

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

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

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

<b>RESEARCH TRIANGLE INSTITUTE</b>	
Doing business as <i><b>RTI International</b></i>	
3040 Cornwallis Road Research Triangle Park, NC 27709-2194 919-541-6634 <a href="http://www.rti.org/gsa">www.rti.org/gsa</a>	
Contract Number:	<b>GS-35F-236AA</b>
Period Covered by Contract:	<b>March 06, 2013 – March 05, 2018</b>
Email for RFQs:	<a href="mailto:GSA-IT@rti.org">GSA-IT@rti.org</a>

**General Services Administration**  
 Federal Acquisition Service

Pricelist current through Modification #Refresh 30, dated February 13, 2012.

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

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**RTI Professional Information Technology Services**

Established in 1958, **Research Triangle Institute**, doing business as **RTI International** is one of the world's leading research institutes. Our staff of more than 2,800 provides research, information technology and technical services to governments and businesses in more than 40 countries in the areas of health, education, economic and social policy, surveys and statistics, energy and the environment, international development, advanced technologies, and laboratory testing and chemical analysis. RTI IT specialists provide solutions employing a wide spectrum of technologies:

- multi-mode survey data collection utilizing Web, call-center, multimedia, mobile technologies and social media
- Web-based reporting systems linking federal agencies with funded service providers at state and local levels
- data management, including validation, editing, analysis, and dissemination
- database and data warehouse design and development
- Web-based data registries supporting research collaboration
- business intelligence systems, data mining, and dashboard reporting
- data systems for multi-site national and international health studies, including clinical trials
- health information technology, including design and evaluation of electronic health records (EHRs)
- statistical and sampling design and analysis
- geographic information systems
- health communications and internet-based public health intervention
- development and operation of "in-country" IT infrastructure
- information security engineering
- cybersecurity research.

At RTI, we combine the intellectual talents of scientists in multidisciplinary teams that cover a wide range of research topics. Over 390 information technologists and information scientists collaborate closely with our statisticians, survey methodologists, and other experts from more than 130 disciplines to form world-class research and project teams. Building research and development teams using our own expert staff provides IT services targeted to your agency's programs and lowers project management costs. The results are creative, cost-effective solutions to meet clients' specific needs.

Clients also benefit from our sophisticated IT infrastructure and our ability to meet the federal government's stringent data security requirements such as those under the Federal Information Processing Standards (FIPS). We host numerous projects, for example, in a Moderate security environment under FIPS 199.

We have a history of developing creative approaches to computer-assisted interviewing and other applications related to survey technology. RTI developed the award-winning audio computer-assisted self-interviewing (A-CASI) data collection system for sensitive data and subliterate populations, computer audio-recorded interviewing (CARI) for recording field interviews, and the web-based Hatteras system, which makes complete survey data collection available to small and virtual call center operations.

We continue to anticipate the direction of new technology and to develop innovative solutions in areas such as:

- **Health Informatics.** RTI researchers are working to facilitate the electronic management of health information and its secure exchange between health care providers, public health agencies, and consumers. The information technology tools and systems that facilitate this exchange include EHRs, personal health records, and other forms of health IT such as e-prescribing, clinical decision support tools, and integrated disease and exposure surveillance systems.
- **Bioinformatics.** RTI IT specialists collaborate with epidemiologists to create powerful tools for modeling the spread of infectious diseases that could be used in a bioterrorism attack. Projects include the creation of databases that house links to biological data and samples to benefit current and future researchers, providing the opportunity for more widespread access to this data to accelerate scientific discovery.
- **Mobile Computing.** RTI has developed Web surveys and applications that can be automatically configured for use on smart phones, and a development environment that allows nontechnical staff to create high-quality multi-language questionnaires in the field. These same platforms are used internationally to collect clinical data.
- **Geospatial Technology.** Our state-of-the-art information technology capabilities facilitate our advanced environmental research activities. Key areas include information system design and implementation, geospatial analysis and applications development using geographic information systems (GIS), environmental modeling, and environmental data management.
- **Modeling and Decision Support.** RTI develops mathematical models describing phenomena at multiple scales, develops databases and software systems to automate modeling, gathers comprehensive and quality-assured data sets to feed into models, and conducts statistical analysis and visualizations of model outputs to provide defensible information on which to base critical decisions. RTI employs a variety of modeling techniques including agent-based modeling, Monte Carlo simulations, and statistical and geostatistical modeling.
- **High-performance Computing.** Data-intensive research efforts require access to high-performance computing (HPC) to enable the growing number of data analysis, reduction, mining, and modeling techniques. RTI capabilities include secure access to an HPC computing facility that includes a Linux cluster with dual AMD Opteron 64-bit compute nodes, a fast Myrinet interconnect, and a networked disk storage system.

