



**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE
PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY (IT) EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132 51, 132 51STLOC, 132 51RC - Information Technology Professional Services

SIN 132 51, 132 51STLOC, 132 51RC - Information Technology Professional Services:

FPDS Class D301	IT Facility Management Services
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design/Integration Services
FPDS Class D308	Programming Services
FPDS Class D311	IT Data Conversion Services
FPDS Class D316	IT Network Management Services
FPDS Class D317	Creation/Retrieval of IT Related Data Services, Creation/Retrieval of Other Information Services, Creation/Retrieval of IT Related Data Services,
FPDS Class 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.



Bowhead Information Technology Service, LLC (BITS)

15163 Dahlgren Road, Suite 103

King George, VA 22485-5639

Phone: (540) 644-0324

Fax: (540) 644-0913

Internet Address: www.bowheadsupport.com

Contract Number: GS-35F-211BA

Period Covered by Contract: 13 February 2014 – 12 February 2019

Business Size: Alaskan Native Owned; Small Business; Small Disadvantaged Business

GSA Federal Supply Service Pricelist current through Refresh #32.

“Prices Shown Herein are Net (discount deducted)”

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®, a menu-driven database system. The INTERNET address GSA Advantage! ® is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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Pricelist dated 13 February 2014 incorporates original contract award for period 13 February 2014 through 12 February 2019.

**BOWHEAD INFORMATION TECHNOLOGY SERVICE, LLC
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

Bowhead Information Technology Service, LLC is a Small Business based in Dahlgren, VA, and is an Alaska Native Corporation (ANC). Bowhead Information Technology Service, LLC, was established in 2003 as a subsidiary of UIC Technical Services, LLC, a Ukepaġvik Iñupiat Corporation Company.

As one of the UIC Technical Services (UICTS) family of companies, the BITS team has fostered and maintained valued customer relationships and commitments over the years as it has grown amid a changing market. We not only have evolved to meet our customers' needs and expectations, but also developed into a prime contractor that provides best value and cost-effective support to our federal agencies. Our BITS employees will continue the tradition of supporting Federal Government requirements with cutting-edge technology and experience-tested management support.

The dedicated staff at BITS brings a depth of subject matter expertise and experience in managing all aspects of large and small teams. This proficiency has resulted in a reputation for excellence that allows Bowhead to continue to recruit and retain highly-qualified professional employees.

Bowhead Information Technology Service, LLC provides expertise to meet customers' resources and facilities management, database planning and design, systems analysis and design, Network services, programming, conversion support, implementation support, network services project management and data / records management needs. BITS professional service contracts included work with the U.S. Army Corps of Engineers, U.S. Army, U.S. Air Force, U.S. Food and Drug Administration, U.S. Navy and the U.S. Department of Transportation.

INFORMATION FOR ORDERING ACTIVITIES

FSS SIN(s): 132 51, 132 51STLOC & 132 51RC

Contract Number: GS-35F-211BA

Contract Period: 13 February 2014 – 12 February 2019

Contractor's Name: Bowhead Information Technology Service, LLC

Contractor's Address: 15163 Dahlgren Road, Suite 103

King George, VA 22485-5639

Phone: (540) 644-0324

Business Size: Alaskan Native Owned, Small Business; Small Disadvantaged Business

Data Universal Numbering System (DUNS): 160612391

1a. Special Item Number(s) for this contract:

SIN	DESCRIPTION
132 51; 132 51STLOC; 132 51RC	Information Technology Professional Services

1b. Services rates can be found on page 10 of this pricelist.

1c. Hourly Rates under this contract and can be found on page 10 of this pricelist.

2. Maximum Order:

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

3. Minimum Order: \$100.00

4. Geographic Scope of Contract: Geographic Scope of Contract will be domestic delivery only.

5. Points of Production: Bowhead Information Technology Service, LLC

15163 Dahlgren Road, Suite 103

King George, VA 22485-5639

6. Prices shown herein are Net (discount deducted).

7. Quantity Discounts: None offered

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Cards: Are accepted up to the micropurchase threshold.

9b. Government Purchase Cards: Are accepted above the micropurchase threshold.

10. Foreign Items: None

11a. Time of Delivery: 30 Days

11b. Expedited Delivery: Contact Bowhead Information Technology Service, LLC

11c. Overnight and 2-Day Delivery: Contact Bowhead Information Technology Service, LLC

11d. 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.

