



Phone 877.2.AVOSYS
Fax 877.2.AVOSYS

E-mail info@avosys.com
Web www.avosys.com



**AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132-51 Information Technology Professional Services

Avosys Technology, Inc.

6363 De Zavala Rd. Suite 307

San Antonio TX 78249

Phone: (877) 2-Avosys Fax: (877) 2-Avosys

Email: info@avosys.com

WWW.AVOSYS.COM



General Services Administration
Federal Acquisition Service

Contract Number: GS-35F-215AA

Period Covered by Contract: February 28, 2013 through February 27, 2018

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

IT Consulting | Management Consulting | Managed IT Services & Hosting | Online Services | Healthcare IT | Cyber Security | Medical Services

Corporate Headquarters: 6363 De Zavala, Suite 307, San Antonio, TX 78249. Phone: 210.888.0775

TABLE OF CONTENTS

1.	GEOGRAPHIC SCOPE OF CONTRACT.	9
2.	CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION.....	9
3.	LIABILITY FOR INJURY OR DAMAGE.....	9
4.	STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279.....	10
5.	FOB.....	10
6.	DELIVERY SCHEDULE.....	10
7.	DISCOUNTS: PRICES SHOWN ARE NET PRICES; BASIC DISCOUNTS HAVE BEEN DEDUCTED.	10
8.	TRADE AGREEMENTS ACT OF 1979, AS AMENDED.....	11
9.	STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING.	11
10.	SMALL REQUIREMENTS.	11
11.	MAXIMUM ORDER.....	11
12.	ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS.....	11
13.	FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS.....	11
14.	CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003).....	12
15.	CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES.....	14
16.	GSA ADVANTAGE!.....	14
17.	PURCHASE OF OPEN MARKET ITEMS.	14
18.	CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS.....	15
19.	OVERSEAS ACTIVITIES.....	15
20.	BLANKET PURCHASE AGREEMENTS (BPAS).....	16
21.	CONTRACTOR TEAM ARRANGEMENTS.....	16
22.	INSTALLATION, DEINSTALLATION, REINSTALLATION.	16
23.	SECTION 508 COMPLIANCE.....	16
24.	PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.....	17
25.	INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5). 17	
26.	SOFTWARE INTEROPERABILITY.....	18
27.	ADVANCE PAYMENTS.....	18
1.	SCOPE.	19
2.	PERFORMANCE INCENTIVES I-FSS-60 (APRIL 2000).....	19
3.	ORDER.....	19
4.	PERFORMANCE OF SERVICES.	20

5.	STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)	20
6.	INSPECTION OF SERVICES.....	21
7.	RESPONSIBILITIES OF THE CONTRACTOR.....	21
8.	RESPONSIBILITIES OF THE ORDERING ACTIVITY.....	21
9.	INDEPENDENT CONTRACTOR.....	22
10.	ORGANIZATIONAL CONFLICTS OF INTEREST.....	22
11.	INVOICES.....	22
12.	PAYMENTS.....	23
13.	RESUMES.....	23
14.	INCIDENTAL SUPPORT COSTS.....	23
15.	APPROVAL OF SUBCONTRACTS.....	23
16.	DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING.....	24
	ATTACHMENT I: LABOR RATES	25
A)	GSA PRICING - CLIENT SITE	25
	<i>Rates are Net – Discounts have been deducted and IFF included.</i>	26
B)	GSA PRICING – CONTRACTOR SITE	26
	<i>Rates are Net – Discounts have been deducted and IFF included</i>	28
	ATTACHMENT II: LABOR CATEGORIES	29
	USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	56
	BLANKET PURCHASE AGREEMENT.....	58
	BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”	60



ABOUT AVOSYS

AVOSYS Technology Inc. is an 8(a), Small Disadvantaged, Minority Owned, Contracting firm certified by Small Business Administration (SBA) that provides your Federal, Defense, Healthcare and Commercial enterprise with best-value information technology, medical and management consulting services. Incorporated in 1998 and headquartered in San Antonio, Texas; AVOSYS is made up of a team of technical and business professionals who are committed to the bottom line of ensuring client success by bringing quality and best practices to every project.

Our mission is to provide a unique combination of business experience, public affairs, and technological expertise by leveraging **Smart people** with **Proven technologies** to deliver **Exceptional results**, On Time and On Budget. That is the foundation of success on every AVOSYS engagement.

SERVICES OVERVIEW

Our services include: Infrastructure Management and Enterprise Applications and Data Center consolidations, Security and Information Assurance, Healthcare IT, Medical Services, Strategic Planning and Management Consulting and Software/Systems Engineering and Integration. We draw over fifteen years of diverse, cross-domain past performance, to generate ideas and create IT solutions that address your unique business needs. Our Information Technology and Management consulting professionals understand the nuances of government contracting and the federal technology environment.

