



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

**SCHEDULE TITLE:** Federal Supply Schedule 70 - General Purpose Commercial Information Technology Equipment, Software, and Services

**SPECIAL ITEM NUMBER:** 132 51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

**CONTRACT NUMBER:** GS-35F-267CA

**CONTRACT PERIOD:** March 24<sup>th</sup>, 2015 through March 24<sup>th</sup>, 2020

For more information on ordering from Federal Supply go to this website [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**CONTRACTOR:** 3D Fitness, Inc. DBA TNT Educational Services

10 Robert St

Paterson, NJ 07503

Phone: (866) 505-2073

E-Mail: [www.tntedu.com](http://www.tntedu.com)

**CONTRACTOR'S ADMINISTRATION:**

Traci Totino, President & CEO

Phone Number: (866) 505-2073

E-Mail: [traci@tntedu.com](mailto:traci@tntedu.com)

**BUSINESS SIZE:** Small Business

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

**SIN DESCRIPTION**

132-51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:  
(Government net price based on a unit of one): N/A**

**1c. HOURLY RATES (Services only):** See awarded price

**2. MAXIMUM ORDER\*:** \$500,000 per SIN and \$500,000 per order

NOTE TO ORDERING ACTIVITIES: \*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER:** The minimum order is \$100.

**4. GEOGRAPHIC COVERAGE:** 3D Fitness, Inc. DBA TNT Educational Services will provide Domestic Only.

**5. POINT OF PRODUCTION:** N/A

**6. DISCOUNT FROM LIST PRICES:** Basic discount is 6.5%.

**7. QUANTITY DISCOUNT(S):** 1.5% for orders over \$250,000, 3% for orders over \$500,000.

**8. PROMPT PAYMENT TERMS:** (Net 30 days) 1% at 10 Days.

**9. a** Government Purchase Cards must be accepted at or below the micro-purchase threshold.

**9. b** Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

**10. FOREIGN ITEMS:** N/A

**11a. TIME OF DELIVERY:** Negotiated at Task Order Level

**lib. EXPEDITED DELIVERY:** Negotiated at Task Order Level

**11c. OVERNIGHT AND 2-DAY DELIVERY:** Negotiated at Task Order Level

**lid. URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

**12. FOB POINT: Destination**

**13a. ORDERING ADDRESS:**

3D Fitness, Inc. DBA TNT Educational Services  
10 Robert St  
Paterson, NJ 07503  
Phone: (866) 505-2073

**13b. ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. PAYMENT ADDRESS:**

3D Fitness, Inc. DBA TNT Educational Services  
10 Robert St  
Paterson, NJ 07503  
Phone: (866) 505-2073

**15. WARRANTY PROVISION:** None

**16. EXPORT PACKING CHARGES:** N/A

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD**

**ACCEPTANCE:** (any thresholds above the micropurchase level may be inserted by contractor)

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

**19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF**

**APPLICABLE): N/A**

**21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A**

**22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A**

**23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

**24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**

**24b. Section 508 Compliance for Electronic and Information Technology (EIT):**  
www.protraineduc.org

**25. DUNS NUMBER: 118187504**

**26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

**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 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/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.

**INDEPENDENT CONTRACTOR**

9.

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) and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

Time-

(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.