12. F.O.B. Point(s): Destination

13a. Ordering Address: Bowhead Information Technology Service, LLC

15163 Dahlgren Road, Suite 103

King George, VA 22485-5639

Attn: Kathy Rooker

Phone: (540) 644-0324

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment Address:** Bowhead Information Technology Service, LLC
4900 Seminary Road, Suite 1200
Alexandria, VA 22311
Attn: Accounts Receivable
15. **Warranty Provision:** Not Applicable
16. **Export Packaging Charges:** Not Applicable
17. **Terms and Conditions of Government Purchase Card Acceptance:** None
18. **Terms and Conditions of rental, maintenance and repair:** Not Applicable
19. **Terms and Conditions of installation:** Not Applicable
20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. **Terms and Conditions for any other Services:** Not Applicable
21. **List of service and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventative maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **SECTION 508 COMPLIANCE: POC** Attn: Ms. Kathy Rooker
Email: Katherine.Rooker@bowheadsupport.com
Office: 540-644-0324 Ext. 206
Fax: 540-644-9215
25. **Data Universal Numbering System (DUNS) Number:** 160612391
26. **Bowhead Information Technology Service, LLC is registered with the Central Contractor Registration (CCR) Database at www.SAM.gov:**

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SIN) 132 51, 132 51STLOC, 132 51RC)**

These ordering procedures are provided to assist ordering agencies purchase services at hourly rates.

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

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 (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

See Labor Category Rates & Descriptions that Follow:

BOWHEAD INFORMATION TECHNOLOGY SERVICE, LLC
LABOR CATEGORY RATES

Bowhead Information Technology Service, LLC's Special Item Number 132 51, 132 51STLOC & 132 51RC Information Technology (IT) Professional Services. **All Categories are 'Client Site' Rates**

SIN (all SINS are STLOC & RC)	Order Number	Labor Category Title	Effective 2/13/2014	Effective 2/13/2015	Effective 2/13/2016	Effective 2/13/2017	Effective 2/13/2018
132 51	BITS001	Application Systems Analyst/Programmer I	\$50.93	\$51.90	\$52.88	\$53.89	\$54.91
132 51	BITS002	Application Systems Analyst/Programmer II	\$65.43	\$66.68	\$67.94	\$69.23	\$70.55
132 51	BITS003	Application Systems Analyst/Programmer III	\$81.96	\$83.52	\$85.10	\$86.72	\$88.37
132 51	BITS004	Application Systems Analyst/Programmer IV	\$99.08	\$100.96	\$102.88	\$104.84	\$106.83
132 51	BITS005	DELETED					
132 51	BITS006	DELETED					
132 51	BITS007	DELETED					
132 51	BITS008	DELETED					
132 51	BITS009	DELETED					
132 51	BITS010	DELETED					
132 51	BITS011	Data Communication Manager	\$65.43	\$66.68	\$67.94	\$69.23	\$70.55
132 51	BITS012	Database Administrator III	\$75.93	\$77.37	\$78.84	\$80.34	\$81.87
132 51	BITS013	Database Administrator IV	\$86.58	\$88.23	\$89.90	\$91.61	\$93.35
132 51	BITS014	Program Manager I	\$100.80	\$102.72	\$104.67	\$106.66	\$108.68
132 51	BITS015	Project Manager I	\$95.40	\$97.21	\$99.06	\$100.94	\$102.86
132 51	BITS016	Subject Matter Expert III	\$99.08	\$100.96	\$102.88	\$104.84	\$106.83
132 51	BITS017	Systems Security Engineer I	\$70.91	\$72.25	\$73.63	\$75.02	\$76.45
132 51	BITS018	Systems Security Engineer II	\$72.75	\$74.13	\$75.54	\$76.98	\$78.44
132 51	BITS019	Systems Security Engineer III	\$92.97	\$94.74	\$96.54	\$98.37	\$100.24
132 51	BITS020	Systems Security Engineer IV	\$95.40	\$97.21	\$99.06	\$100.94	\$102.86
132 51	BITS021	Systems/Network Administrator I	\$67.67	\$68.96	\$70.27	\$71.60	\$72.96
132 51	BITS022	Systems/Network Administrator II	\$69.43	\$70.75	\$72.09	\$73.46	\$74.86
132 51	BITS023	Systems/Network Administrator III	\$74.38	\$75.80	\$77.24	\$78.71	\$80.20
132 51	BITS024	Systems/Network Administrator IV	\$76.32	\$77.77	\$79.25	\$80.75	\$82.29
132 51	BITS025	Systems/Network Engineer I	\$58.39	\$59.50	\$60.63	\$61.78	\$62.95
132 51	BITS026	Systems/Network Engineer II	\$65.62	\$66.86	\$68.14	\$69.43	\$70.75
132 51	BITS027	Systems/Network Engineer IV	\$83.35	\$84.93	\$86.54	\$88.19	\$89.86
132 51	BITS028	Technical Writer/Editor I*	\$41.46	\$42.25	\$43.05	\$43.87	\$44.70
132 51	BITS029	Technical Writer/Editor II	\$65.43	\$66.68	\$67.94	\$69.23	\$70.55
132 51	BITS030	Web Developer I	\$43.16	\$43.98	\$44.81	\$45.67	\$46.53
132 51	BITS031	Technical Specialist I*	\$44.53	\$45.37	\$46.24	\$47.11	\$48.01
132 51	BITS032	Technical Specialist II*	\$45.68	\$46.55	\$47.43	\$48.33	\$49.25
132 51	BITS033	Technical Specialist III	\$55.44	\$56.50	\$57.57	\$58.66	\$59.78
132 51	BITS034	Technical Specialist IV	\$56.89	\$57.97	\$59.07	\$60.20	\$61.34