AVOSYS' successful track record is built upon a combination of diligence, flexibility, and process; backed by very proactive approach to staffing, and managing the contracts on which we perform. We employ a variety of tactics to recruit and retain exceptionally qualified team members, which allows us to consistently exceed our clients' expectations. AVOSYS provides a comprehensive employee benefits package, providing national medical insurance and retirement plans with competitive contributions. Our employees have access to latest technology training resources through our certified vendor certifications and partner programs with priority support.

Information Technology (IT)

- Data Center Systems Design and Integration
- Secure, Compliant Private Clouds: IaaS, PaaS, SaaS, Amazon Web Services, Microsoft Azure, Microsoft Office 365
- Software Engineering and Integration
- Agile and SOA Software Development
- Enterprise Architecture Solutions
- Network, Internet, & Extranet Development
- Application Migration & Modernization
- Full-life Cycle Application Support
- Information Assurance, Cyber Security
- Healthcare IT Data and Systems Integration

Medical, Administrative & Management

- Program / Project Management
- Admin, Medical, Billing, Claims, Helpdesk
- Strategic Planning & Change Management
- Training & eLearning Systems
- Business Process Reengineering
- Content, Records & Knowledge Management
- Business Intelligence: KPI, Scorecards, Dashboards, Performance Reporting
- Data Warehouse and Data Mining
- Computer Facilities Management Services
- Desktop & Server Configuration Mgmt.

MICROSOFT COMPETENCIES

In 2010, Microsoft replaced their Gold Partner Program with a new “Gold” and “Silver” competency program to identify partners’ core capabilities. Currently there are more than 400,000 Microsoft partners worldwide eligible to attain these competencies. Of these, fewer than 5% have achieved one or more of the 29 available competencies – AVOSYS has achieved five Gold and Silver competencies. Awarding of a Microsoft Partner Competency demonstrates that we’ve met a stringent set of criteria, including specialized certifications and an extensive portfolio of real-world customer references, to be identified as the most skilled partner available in the solution areas we serve.

AVOSYS has been recognized by Microsoft as a Silver Certified, year after year since 2004 and Gold Certified from 2008-2010, with its expertise with following specializations including:

- Advanced Infrastructure Solutions: Active Directory, Systems Management, Storage Solutions, and Windows Desktop and Server Deployments
- Hosting Solutions: IaaS, PaaS, Private Cloud, Virtualization, Windows Azure
- Networking Infrastructure Solutions/Information Worker Solutions including: Portals and Collaboration, Office Deployment, Office Solutions Development, and Search.
- SharePoint Enterprise Portal, Knowledge Management and Business Intelligence
- Online Services Cloud Champion: Office 365 (SaaS): Exchange Online, Sharepoint Online, Lync Online, Windows Intune and CRM Online

WHY CHOOSE AVOSYS?

The Avosys team consistently outworks and outperforms our competitors to deliver best value while exceeding our customer’s expectations. Additionally,

- Avosys brings together the right blend of talent, experience, and complementary skills that enable us to exceed our customer’s requirements
- Since 1998, Avosys has successfully delivered solutions to Federal and cross domain set of commercial customers, enriching our experience with diverse culture, requirements, and expectations. Avosys has past performance from small businesses to State, Federal and multiple Fortune 500 companies in Healthcare, Insurance, Banking, Transportation, and Professional Services.



- Our SBA Verified, 8(a), SDB, and HubZone status make it even easier to do business with us as a direct award or small business set-aside acquisition strategy.
- Avosys works with Certified Smart Workforce: MCP, MCITP, MCSE, MCSA, MCSD, MCDBA, Security+, A+, PMP CISSP, CASP, CCNA, CCSP, CCNP, CCIE, SixSigma, Citrix, VMWare, Symantec, Cisco, Cloud.
- By Partnering with the world's leading technology vendors, such as Microsoft, Cisco, Symantec, HP, Dell, Amazon Web Services, we have a better understanding of vendor strategies, a priority role in vendor support, for proven industry leading solutions.

Learn more at our website: www.Avosys.com



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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration
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 D317	Creation/Retrieval of IT Related Automated News Services
FPDS Code D399	Other Information Technology Services

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.

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 micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage![™] On-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contains 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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.



1. GEOGRAPHIC SCOPE OF CONTRACT.

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

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

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

The Geographic Scope of Contract will be overseas delivery only.

The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION.