RTI is a thriving research company with annual revenues of more than \$700 million per year, and significant experience managing complex national, international, and multi-partner/site research studies and projects.

Our project teams are supported by over 270 accounting, finance, and contract professionals, and sophisticated systems for projecting labor and financial planning. RTI's formal Project Review System (PRS) is a mechanism to monitor project management and scientific research conducted at RTI. The goal of the PRS is to ensure that our clients receive superior quality research, development, and technical services that meet the highest standards of professional performance, satisfy client requirements, and deliver exceptional value within the time and budget constraints of the project. PRS team members are senior researchers and project managers from multiple research areas, as well as senior staff from RTI's Finance and Contracts departments.

Additional information on RTI's capabilities can be found on our corporate website at the [www.rti.org/gsa](http://www.rti.org/gsa), with links to in-depth information on all services offered through the schedule, and contacts for additional information, including a series of more than 245 marketing brochures that describe RTI services in major federal program areas.

**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

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

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

*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.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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

- **Ordering Address(es):** Same as contractor (ABOVE) or by email to [GSA-IT@rti.org](mailto:GSA-IT@rti.org)

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

919-541-5861 Charles Ebel Director, Research Computing Division

RTI does not use Dealers.

- **Payment Information:** Payments by check should be payable to Research Triangle Institute, and sent to the following:

Research Triangle Institute  
Post Office Box 900002  
Raleigh, NC 27675-9000

Bank account information for wire transfer payments, which is our preferred method of payment, will be shown on the invoice.

Contractor accepts the credit card for payments equal to or less than \$5,000 for oral or written orders under this contract. (per GSAR 552.232-79 Payment by Credit Card).

### 3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: **G.** = Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: **00-486-8105**

Block 30: Type of Contractor: **Nonprofit Organization**

Block 31: Woman-Owned Small Business - **No**

Block 37: Contractor's Taxpayer Identification Number (TIN): **56-0686338**

Block 40: Veteran Owned Small Business (VOSB): **No**

4a. CAGE Code: **3A730**

4b. Contractor has registered with the System for Award Management (SAM) Database.

5. **F.O.B Points(s):** 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:

Specified on the Delivery Order

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: N/A % - N/A days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – N/A
- c. Dollar Volume - Specified on the Delivery Order when applicable
- d. Other Special Discounts - Specified on the Delivery Order when applicable

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Not Applicable****10. SMALL REQUIREMENTS: The minimum dollar of orders to be issued is \$100 USD.****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:

Special Item Number 132-51 - Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

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

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

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

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

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed at 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 – No equipment is being offered.

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

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

**23. SECTION 508 COMPLIANCE.**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes   X

The offeror will provide the Voluntary Product Accessibility Template (VPAT), or equivalent qualification, on a Order specific basis since it is not possible for 132-51 Services to complete the VPAT independently of the deliverable specifications.

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

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

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of 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)**

*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

**1. SCOPE**

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

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

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

**6. INSPECTION OF SERVICES**

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

**7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## 9. INDEPENDENT CONTRACTOR

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

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

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

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

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

## 11. INVOICES

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

## 12. PAYMENTS

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

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

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

### **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT 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 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, structure and management practices.

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

Minimum Education: Bachelor's Degree in Computer Science

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

PREAMBLE

Research Triangle Institute provides commercial 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, 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 **RTI's Supplier Diversity Program** at

[http://www.rti.org/page.cfm/Supplier\\_Diversity\\_and\\_Small\\_Business\\_Program](http://www.rti.org/page.cfm/Supplier_Diversity_and_Small_Business_Program)

or [SupplierDiversity@rti.org](mailto:SupplierDiversity@rti.org)



**SUGGESTED TEMPLATE**

**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 email, 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) IT Services;
- (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.