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

Please Contact David Paddock @ (703) 578-5549 or David.paddock@bowheadsupport.com.

See Full labor category & SCA Descriptions That Follow

“Prices Shown Herein are Net (discount deducted)”

Products/Services and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

BOWHEAD INFORMATION TECHNOLOGY SERVICE, LLC
LABOR CATEGORY DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BITS001	Application Systems Analyst/Programmer I	1 year project related experience.	BA/S	Assists in preparing routine computer programs, sub-routines, associated documentation, block diagrams and logic flow charts. Translates design specifications into computer program instructions, prepares system test data and conducts tests to check and prove accuracy and results of programs. Debugs routine programs, designs and applies standard logic for individual application programs and writes program instructions in a high level programming language such as COBOL, PL/1, C, RPG and the like.
BITS002	Application Systems Analyst/Programmer II	3 years project related experience.	BA/S	Prepares a wide variety of computer programs, associated documentation, block diagrams and logic flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts and coding into program language. Designs detailed programs, flowcharts and diagrams indicating mathematical computations, sequence data and print solutions. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results and debugging program errors. Develops corrections by revision of instructions or alteration of sequence of operations.
BITS003	Application Systems Analyst/Programmer III	5years professional experience.	BA/S	Plans, conducts and coordinates the development of complex and/or diverse computer programs, associated documentation, block diagrams, logic flow charts and coding. Provides technical advice or consultation on difficult programming applications to other staff members. Participates in developing programming and documentation standards as needed. May prepare cost analyses and justifications for programming projects. Coordinates with computer operations staff to resolve program malfunctions encountered in operational runs. Corrects program errors by reviewing instructions or altering sequence of operations. Defines test schedules and test data requirements to verify logic of new or modified programs. Analyzes and improves existing programs. May provide work leadership for lower level employees.
BITS004	Application Systems Analyst/Programmer IV	8 years professional experience.	BA/S	Plans, conducts and coordinates major business programming applications of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the application. Provides technical advice and consultation on complex programming applications. Organizes and directs the execution of broad programming projects. Provides analytical support in the conceptualization, development and implementation of multiple, inter-linked programs. Recommends and develops programming and documentation standards. Prepares cost analysis and justification for programming projects. May provide work leadership for lower level employees.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BITS005	DELETED			
BITS006	DELETED			
BITS007	DELETED			
BITS008	DELETED			
BITS009	DELETED			
BITS010	DELETED			
BITS011	Data Communication Manager	8 years professional experience.	BA/S	Manages and coordinates activities of employees engaged in supporting the organization's telecommunications and PC network activities. Oversees the planning, development, installation, maintenance, and monitoring of network systems. Manages and coordinates subordinate staff.
BITS012	Database Administrator III	6 years of professional experience.	BA/S	Administers complex enterprise databases and database applications. Applies knowledge of advance database design to optimize database performance and guides team in implementation of best practices in database maintenance and administration. Establishes and maintains security policies and procedures as it pertains to database content and servers. Ensures performance of database.
BITS013	Database Administrator IV	8 years professional experience.	BA/S	Work with database management systems software and determines way to organize and store data. Determine user requirements, set up computer databases, and test and coordinate changes. Activities involve interaction with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Ensures performance of database.
BITS014	Program Manager I	10 years of professional experience in area of specialization or in position.	BA/S	Manages technical and non-technical programs which are of relatively low risk and complexity. Ensures that all required resources such as engineering, manpower, production, computer time, facilities and the like are available for the program. Plans, directs and monitors program budget and serves as primary customer contact for program information.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BITS015	Project Manager I	8 years professional experience.	BA/S	Manages the day-to-day tactical duties for a basic technical program. Oversees results of multi-functional project teams. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
BITS016	Subject Matter Expert III	10 years of professional experience.	BA/S	Confers with superior on unusual matters. May be assisted by entry or intermediate level personnel. Assignments are broad in nature, usually requiring originality and ingenuity. Has appreciable latitude for un-reviewed actions or decisions. Analyzes program needs in terms of information technology systems requirements. Plans information technology systems which will provide system capabilities required for projected work-loads and plans layout and installation of new system or modification of existing systems.
BITS017	Systems Security Engineer I	5 years professional experience.	BA/S	Plans, coordinates, and implements an organization's computer information security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Reviews violations of computer security procedures to eliminate violations.
BITS018	Systems Security Engineer II	6 years professional experience.	BA/S	Plans, coordinates, and implements an organization's computer information security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Reviews violations of computer security procedures to eliminate violations.
BITS019	Systems Security Engineer III	8 years of professional experience.	BA/S	Plans, coordinates, and implements an organization's computer information security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Reviews violations of computer security procedures to eliminate violations.
