.

Minimum Experience

12 years

Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Programmer Analyst- *$146.45*

Functional Responsibility

Duties may include, but are not limited to:

- Supports the continual assessment of the performance of software systems to identify and correct problems which impact operation efficiency and work quality.
- Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency.
- Designs, codes, installs, and maintains appropriate systems software program.
- Supports the identification, evaluation, customization, and implementation of vendor-supplied software packages.
- Ensures the maintenance of software systems documentation.
- Trains users in applications programming and other user personnel in the use of systems software and related hardware.

- Conducts HTML coding, with an emphasis on manual coding, to construct web pages that will be part of a web site.
- Versed in using tables, frames, creating forms and linking those forms to scripts, formatting, using lists, establishing internal and external links, and incorporating graphics into a web page. Uses File Transfer Protocol (FTP) procedures. Involved in the design stage, as well as in maintaining and updating of web pages.
- Works in coordination with, and/or under direction from other team members to create web pages. Interact with business analyst, and possible end users to verify functional and graphical requirements.

Minimum Education
B.S. or B.A., Business, Math, Computer Science, or related field.

Minimum Experience
4 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Senior Analyst- *$150.28*
Functional Responsibility
Duties may include, but are not limited to:

- Provides assistance to organizations or managers to help identify and correct management related problems.
- Leads management assessments and is responsible for the Report of Findings.
- Provides various options with thorough analysis including technical aspects, business impact and financial costs;
- Design and develop executive briefing; use graphics extensively to communicate and illustrate concepts; conducts high level briefings.

Minimum Education
B.S. or B.A., Business, Math, Computer Science, or related field.

Minimum Experience
6 years

Project Manager- *$181.86*
Functional Responsibility
Duties may include, but are not limited to:

- Interfaces with government management personnel, contract managers, and customer agency representatives.
- Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates.
- Coordinates and facilitates meetings between client end users and functional expert and business analysts on functional requirement analysis; coordinates and facilitates communication between client technical personnel and system analyst, stakeholders, executives and management; manages project risks and dependencies; ensures the project to be completed on time and under the budget
- Coordinates the resolution of problems and ensures task order delivery. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of services.
- Monitors each task and keeps abreast of all problems and accomplishments.
- Anticipates problems and works to mitigate the anticipated problems.
- Provides on-site direction and coordination.
- May serve as the technical authority for a technical area.
- As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology.
- Directs project leaders and other technical personnel on assigned work.

Minimum Education
B.S. or B.A., Business, Math, Computer Science, or related field; M.S. or MBA preferred.

Minimum Experience
7 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Senior Business Knowledge Expert- *$175.16*
Functional Responsibility
Duties may include, but are not limited to:

- Assess user and business needs in order to identify technology requirements as defined by the client. Serve as the communication bridge between non-technical users and technical solution developers
- Partner with core team members to define functional requirements and lend expertise towards prototype development and application testing procedures.
- Serves as industry leader and/or expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences.
- Recognized at the industry level in a technical or specialized field or technology area and is proficient in that field's relevant principles, operating procedures, and practices.
- Applies experience, skills, and expert knowledge to complex assignments.
- Generates unique concepts as evidenced by development of new products, ideas, or processes.
- Serves as a major contributor to technical planning process and for providing technical management and guidance.
- Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
- May creates or uses engineering/scientific tools to solve technical problems.
- May use or develop tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities.
- Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.

Minimum Education
M.S. or MBA in field of specialization or related field.

Minimum Experience
8 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Subject Matter Expert- *$248.87*
Functional Responsibility
Duties may include, but are not limited to:

- Serves as industry leader and/or expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences.
- Recognized at the industry level in a technical or specialized field or technology area and is proficient in that field's relevant principles, operating procedures, and practices.
- Applies experience, skills, and expert knowledge to complex assignments.
- Generates unique concepts as evidenced by development of new products, ideas, or processes.

- Serves as a major contributor to technical planning process and for providing technical management and guidance.
- Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
- May creates or uses engineering/scientific tools to solve technical problems.
- May use or develop tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities.
- Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.

Minimum Education
M.S. or MBA in field of specialization or related field; PhD preferred.

Minimum Experience
12 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Technical Writer- *$131.61*
Functional Responsibility
Duties may include, but are not limited to:

- Writes and prepares technical documentation using outlines and resource material provided by functional analysts and computer personnel.
- Consolidates, formats, requires and edits documentation written by technical personnel.
- Interprets documentation standards and instructions to produce documents that conform to instructions.
- Applies knowledge of required standards and verifies that documentation conforms to standards.

Minimum Education
B.S. or B.A., Business, Journalism, Computer Science, or related field.

Minimum Experience
3 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Trainer- *$122.04*
Functional Responsibility
Duties may include, but are not limited to:

- Develop training programs and materials for onsite and remote delivery
- Deliver onsite and remote training to the client
- Provide instructional design on client projects
- Provide technical writing for the development of user manuals and other documentation needs
- Provide software demonstration and information to the client
- Develops training programs for both onsite and e-learning delivery
- May be involved in projects with multiple deadlines
- Possesses excellent written and verbal communication skills
- Familiarity with various software tools used in instructional design development and standard office software tools (Microsoft Office Suite)

Minimum Education

A.A. or A.S.

Minimum Experience
2 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.

Quality Assurance Analyst- *$124.43*
Functional Responsibility
Duties may include, but are not limited to:

- Ensures code accurately reflects intended design and responsible for software quality assurance.
- Provides input to data and systems analysis, customer requirements analysis, data modeling and schema creation, software evaluation, and development of software solutions.
- Tests computer software by analyzing functional specifications and interpreting system design specifications.
- Develops functional tests.
- Applies software tools to support software testing to include functional, regression, load, stress, unit, and performance testing
- Provides input to software enhancements to improve efficiency.
- Skilled in testing software for a variety of computer operating systems employing industry-accepted testing techniques.
- Supports preparation of program-level and user level documentation.
- Assists with software configuration management.
- Supports full life cycle software development from requirements gathering analysis, to design and development of the application to meet functional requirements; from resting the application to application configuration management and deployment.
- Performs project management activities and manages personnel working one or more projects as needed. Define and direct tasks for subordinate quality assurance analysts.

Minimum Education
B.S., Computer Science, Math, or other related field

Minimum Experience
8 years
Substitution: One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.