### AWARD GSA PRICELIST

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA (including IFF)
132 51	IT Technician 1	On The Job Training	1 Years	Hour	\$23.55
132 51	IT Technician 2	IT Technical Training	2 Years	Hour	\$41.22
132 51	IT Technician 3	Motorola Technical Training & On The Job Experience	4 Years	Hour	\$188.41
132 51	IT Technician 4	Motorola Technical Training & On The Job Experience	6 Years	Hour	\$282.62
132 51	Project Manager	Masters	14 Years	Hour	\$240.55
132 51	Project Manager Senior	Masters	18 Years	Hour	\$254.99
132 51	Project Manager Intermediate	Masters	12 Years	Hour	\$216.50
132 51	Project Manager Junior	Bachelors	5 Years	Hour	\$134.71
132 51	Technical Lead	Masters	12 Years	Hour	\$216.50
132 51	Sr. Systems Architect	Bachelors	12 Years	Hour	\$216.50
132 51	Business Analyst III	Bachelors	6 Years	Hour	\$192.44
132 51	Business Analyst II	Bachelors	2 Years	Hour	\$178.01
132 51	Business Analyst I	Bachelors	2 Years	Hour	\$158.77
132 51	Consultant III	Bachelors	10 Years	Hour	\$216.50
132 51	Consultant II	Bachelors	6 Years	Hour	\$192.44
132 51	Consultant I	Associates	4 Years	Hour	\$178.01
132 51	Web Designer	Bachelors	2 Years	Hour	\$129.90
132 51	Web Developer	Bachelors	2 Years	Hour	\$129.90
132 51	Systems Administrator Senior	Bachelors	6 Years	Hour	\$158.77
132 51	Systems Administrator Intermediate	Bachelors	4 Years	Hour	\$139.52
132 51	Support Manager	Bachelors	4 Years	Hour	\$158.77
132 51	Support Analyst II	Associates	4 Years	Hour	\$81.79
132 51	Support Analyst I	Associates	2 Years	Hour	\$81.79

## **Labor Category Description**

### **IT Technician 1**

Functional Responsibilities: Technicians 1 are utilized to handle the checking in/checking out of equipment, preparing equipment, inventory control and distribution.

Educational Requirements: On The Job Training

Minimum Years of Experience: 1 Year

### **IT Technician 2**

Functional Responsibilities: Functional Responsibility: On site technician to handle basic location needs including equipment tracking, distribution and monitoring. Level 1 techs are basic technicians with at least 1 year of experience and specifically trained to handle on site concerns such as downed equipment, power outage issues and equipment replacement. Tech works mostly on site.

Educational Requirements: IT Technical Training

Minimum Years of Experience: 2 Years

### **IT Technician 3**

Functional Responsibilities: Functional Responsibility: Responsibilities include all services stated in Site Technician 1 along with software design and equipment programming. Site Technicians 2 are trained to read, write programming, design code plugs and troubleshoot analog and digital 2 way radios and repeaters. Technicians 2 work both on and off site and in lab.

Educational Requirements: Motorola Technical Training & On The Job Experience

Minimum Years of Experience: 4 Years

### **IT Technician 4**

Functional Responsibilities: Functional Responsibility: Responsibilities include all services stated in Site Technician 2 along with multi level digital programming and design including repeater networks, Capacity Plus and Connect Plus systems, large multi territory communications systems and InterGate platforms.

Educational Requirements: Motorola Technical Training & On The Job Experience

Minimum Years of Experience: 6 Years

<b>Commercial Labor Category</b>	<b>Minimum/ General Experience and Years of Experience</b>	<b>Educational Requirements</b>	<b>Job Description</b>
Program Manager	14 years	Masters	Program managers oversee scheduling, pricing, and technical performance, Risk Management of organizational programs. Will aid with proposal development, contract negotiation and contract compliance. Will develop strategy, specifications and financial controls of contracts.
Project Manager Senior	18 years	Masters	The Project Manager III is accountable for the project objectives, resource allocation, advising sponsors and manages work prioritization. The PM III plays an active role in making decisions involving human resources, technical and financial resources necessary to implement projects.
Project Manager Intermediate	12 years	Masters	The Project Manager II is accountable for the project objectives, resource allocation, advising sponsors and manages work prioritization. The PM II plays an active role in making decisions involving human resources, technical and financial resources necessary to implement projects.
Project Manager Junior	5 years	Bachelors	The Project Manager I is accountable for the project objectives, resource allocation, advising sponsors and manages work prioritization. The PM I plays an active role in making decisions involving human resources, technical and financial resources necessary to implement projects.
Technical Lead	12 years	Masters	Responsible for all aspects of the development and maintenance of project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, analysts, and technicians and ensures adherence to quality standards and reviews enterprise architecture deliverables. Provides technical and analytical guidance to enterprise architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development.