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(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Avosys Technology Inc.
6363 De Zavala Rd. Ste 307
San Antonio TX 78249
Phone: (877) 2-Avosys Fax: (877) 2-Avosys
Internet Address: www.avosys.com
Email: info@avosys.com

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

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: Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 100080998

Block 30: Type of Contractor: 8(a), Hubzone, Small Disadvantaged Business

Block 37: Contractor's Taxpayer Identification Number (TIN): 91-1917371

4a. CAGE Code: 663X1

4b. Avosys has registered in the System for Award Management (SAM) 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

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: 1.5%, Net 10; or Net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None

c. Dollar Volume: 1% (\$500,000 - \$1,000,000) 2% (>\$1,000,001)

d. Other Special Discounts: None

8. TRADE AGREEMENTS ACT OF 1979, AS AMMENDED.

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING.

Not Applicable. Overseas shipment will not be provided under this contract.

10. SMALL REQUIRMENTS.

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

11. MAXIMUM ORDER

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

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:

SIN 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:

Not Applicable

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 receive 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:

Yes

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):

<http://www.Avosys.com>

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/IAM 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 (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/IAM 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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR.

All IT/IAM 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/IAM 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/IAM PROFESSIONAL SERVICES AND PRICING.

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

ATTACHMENT I: LABOR RATES

A) GSA PRICING - CLIENT SITE

LABOR CATEGORY	RATE
Administrative Assistant II	\$42.56
Application Engineer I	\$89.95
Application Engineer II	\$120.90
Business Analyst I	\$91.88
Business Analyst II	\$120.90
Configuration Specialist	\$91.88
Consultant I	\$120.90
Consultant II	\$145.08
Consultant III	\$175.68
Consultant IV	\$227.29
Database Administrator I	\$89.95
Database Engineer I	\$91.88
Database Engineer II	\$115.10
Database Manager	\$145.08
Enterprise Systems Infrastructure Architect	\$297.97
Helpdesk Technician I	\$42.56
Helpdesk Technician II	\$54.16
Helpdesk Technician III	\$82.21
Helpdesk Technician IV	\$89.01
Information Assurance Expert I	\$82.21
Information Assurance Expert II	\$91.88
Information Security Engineer I	\$120.90
Information Security Engineer II	\$145.08
Network Administrator I	\$82.21

Network Administrator II	\$91.88
Network Engineer I	\$117.12
Network Engineer II	\$140.55
Program Manager	\$145.08
Project Manager	\$120.90
Project Manager Senior	\$145.08
Quality Assurance Specialist Junior	\$56.10
Systems Analyst I	\$65.77
Software Engineer I	\$67.46
Software Engineer II	\$91.88
Software Engineer III	\$116.06
Systems Administrator I	\$82.21
Systems Administrator II	\$91.88
Systems Engineer I	\$117.12
Systems Engineer II	\$145.08
Subject Matter Expert I	\$120.90
Subject Matter Expert II	\$145.08
Subject Matter Expert III	\$239.87
Technical Writer I	\$54.16

Rates are Net – Discounts have been deducted and IFF included.

B) GSA PRICING – CONTRACTOR SITE

LABOR CATEGORY	RATE
Administrative Assistant II	\$50.22
Application Engineer I	\$106.14
Application Engineer II	\$142.66
Business Analyst I	\$108.42

Business Analyst II	\$142.66
Configuration Specialist	\$108.42
Consultant I	\$142.66
Consultant II	\$171.19
Consultant III	\$207.31
Consultant IV	\$268.20
Database Administrator I	\$106.14
Database Engineer I	\$108.42
Database Engineer II	\$135.81
Database Manager	\$171.19
Enterprise Systems Infrastructure Architect	\$351.60
Helpdesk Technician I	\$50.22
Helpdesk Technician II	\$63.91
Helpdesk Technician III	\$97.01
Helpdesk Technician IV	\$105.03
Information Assurance Expert I	\$97.01
Information Assurance Expert II	\$108.42
Information Security Engineer I	\$142.66
Information Security Engineer II	\$171.19
Network Administrator I	\$97.01
Network Administrator II	\$108.42
Network Engineer I	\$138.20
Network Engineer II	\$165.84
Program Manager	\$171.19
Project Manager	\$142.66
Project Manager Senior	\$171.19
Quality Assurance Specialist Junior	\$66.20
Systems Analyst I	\$77.61
Software Engineer I	\$79.61

Software Engineer II	\$108.42
Software Engineer III	\$136.96
Systems Administrator I	\$97.01
Systems Administrator II	\$108.42
Systems Engineer I	\$138.20
Systems Engineer II	\$171.19
Subject Matter Expert I	\$142.66
Subject Matter Expert II	\$171.19
Subject Matter Expert III	\$283.04
Technical Writer I	\$63.91

Rates are Net – Discounts have been deducted and IFF included

ATTACHMENT II: LABOR CATEGORIES

Commercial Job Title: Administrative Assistant II	
Minimum/General Experience:	2 Years of Administrative Experience
Functional Responsibility:	<p>Conducts a variety of clerical and other administrative tasks. Plans and coordinates IT project meetings as directed. Makes travel arrangements for staff performing IT work. Attends project meetings, recording meeting minutes and action items for IT projects. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation related to IT projects. Provides executive level administrative support to program and IT technical staff by maintaining files, preparing correspondence, scheduling travel and other activities as directed by the IT Program Manager.</p>
Minimum Education:	High School Diploma or equivalent