BITS020	Systems Security Engineer IV	9 years professional experience.	BA/S	Plans, coordinates, and implements an organization's computer information security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Reviews violations of computer security procedures to eliminate violations. Provides work leadership for lower level employees.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BITS021	Systems/Network Administrator I	3 years professional experience.	BA/S	Assists in the development, testing, implementation and maintenance of operating system and related software. Assists with the establishment and implementation of standards for computer operations. Assists with the troubleshooting of software, operating system and networking problems. Schedules, performs and monitors system backups. Installs, and maintains local area network or wide area network.
BITS022	Systems/Network Administrator II	4 years professional experience.	BA/S	Performs duties involved in the routine development, testing, implementation and maintenance of operating system and related software. Troubleshoots and resolves routine software, operating system and networking problems. Schedules, performs and monitors routine system backups and when necessary, performs data recoveries. Installs, and maintains company's local area network or wide area network.
BITS023	Systems/Network Administrator III	5 years of professional experience.	BA/S	Performs duties involved in the development, testing, implementation and maintenance of operating system and related software. Establishes and implements standards for computer operations for compatibility between hardware and software, according to specifications and parameters. Troubleshoots and resolves software, operating system and networking problems. Schedules, performs and monitors system backups and when necessary, performs data recoveries. Recommends hardware and software upgrades, according to growth statistics and disk space forecasts. Responsible for evaluating, developing, maintaining, along with usage of telecommunication systems. Acquires, installs, and maintains company's local area network or wide area network.
BITS024	Systems/Network Administrator IV	More than 6 years professional experience.	BA/S	Performs duties involving complex development, testing, implementation and maintenance of operating system and related software. Establishes and implements standards for computer operations for compatibility between hardware and software, according to specifications and parameters. Troubleshoots and resolves software, operating system and networking problems. Schedules, performs and monitors system backups and when necessary, performs data recoveries. Recommends hardware and software upgrades, according to growth statistics and disk space forecasts. Responsible for evaluating, developing, maintaining, along with usage of telecommunication systems. Acquires, installs, and maintains company's local area network or wide area network. Provides work leadership for lower level employees.
BITS025	Systems/Network Engineer I	2 years professional experience.	BA/S	Assists with resolving routine inter-operability problems to obtain operations across all platforms including e-mail, files transfer, multimedia, teleconferencing and the like. Configures routine systems to user environments. Supports acquisition of standard hardware and software as well as subcontractor services as needed.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BITS026	Systems/Network Engineer II	4 years professional experience.	BA/S	Analyzes local and wide area network systems, including planning, designing, evaluating, selecting operating systems and protocol suites and configuring communication media with concentrators, bridges and other devices. Resolves interoperability problems to obtain operations across all platforms including e-mail, files transfer, multimedia, teleconferencing and the like. Configures systems to user environments. Supports acquisition of hardware and software as well as subcontractor services as needed.
BITS027	Systems/Network Engineer IV	8 years of professional experience.	BA/S	Analyzes complex local and wide area network systems, including planning, designing, evaluating, selecting operating systems and protocol suites and configuring communication media with concentrators, bridges and other devices. Resolves difficult interoperability problems to obtain operation across all platforms including e-mail, files transfer, multimedia, teleconferencing and the like. Configures systems to user environments. Supports acquisition of hardware and software as well as subcontractor services. May act as a technical project leader or provide work leadership for lower level employees.
BITS028	Technical Writer/Editor I*	2 years professional experience.	AS	Assists with researching, writing, editing and proofreading technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format and style.
BITS029	Technical Writer/Editor II	5 years professional experience.	BA/S	Coordinates and directs technical writers. Researches, writes, edits and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format and style. Assists in establishing style guidelines and standards for texts and illustrations.
BITS030	Web Developer I	2 years professional experience.	BA/S	Assists with the design and building web pages using a variety of software applications, techniques and development tools. Assists with the development of user interface features, site animation and special effects. Provides technical site maintenance on issues related to animation, search engine techniques, link integrity, navigation, browsers, graphics, and other technical web developments. Develops code using HTML, Visual Basic or other web-based programming languages. Performs functionality and navigation testing. Prepares technical documentation. Provides technical support, and administration of the software infrastructure for the implementation and maintenance of customer's web sites.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BITS031	Technical Specialist I*	1 year professional experience.	HS	Assist in the resolution of technical, scientific or engineering issues that affect installation and utilization of organization products and/or services.
BITS032	Technical Specialist II*	2 years professional experience.	HS	Assist in the resolution of technical, scientific or engineering issues that affect installation and utilization of organization products and/or services.
BITS033	Technical Specialist III	5 years professional experience.	AS	Serves as advisor to customers and potential customers regarding the resolution of technical, scientific or engineering issues that affect installation and utilization of organization products and/or services. Proposes changes in products and/or services that result in cost reductions and increased sales.
BITS034	Technical Specialist IV	6 years professional experience.	AS	Serves as advisor to customers and potential customers regarding the resolution of technical, scientific or engineering issues that affect installation and utilization of organization products and/or services. Proposes changes in products and/or services that result in cost reductions and increased sales.