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**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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

**GSA Schedule GS-35F-236AA Price List: Research Triangle Institute  
SIN 132-51 Professional Information Technology Services**

Rates are applicable for 132-51	Year 1 3/06/13 3/05/14	Year 2 3/06/14 3/05/15	Year 3/06/15 3/05/16	Year 4 3/06/16 3/05/17	Year 5 3/06/17 3/05/18
<b>Labor Category</b>					
Analyst 1	\$88.82	\$90.51	\$92.23	\$93.98	\$95.77
Analyst 2	\$128.63	\$131.07	\$133.56	\$136.10	\$138.69
Analyst 3	\$158.99	\$162.01	\$165.09	\$168.23	\$171.43
Analyst 4	\$195.56	\$199.28	\$203.07	\$206.93	\$210.86
Applications Programmer 1	\$83.45	\$85.04	\$86.66	\$88.31	\$89.99
Applications Programmer 2	\$101.76	\$103.69	\$105.66	\$107.67	\$109.72
Applications Programmer 3	\$128.63	\$131.07	\$133.56	\$136.10	\$138.69
Bioinformatician 1	\$142.46	\$145.17	\$147.93	\$150.74	\$153.60
Computer Scientist 1	\$203.52	\$207.39	\$211.33	\$215.35	\$219.44
Computer Scientist 2	\$223.91	\$228.16	\$232.50	\$236.92	\$241.42
Database Specialist	\$139.95	\$142.61	\$145.32	\$148.08	\$150.89
Developer 1	\$129.24	\$131.70	\$134.20	\$136.75	\$139.35
Developer 2	\$157.73	\$160.73	\$163.78	\$166.89	\$170.06
Developer 3	\$182.63	\$186.10	\$189.64	\$193.24	\$196.91
Documentation Specialist	\$130.81	\$133.30	\$135.83	\$138.41	\$141.04
Project Coordinator	\$116.35	\$118.56	\$120.81	\$123.11	\$125.45
Project Director	\$210.32	\$214.32	\$218.39	\$222.54	\$226.77
QA Specialist 1	\$109.01	\$111.08	\$113.19	\$115.34	\$117.53
QA Specialist 2	\$132.29	\$134.80	\$137.36	\$139.97	\$142.63
Senior Advisor	\$317.94	\$323.98	\$330.14	\$336.41	\$342.80
Subject Matter Expert 1	\$201.67	\$205.50	\$209.40	\$213.38	\$217.43
Subject Matter Expert 3	\$289.48	\$294.98	\$300.58	\$306.29	\$312.11
Support Staff 3	\$77.56	\$79.03	\$80.53	\$82.06	\$83.62
Systems Architect 1	\$183.17	\$186.65	\$190.20	\$193.81	\$197.49
Systems Architect 2	\$203.52	\$207.39	\$211.33	\$215.35	\$219.44

Labor Category	Description	Minimum Experience	Minimum Education
Analyst 1	Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. Performs tasks involving technical complexity, applying established theories, concepts, and techniques. Uses innovative approaches and/or complex statistical analyses; develops innovative and creative technical solutions to problems, questions, and issues, using state-of-the-art methods and technology; develops timely project reports that are organized, clear, and in an appropriate format. Work is performed with some supervision and guidance.	0	BA/BS
Analyst 2	Provides entry level expertise in information modeling, requirement analysis and facilitation using methodologies such as IDEF or related techniques. Performs tasks of significant technical complexity, applying established theories, concepts, and techniques. Assumes increasing levels of responsibility in different size work groups and complexity of projects. Uses innovative approaches and/or complex statistical analyses; develops innovative and creative technical solutions to problems, questions, and issues, using state-of-the-art methods and technology; develops timely project reports that are organized, clear, and in an appropriate format. Work is performed with some supervision and guidance.	1	MA/MS
Analyst 3	Performs tasks of significant technical complexity, applying established theories, concepts, and techniques. Provides mid-level expertise in information modeling, requirement analysis and facilitation using methodologies such as IDEF or related techniques. Assumes increasing levels of responsibility in different size work groups and complexity of projects. Uses innovative approaches and/or complex statistical analyses; develops or directs the development of innovative and creative technical solutions to problems, questions, and issues, using state-of-the-art methods and technology; develops or directs development of timely project reports that are organized, clear, and in an appropriate format. Work is performed with minimal supervision and guidance.	3	MA/MS
Analyst 4	Performs tasks of significant technical complexity, applying established theories, concepts, and techniques. Provides high-level expertise in information modeling, requirement analysis and facilitation using methodologies such as Integrated DEFinition (IDEF) or related techniques. Assumes increasing levels of responsibility in different size work groups and complexity of projects. Uses innovative approaches and/or complex statistical analyses; directs the development of innovative and creative technical solutions to problems, questions, and issues, using state-of-the-art methods and technology; directs development of timely project reports that are organized, clear, and in an appropriate format. Work is performed with minimal supervision and guidance.	6	MA/MS