Commercial Job Title: Application Engineer I	
Minimum/General Experience:	1 Year of related Technical Experience
Functional Responsibility:	<p>Develops and customizes application servers and toolsets to enhance business processes, including workflow development, knowledge and data management. Research, test and report capabilities of technology products, application server and toolsets, with business analysts to map business and functional requirements. Develops and applies departmental and organization-wide business modernization and process improvements models for use in designing and customizing integrated, shared application servers and</p>

	knowledge and data management systems. Analyzes and resolves application software and toolset issues. Relies on experience and judgment to plan and accomplish goals. Can solve simple problems, and most often times will require direct supervision provided by more experienced personnel.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field.

Commercial Job Title:	Application Engineer II
Minimum/General Experience:	3 Year of related Technical Experience
Functional Responsibility:	<p>Develops and customizes application servers and toolsets to enhance business processes, including workflow development, knowledge and data management. Research, test and report capabilities of technology products, application server and toolsets, with business analysts to map business and functional requirements.</p> <p>Develops and applies departmental and organization-wide business modernization and process improvements models for use in designing and customizing integrated, shared application servers and knowledge and data management systems. Analyzes and resolves application software and toolset issues. Relies on experience and judgment to plan and accomplish goals. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.</p>
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Business Analyst I
Minimum/General Experience:	1 Year of related Technical Experience

Functional Responsibility:	Works with multiple IT departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assist IT project managers with project plan, version scopes and timelines Work with development or systems team to implement requirements related to IT projects. Can solve simple problems, and most often times will require direct supervision provided by more experienced personnel.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title: Business Analyst II	
Minimum/General Experience:	3 Years of related Technical Experience
Functional Responsibility:	Works with multiple departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assist project managers with project plan, version scopes and timelines Work with development or systems team to implement requirements. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Configuration Specialist
Minimum/General Experience:	3 Years of related Technical Experience
Functional Responsibility:	Configures, maintains and controls baselines for IT systems or applications to ensure internal processes and IT operations are functional and effective. Designs and develops implementation and maintenance procedures. May also assist with systems monitoring, change management and performance optimization activities.
Minimum Education:	Associate Degree in related field

Commercial Job Title:	Consultant I
Minimum/General Experience:	2 Year of related Technical Experience
Functional Responsibility:	Provides executive decision support in two or more functional areas related to IT program management, technology systems design and change management to help customer evaluate and achieve a specific solution in accordance with current political, economic and technical environment. Leverages subject matter expertise in technical, functional, or domain areas in support of one or more executive level client requirements. Presents executive lectures, briefings, discussions, speeches, and similar requirements by drawing on subject matter expertise in one or more technical, functional, or domain areas. This position will not perform managerial duties.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Consultant II
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	Provides executive decision support in two or more functional areas related to IT program management,

	<p>technology systems design and change management to help customer evaluate and achieve a specific solution in accordance with current political, economic and technical environment. Leverages subject matter expertise in technical, functional, or domain areas in support of one or more executive level client requirements. Presents executive lectures, briefings, discussions, speeches, and similar requirements by drawing on subject matter expertise in one or more technical, functional, or domain areas. This position may perform managerial duties in a limited capacity.</p>
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Consultant III
Minimum/General Experience:	6 Years of related Technical Experience
Functional Responsibility:	<p>Provides executive decision support in two or more functional areas related to IT program management, technology systems design and change management to help customer evaluate and achieve a specific solution in accordance with current political, economic and technical environment. Leverages subject matter expertise in technical, functional, or domain areas in support of one or more executive level client requirements. Presents executive lectures, briefings, discussions, speeches, and similar requirements by drawing on subject matter expertise in one or more technical, functional, or domain areas. This position will perform managerial duties with limited required support from more experienced personnel.</p>
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Consultant IV
Minimum/General Experience:	8 Years of related Technical Experience
Functional Responsibility:	Provides executive decision support in two or more

functional areas related to IT program management, technology systems design and change management to help customer evaluate and achieve a specific solution in accordance with current political, economic and technical environment. Leverages subject matter expertise in technical, functional, or domain areas in support of one or more executive level client requirements. Presents executive lectures, briefings, discussions, speeches, and similar requirements by drawing on subject matter expertise in one or more technical, functional, or domain areas. This position will perform managerial duties with no required support or supervision.