SCA LABOR CATEGORY MATRIX

Bowhead Information Technology Service, LLC has reviewed our proposal for potential SCA Categories and has provided our findings below in the SCA Matrix. The bulk of our proposed GSA categories are "Exempt" in the SCA Matrix, as they were determined to be professional categories and are not applicable or do not correlate with a category listed in the Wage Determination (WD) chart.

BOWHEAD INFORMATION TECHNOLOGY SERVICE, LLC SCA MATRIX:

ORDER #	BITS, LLC ELIGIBLE CONTRACT LABOR CATEGORY	BITS, LLC GSA RATE	SCA EQUIVALENT CODE	SCA EQUIVALENT TITLE	SCA EQUIVALENT RATE	WD NUMBER
BITS028	Technical Writer/Editor I	\$41.46	30461	Technical Writer I	\$21.93	2005-2103
BITS031	Technical Specialist I	\$44.53	30081	Engineering Technician I	\$22.92	2005-2103
BITS032	Technical Specialist II	\$45.68	30082	Engineering Technician II	\$25.72	2005-2103

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices in the chart above are for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

**EDUCATION AND EXPERIENCE REQUIREMENTS
EQUIVALENCY SUBSTITUTION TABLE**

Bowhead Information Technology Service, LLC will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. Bowhead Information Technology Service, LLC labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all Bowhead Information Technology Service, LLC labor categories unless specified in the description.

ALLOWABLE SUBSTITUTIONS

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished.

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Bowhead Information Technology Service, LLC provides commercial products and services to the Ordering Activity. 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 David Paddock @ (703) 578-5549, email :

David.paddock@bowheadsupport.com.

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 an ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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

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

(Insert Customer Name)

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

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

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

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

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.

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) Task/Delivery 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 task/delivery 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.

SALES AND SERVICE POINTS

Bowhead Information Technology Service, LLC

**Corporate Headquarters:
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King George, VA 22485-5639**

**Voice: (540) 644-0324
Fax: (540) 644-9215**

**4900 Seminary Road, Suite 1200
Alexandria, VA 22311**

**Voice: (703) 413-4226
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