Labor Category	Description	Minimum Experience	Minimum Education
Applications Programmer 1	Provides entry level programming support using standard approaches. Develops, tests, implements and maintains software applications and systems for projects under the direction of a task leader. Uses specifications provided by the task leader to develop software applications and systems. Assumes responsibility for the quality of the applications and systems produced. Participates in all phases of the software development lifecycle in accomplishing tasks.	0	HS
Applications Programmer 2	Develops, tests, implements and maintains software applications and systems for projects, with general direction and oversight of task leader. Assumes increasingly complex project assignments; operates with some independence. Uses specifications provided by the task leader to develop software applications and systems. Assumes responsibility for the quality of the applications and systems produced. Participates in all phases of the software development lifecycle in accomplishing tasks. Assists with development of analysis files for SAS datasets and provides routine analysis and interpretation of data. Provides database development, updating and maintenance of systems.	1	HS
Applications Programmer 3	Develops, tests, implements and maintains software applications and systems for projects, with general direction and oversight of task leader. Assumes increasingly complex project assignments; operates with increasing independence. Uses specifications provided by the task leader to develop software applications and systems. Assumes responsibility for the quality of the applications and systems produced. Participates in all phases of the software development lifecycle in accomplishing tasks. Familiar with data structures, including those within Database Management Systems (DBMS), as well as the methods for defining data relationships. Performs data storage, security, integrity, and performance management functions for supported DBMS.	2	BA/BS
Bioinformatician 1	Directs the design, development, implementation and maintenance of software applications and systems for bioinformatics projects, using current technologies and software. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Specializes in the application of statistics and/or computer technology to epidemiological studies, laboratory studies, prevention research, and other selected forms of studies/research. Interacts with project sponsors, as requested by project director, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as a task leader on projects requiring bioinformatics expertise.	1	MA/MS

Labor Category	Description	Minimum Experience	Minimum Education
Computer Scientist 1	Directs the design, development, implementation and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity. Assumes overall responsibility for the quality of the applications and systems. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Provides project with technical expertise gained through formal education and diverse IT project experience. May serve as project director (PD), or task leader on projects.	8	MA/MS
Computer Scientist 2	Leads and directs large teams with diverse functional and technical disciplines to include enterprise architects, systems engineers, business analysts, and network engineers. Provides guidance on the design, development, implementation and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Provides project with technical expertise gained through formal education and diverse IT project experience. May serve as senior technical advisor, project director (PD), or task leader on projects.	10	MA/MS
Database Specialist	Directs the design, development, implementation and maintenance of database applications and systems for projects, using current technologies and software. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Interacts with project sponsors, as requested by the project director, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as the lead database developer on projects, with limited supervision and oversight from a task leader.	5	BA/BS
Developer 1	Directs the design, development, implementation and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Interacts with project sponsors, as requested by the project director/principal investigator, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as the lead programmer on projects, with limited supervision and oversight from a task leader.	0	MA/MS

Labor Category	Description	Minimum Experience	Minimum Education
Developer 2	Directs the design, development, implementation and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Operates autonomously in leading staff on projects. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity. Serves as liaison to project director and other task leaders, as well as administrative management. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as the task leader on projects.	2	MA/MS
Developer 3	Provides high level expertise in developing complex software applications involving new technologies, methods, concepts, or approaches. Directs the design, development, implementation and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Operates autonomously in leading staff on projects. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity. Serves as liaison to project director and other task leaders, as well as administrative management. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as the task leader on projects.	6	MA/MS
Documentation Specialist	Translates technical information into clear, readable documents to be used by technical and non-technical personnel and reviews content of technical documentation for quality. Directs the design, development, implementation and maintenance of documentation of software applications and systems for projects, using current technologies and software. Utilizes structured system development life cycle processes for planning, managing and documenting project activities and assists other staff members with the same. Interacts with project sponsors, as requested by the project director, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as the task leader/lead documentation specialist on projects.	1	MA/MS