Minimum Education: Bachelors Degree in related field

Commercial Job Title:	Database Administrator I
------------------------------	---------------------------------

Minimum/General Experience:	2 Years of related Technical Experience
------------------------------------	---

Functional Responsibility:	<p>Develops and documents standard operating procedures for all DBA activities; implementing and maintaining databases documenting design and configuration; including implementing database security integrated with organization's identity and access systems for protecting data confidentiality in database management systems. Works with database experts to assist in implementation and monitoring of replicated and clustered database systems for high availability. Assists in resolution of database servers related issues and performance tuning. Develops and conducts procedures for database backups and restores. Can solve simple problems, and most often times will require direct supervision provided by more experienced personnel. Can complete tasks of simple complexity alone, and will require supervision provided by more experienced personnel for more complex problems.</p>
-----------------------------------	--

Minimum Education:	Bachelors Degree in related field
---------------------------	-----------------------------------

Commercial Job Title: Database Engineer I	
Minimum/General Experience:	2 Years of related Technical Experience
Functional Responsibility:	<p>Participation in all phases of the database development life cycle, including the data model design, physical schema implementation, database development, integration, testing, production operation, performance tuning, and assisting in the resolution of database related issues. Designs and implementing database software security features for protecting data confidentiality in database management systems. Designs logical data models, implementing physical schema, and implementing and maintaining databases. Create databases, table spaces; creating and maintaining instances and schemas; evaluating logical data models and creating physical models and report production. Coordinates development with business analysts, system and application programmers and other users. Can complete tasks of simple complexity alone, and will require supervision provided by more experienced personnel for more complex problems.</p>
Minimum Education:	Bachelors Degree in related field

Commercial Job Title: Database Engineer II	
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	<p>Participation in all phases of the database development life cycle, including the data model design, physical schema implementation, database development, integration, testing, production operation, performance tuning, and assisting in the resolution of database related issues. Designs and implementing database software security features for protecting data confidentiality in database management systems. Designs logical data models, implementing physical schema, and implementing and maintaining databases. Create databases, table spaces; creating and maintaining instances and schemas; evaluating logical</p>

	data models and creating physical models and report production. Coordinates development with business analysts, system and application programmers and other users. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Database Manager
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	Manages the implementation and maintenance of the physical database including but not limited to the receipt, development, storage, control, and distribution of all project related data. Manages team of Database Engineers and database administrators. Designs and develops the physical implementation and maintenance procedures. Develops and administers the Change Management plan for software and hardware systems plus implements instructions for assigned programs. Manages change of configuration baselines, engineering release system, configuration version development. Responsible for improving the effectiveness of the database tools and services, including transaction performance, high availability and data protection.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Enterprise Systems Infrastructure Architect
Minimum/General Experience:	7 Years of related Technical Experience
Functional Responsibility:	Designs and develops complex business solutions using a variety of computer technologies. Independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration,

	<p>including supporting personnel, hardware, software, and support facilities and/or equipment. Considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking.</p> <p>Applies knowledge of complex concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of technology systems hardware or software design and operation.. Evaluates and recommends optimum solutions balancing specific project needs with economic constraints.. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.</p>
<p>Minimum Education:</p>	<p>Bachelors Degree in related field</p>

<p>Commercial Job Title: Helpdesk Technician I</p>	
<p>Minimum/General Experience:</p>	<p>1 Year of related Technical Experience</p>
<p>Functional Responsibility:</p>	<p>Performs daily user support for hardware and software issues over the telephone and in person. Responds to user trouble tickets based on established service level agreements. Able to use common helpdesk software applications to track all aspects of trouble tickets, including histories and problem resolution information. Assists users with installation and configuration issues relating to supported software applications and standard hardware configurations as well as general network access. Senior level specialists may be used to direct the activities of other specialists and handle escalated trouble tickets. Can complete tasks of simple complexity alone, and will require supervision provided by more experienced personnel for more complex problems.</p>
<p>Minimum Education:</p>	<p>High School Diploma or equivalent</p>

Commercial Job Title:	Helpdesk Technician II
Minimum/General Experience:	2 Years of related Technical Experience
Functional Responsibility:	Performs daily user support for hardware and software issues over the telephone and in person. Responds to user trouble tickets based on established service level agreements. Able to use common helpdesk software applications to track all aspects of trouble tickets, including histories and problem resolution information. Assists users with installation and configuration issues relating to supported software applications and standard hardware configurations as well as general network access. Senior level specialists may be used to direct the activities of other specialists and handle escalated trouble tickets. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.
Minimum Education:	High School Diploma or equivalent

Commercial Job Title:	Helpdesk Technician III
Minimum/General Experience:	3 Years of related Technical Experience
Functional Responsibility:	Performs daily user support for hardware and software issues over the telephone and in person. Responds to user trouble tickets based on established service level agreements. Able to use common helpdesk software applications to track all aspects of trouble tickets, including histories and problem resolution information. Assists users with installation and configuration issues relating to supported software applications and standard hardware configurations as well as general network access. Can handle more complex trouble tickets with minimal supervision.
Minimum Education:	Associates Degree in Computer Science or equivalent

Commercial Job Title:	Helpdesk Technician IV
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	Performs daily user support for hardware and software issues over the telephone and in person. Responds to user trouble tickets based on established service level agreements. Able to use common helpdesk software applications to track all aspects of trouble tickets, including histories and problem resolution information. Assists users with installation and configuration issues relating to supported software applications and standard hardware configurations as well as general network access. Can handle more complex trouble tickets with no supervision required.
Minimum Education:	Associates Degree in Computer Science or equivalent

Commercial Job Title:	Information Assurance Expert I
Minimum/General Experience:	2 Years of related Technical Experience
Functional Responsibility:	<p>Supports the design, development, and maintenance of integrated security system toolsets and solutions. Performs specialized functions related to the security of information systems, LANs, Metropolitan LANs, and Wide Area Networks. As a minimum these tasks include, risk analysis/assessment, development of system security plans, delivery of or identification of security/software courses and training, and disaster recovery/contingency planning.</p> <p>Provides support related to computer systems to protect data from unauthorized users. Audit operational, access and security logs. Identifies, reports, and resolves security violations. Knowledgeable with standard concepts, practices, and procedures with systems security. This position will not perform management duties.</p>
Minimum Education:	Bachelors Degree or equivalent

Commercial Job Title:	Information Assurance Expert II
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	<p>Supports the design, development, and maintenance of integrated security system toolsets and solutions. Performs specialized functions related to the security of information systems, LANs, Metropolitan LANs, and Wide Area Networks. As a minimum these tasks include, risk analysis/assessment, development of system security plans, delivery of or identification of security/software courses and training, and disaster recovery/contingency planning.</p> <p>Provides support related to computer systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Audit operational, access and security logs. Knowledgeable with standard concepts, practices, and procedures with systems security. This position may perform management duties in a limited capacity.</p>
Minimum Education:	Bachelors Degree

Commercial Job Title:	Information Security Engineer I
Minimum/General Experience:	2 Years of related Technical Experience
Functional Responsibility:	<p>Experience includes providing independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on operating systems and network devices, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Provides support to one or several areas such as: analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis; system security/network analysis, firewall implementation/configuration, physical security analysis</p>

	of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, disaster recovery, identity, credential, and access management (ICAM), and computer security policies development and implementation. Can solve simple problems alone, and most often times will require direct supervision provided by more experienced personnel.
Minimum Education:	Bachelors Degree in Information Security, Computer Science or equivalent field.

Commercial Job Title:	Information Security Engineer II
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	<p>Experience includes providing independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on operating systems and network devices, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment.</p> <p>Provides support to one or several areas such as: analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis; system security/network analysis, firewall implementation/configuration, physical security analysis of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, disaster recovery, identity, credential, and access management (ICAM), and computer security policies development and implementation. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.</p>

Minimum Education:	Bachelors Degree in Information Security, Computer Science or equivalent field
---------------------------	--

Commercial Job Title:	Network Administrator I
------------------------------	--------------------------------

Minimum/General Experience:	2 Years of related Technical Experience
------------------------------------	---

Functional Responsibility:	<p>Performs a variety of network administration and management functions related to the operation, performance or availability of data communications networks. Experience with cable, LAN and WAN network protocols. Knowledge of Ethernet, FDDI and high speed WANs routers, firewalls and layer 2/3 switches. Analyze client LANs/WANs, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network operating systems. Modifies command language programs, network start up files, assigns/re-assigns network device, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network devices granting access to required network servers and applications.. Troubleshoots network/user connectivity and access problems,. Prepares network diagrams and network resource utilization reports. Can solve simple problems alone, and most often times will require direct supervision provided by more experienced personnel.</p>
-----------------------------------	--

Minimum Education:	Bachelors Degree in Computer Science or equivalent
---------------------------	--

Commercial Job Title:	Network Administrator II
------------------------------	---------------------------------

Minimum/General Experience:	4 Years of related Technical Experience
------------------------------------	---

Functional Responsibility:	<p>Performs a variety of network administration and management functions related to the operation, performance or availability of data communications networks. Experience with cable, LAN and WAN</p>
-----------------------------------	--

network protocols. Knowledge of Ethernet, FDDI and high speed WANs, routers, firewalls and layer 2/3 switches. Analyze client LANs/WANs, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network operating systems. Modifies command language programs, network start up files, assigns/re-assigns network device, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network devices granting access to required network servers and applications.. Troubleshoots network/user connectivity and access problems. Prepares network diagrams and network resource utilization. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.