Labor Category	Description	Minimum Experience	Minimum Education
Project Coordinator	Assists project manager or project director on a range of operational and technical matters. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommends solutions. Responsible for maintaining project and program Gantt charts and financial data, gathering estimates from project staff that are needed to complete reports, and preparing management and customer reports for review and approval by the project manager or project director. May also assist with logistics, testing support, or data management tasks. Works independently and consistently to meet project deadlines.	4	BA/BS
Project Director	Plans, conducts, and manages projects utilizing integrated business information technology services. Requires advanced knowledge of the relevant science and the ability to apply new and unique methods and procedures to meet client's mission-oriented needs.	6	MA/MS
QA Specialist 1	Carries out procedures to ensure that all information system products and services meet organization standards and end-user requirements, using analytical tools to quantitatively measure quality; reports on findings; and makes recommendations on changes to meet specifications and quality standards. Writes test plans, performs testing and manages testing activities, with only general direction and oversight of a task leader. Uses specifications provided by the task leader to develop test plans for software applications and systems. Assumes responsibility for the quality of the applications and systems tested. Participates in all phases of the software development lifecycle in accomplishing tasks.	2	BA/BS
QA Specialist 2	Directs the design, development and implementation of testing for software applications and systems on projects, using current technologies and software. Assumes responsibility for the quality of the applications and systems tested. Confers with other technical personnel to determine problems and type of data to be processed. Formulates solutions to address identified software problems. Utilizes structured system development life cycle processes for planning, managing and documenting project activities and assists other staff members with the same. May serve as the task leader/lead tester on projects.	4	BA/BS
Senior Advisor	Provides technical advice and counsel to other professionals, especially on the most complex tasks. Has advanced-level knowledge of the broad scope of scientific research and the ability to create and apply new and unique methods and procedures to address project needs.	8	Ph.D

Labor Category	Description	Minimum Experience	Minimum Education
Subject Matter Expert 1	Provides technical knowledge, analysis and advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Develops innovative and creative technical solutions to problems, questions, and issues, using or extending state-of-the-art methods and technology. Results of work are considered technically authoritative. Possesses in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences.	8	MA/MS
Subject Matter Expert 3	Provides technical knowledge, analysis and advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Develops or directs the development of innovative and creative technical solutions to problems, questions, and issues, using or extending state-of-the-art methods and technology. Results of work are considered technically authoritative. Possesses in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. May be considered a national expert in field of expertise. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity.	6	Ph.D
Support Staff 3	Performs technical information services by analyzing, summarizing, and coding the intellectual content of scientific, medical, technological, or other specialized information. Provides required support for project administration and deliverables, including but not limited to contract management, logistics management, data processing, document publishing and budgets. Works under direction of Project Director, Project Manager or Task Leader.	2	AS
Systems Architect 1	Assumes responsibility for the overall architecture of the systems required for projects and ensures the quality implementation of the systems, using current technologies and software. Has experience with a diverse set of languages and software applications. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. May serve as project director (PD), or task leader (TL) on projects.	6	MA/MS
Systems Architect 2	Assumes responsibility for the overall architecture of the systems required for projects and ensures the quality implementation of the systems, using current technologies and software. Has experience with a diverse set of languages and software applications. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. May serve as project director (PD), or task leader (TL) on projects.	8	MA/MS

**EQUIVALENCY TABLE**

The minimum education and experience criteria included in the list may be substituted for each other per the following equivalencies:

- 4 yrs experience = BA/BS;      2 years experience plus AS degree or some college attendance = BA/BS;
- 3 years experience plus BA/BS = MS;      5 years experience plus AS or some college attendance = MS
- 4 years experience plus MS = Ph.D.;      8 years plus BA/BS = Ph.D.;
- 10 years plus AS or some college attendance = Ph.D.