Minimum Education: Bachelors Degree in Computer Science

Commercial Job Title: Network Engineer I

Minimum/General Experience: 2 Years of related Technical Experience

Functional Responsibility: Manages an engineering group responsible for enterprise telecommunications, networks, and other IT disciplines. Applies complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities for routers layer 2/3 switches, firewalls, network load balancers. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Can solve simple problems, and most often times will require direct supervision provided by more

	experienced personnel.
Minimum Education:	Bachelors Degree in Computer Science or equivalent

Commercial Job Title:	Network Engineer II
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	<p>Manages an engineering group responsible for enterprise telecommunications, networks, and other IT disciplines. Applies extremely complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities for routers layer 2/3 switches, firewalls, network load balancers. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.</p>
Minimum Education:	Bachelors Degree in Computer Science or equivalent

Commercial Job Title:	Program Manager
Minimum/General Experience:	7 Years of related Technical Experience
Functional Responsibility:	<p>Provides program management for multiple projects. Prepares project implementation plan, coordinates project activities, monitors project milestones, and provides progress reports. Responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to</p>

ensure adherence to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the completion of all assigned tasks Performs overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities.

Minimum Education: Bachelors Degree in related field

Commercial Job Title: Project Manager

Minimum/General Experience: 3 Years of related Technical Experience

Functional Responsibility: Responsible for assisting the management of small to med-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles.

Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. May defer more complex problems to Program Manager – Senior position for resolution.

Minimum Education:	Bachelors Degree in related field
---------------------------	-----------------------------------

Commercial Job Title: Project Manager – Senior	
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	<p>Responsible for assisting the management of mid-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles.</p> <p>Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Is able to manage projects with minimal guidance from superiors.</p>
Minimum Education:	Bachelors Degree in related field

Commercial Job Title: Quality Assurance Specialist – Junior	
Minimum/General Experience:	1 Year of related Technical Experience
Functional Responsibility:	<p>Responsible for assistance in developing project quality assurance plans and the implementation of procedures that conform to the requirements of the contract. Provides technical and administrative assistance for</p>

personnel performing software development tasks and/or IT/telecommunication services, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to and for progress in accordance with schedules. Makes recommendations, if needed, for approval of major systems installations. Prepares additional aid in report findings and deliveries/presentations on the project staff, development team and the customer as appropriate. Can complete tasks of simple complexity alone, and will require supervision provided by more experienced personnel for more complex problems.

Minimum Education: Associates degree in related field

Commercial Job Title: Systems Analyst I

Minimum/General Experience: 2 Year of related Technical Experience

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing solutions to user requirements. Can complete tasks of simple complexity alone, and may require supervision provided by more experienced personnel for more complex problems.

Minimum Education: Bachelors Degree in related field

Commercial Job Title: Software Engineer I	
Minimum/General Experience:	1 Year of related Technical Experience
Functional Responsibility:	<p>Performs design, development, and maintenance of software systems and redesign of existing systems to fulfill the needs of the customer's technical requirements. Participates in all phases of the software development life cycle including the design, development, integration, testing and implementation phases.</p> <p>Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the requirements analysis, systems / functional specification, and architectural design. Participates in the testing process through test review and analysis, test witnessing and certification of software. Can solve simple problems alone, and most often times will require direct supervision provided by more experienced personnel.</p>
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or related field

Commercial Job Title: Software Engineer II	
Minimum/General Experience:	3 Years of related Technical Experience
Functional Responsibility:	<p>Performs design, development, and maintenance of software systems and redesign of existing systems to fulfill the needs of the customer's technical requirements. Participates in all phases of the software development life cycle including the design, development, integration, testing and implementation phases.</p> <p>Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems.</p>

	Participates in the requirements analysis, systems / functional specification, and architectural design. Participates in the testing process through test review and analysis, test witnessing and certification of software. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or related field

Commercial Job Title:	Software Engineer III
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	<p>Performs design, development, and maintenance of software systems and redesign of existing systems to fulfill the needs of the customer's technical requirements. Participates in all phases of the software development life cycle including the design, development, integration, testing and implementation phases.</p> <p>Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the requirements analysis, systems / functional specification, and architectural design. Participates in the testing process through test review and analysis, test witnessing and certification of software. Can complete tasks of advanced complexity alone with very limited support from senior personnel.</p>
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or related field

Commercial Job Title:	Systems Administrator I
Minimum/General Experience:	2 Years of related Technical Experience

Functional Responsibility:	<p>Performs the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server PC environments. Responsible for the installing, managing, maintaining and troubleshooting server hardware and operating systems. .. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy technology infrastructure needs. Acts as a liaison between the customer, suppliers, and other technical groups to resolve servers hardware and operating system problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Implements operational support standards and procedures relating to change management, manages identity and access of user accounts and security groups . Recommends changes and improvements to existing standards. Provides support for the IT system administration activities such as user access, backup and recovery procedures, patches and upgrades, capacity analysis and planning, monitoring and performance tuning. Can complete tasks of simple complexity alone, and will require supervision provided by more experienced personnel for more complex problems.</p>
Minimum Education:	Bachelors Degree in related field

Commercial Job Title: Systems Administrator II	
Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	<p>Performs the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server PC environments. Responsible for the installing, managing, maintaining and troubleshooting server hardware and operating systems. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy technology infrastructure needs. Acts as a liaison between the customer, suppliers, and other technical groups to resolve servers hardware and</p>

operating system problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Implements operational support standards and procedures relating to change management, manages identity and access of user accounts and security groups. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.

Minimum Education: Bachelors Degree in related field

Commercial Job Title: **Systems Engineer I**

Minimum/General Experience: 2 Years of related Technical Experience

Functional Responsibility: Leads the analysis, planning and designs associated with the flow of information by and between components of a system to achieve client business/mission objectives. Receives assignments in the form of objectives and establishes goals to meet objectives. Performs engineering activities that include one or more of the following: Define system requirements, develop technical solutions, perform systems functional analysis, conduct trade studies and perform test and evaluation activities. Work is reviewed and measured based on meeting objectives and schedules. Works on problems where analysis of data requires an evaluation of various factors. Frequently interacts with customers and functional peer groups. Interaction normally requires the ability to gain cooperation of others, oversee production, and maintain work schedules. Can solve simple problems alone, and most often times will require direct supervision provided by more experienced personnel.

Minimum Education: Bachelors Degree in Computer Science, Information Systems or related field.

Commercial Job Title: **Systems Engineer II**

Minimum/General Experience:	4 Years of related Technical Experience
Functional Responsibility:	Leads the analysis, planning and designs associated with the flow of information by and between components of a system to achieve client business/mission objectives. Receives assignments in the form of objectives and establishes goals to meet objectives. Performs engineering activities that include one or more of the following: Define system requirements, develop technical solutions, perform systems functional analysis, conduct trade studies and perform test and evaluation activities. Work is reviewed and measured based on meeting objectives and schedules. Works on problems where analysis of data requires an evaluation of various factors. Frequently interacts with customers and functional peer groups. Interaction normally requires the ability to gain cooperation of others, oversee production, and maintain work schedules. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems or related field

Commercial Job Title:	Subject Matter Expert I
Minimum/General Experience:	3 Years of related Technical Experience
Functional Responsibility:	<p>Has advanced understanding of area of expertise related to IT disciplines and principles. Advises team members of implication of approaches during solution development. Serves as facilitator for Integrated Product Team meetings.</p> <p>Provides expert consultative support to a functional IT technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. This position will not perform</p>

	management duties.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Subject Matter Expert II
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	<p>Has advanced understanding of area of expertise related to IT disciplines and principles. Advises team members of implication of approaches during solution development. Serves as facilitator for Integrated Product Team meetings.</p> <p>Provides expert consultative support to a functional IT technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. This position may perform limited management duties.</p>
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Subject Matter Expert III
Minimum/General Experience:	7 Years of related Technical Experience
Functional Responsibility:	<p>Has advanced understanding of area of expertise related to IT disciplines and principles. Advises team members of implication of approaches during solution development. Serves as facilitator for Integrated Product Team meetings.</p> <p>Provides expert consultative support to a functional IT technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution</p>

	to technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. This position will perform managerial duties as requested with minimal support from more experienced personnel.
Minimum Education:	Bachelors Degree in related field

Commercial Job Title:	Technical Writer I
Minimum/General Experience:	2 Years of related Technical Experience
Functional Responsibility:	Responsible for documentation design, development, and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review for IT related projects.. Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards of associated IT projects. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Ensures that documents follow the appropriate style guide.
Minimum Education:	Associate Degree in related field

Avosys Labor Category Substitutions Information

Avosys will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. Avosys labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all Avosys' 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. However, if a degree is used in place of experience, the degree must be related to the project or task

Min. Education Allowable Substitution		
Degree	Education and/or Experience	Related Certification
Associates	4 years relevant experience, with Related Certification.	Military Training or Technical Training in relevant field. Trade/Vocational School.
Bachelors	Associates + 4 years relevant experience, or 6 years relevant experience with Related Certification.	Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCP, MCSE, CCNA)
Masters	Bachelors + 4 years relevant experience, or Associates + 8 years relevant experience, or 10 years relevant experience with Related Certification	Professional License (e.g. Professional Engineer)

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) 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:

Avosys Technology, Inc.

Mr. Arshdeep Khurana

6363 De Zavala Rd. Ste 307

San Antonio TX 78249

Phone: 210-888-0782 Fax: (877) 2-Avosys

Internet Address: www.avosys.com

Email: AKhurana@avosys.com



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

(Insert Customer Name)

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

_____.

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

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

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

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.

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.