Sr. Systems Architect	12 years	Bachelors	Participates in the design, creation, and maintenance of computerized databases. Responsible for the quality control and auditing of System Architecture (SA) databases to ensure accurate and appropriate use of data. Consults with and advises users on access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Consults with SA programming personnel to resolve system performance issues. Responsible for the installation, maintenance, configuration, and integrity of SA.
Business Analyst III	6 years	Bachelors	Under general direction, serves as senior subject matter expert associated with content, processes and procedures. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client.
Business Analyst II	2 years	Bachelors	Under general supervision, serves as subject matter expert associated with content, processes, and procedures. Applies functional knowledge to design and customization of workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans, and works with production issues
Business Analyst I	2 years	Bachelors	Under direct supervision, serves as subject matter expert associated with content, processes and procedures. Applies functional knowledge to design and customization of workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans and works with production issues
Consultant III	10 years	Bachelors	Performs the analysis, review, development, test and inspection of business process improvement, program management, and solution implementation efforts. Applies strong analytical and technical skills to document findings in accordance with approved quality procedures and standards. Develops and improves upon procedures consistent with task requirements. May lead small teams and participate in strategic planning activities.

Consultant II	6 years	Bachelors	Performs the analysis, review, development, test and inspection of business process improvement, program management, and solution implementation efforts. Applies strong analytical and technical skills to document findings in accordance with approved quality procedures and standards. Develops and improves upon procedures consistent with task requirements. May lead small teams and participate in strategic planning activities.
Consultant I	4 years	Associates	Performs the analysis, review, development, test and inspection of business process improvement, program management, and solution implementation efforts. Applies strong analytical and technical skills to document findings in accordance with approved quality procedures and standards. Develops and improves upon procedures consistent with task requirements. May lead small teams and participate in strategic planning activities.
Web Designer	2 years	Bachelors	Create the look, layout and features of a website. The job involves understanding both graphic design and computer programming. Helps with maintenance and additions to the website. Work with development teams or managers for keeping the site up-to-date and prioritizing needs, among other tasks.
Web Developer	2 years	Bachelors	Work closely with Project Managers and other members of the Development Team to both develop detailed specification documents with clear project deliverables and timelines, and to ensure timely completion of deliverables. Produce project estimates during sales process, including expertise required, total number of people required, total number of development hours required, etc. Attend client meetings during the sales process and during development. Work with clients and Project Managers to build and refine graphic designs for websites. Convert raw images and layouts from a graphic designer into CSS/XHTML themes. Determine appropriate architecture, and other technical solutions, and make relevant recommendations to clients. Communicate to the Project Manager with efficiency and accuracy any progress and/or delays. Engage in outside-the-box thinking to provide high value-of-service to clients.

Systems Administrator Senior	6 years	Bachelors	Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system
Systems Administrator Intermediate	4years	Bachelors	Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system
Support Manager	4 years	Bachelors	Responsible for overall personal computer activity. Establishes and implements PC policies, procedures and standards, and ensures their conformance with information systems goals and procedures. Studies and projects PC resource requirements including personnel, software, equipment and facilities, and makes recommendations to management. Maintains currency in new developments and technology. Provides for the training of department staff and end users. Directs setup and maintenance of library and materials for end user reference and reviews department staff. Ensures that security procedures are implemented and enforced. Provides leadership in the effective use of internal data processing, automated office systems and data communications.
Support Analyst II	4 years	Associates	Reviews, analyzes, and evaluates information technology systems operations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.
Support Analyst I	2 years	Associates	Reviews, analyzes, and evaluates information technology systems operations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Systems Analyst II	4 years	Bachelors	Uses analysis and design techniques to solve business problems using information technology. May serve as change agents who identify the organizational improvements needed, design systems to implement those changes, and train and motivate others to use the systems.
Systems Analyst I	2 years	Associates	Uses analysis and design techniques to solve business problems using information technology. May serve as change agents who identify the organizational improvements needed, design systems to implement those changes, and train and motivate others to use the systems.

**Note:** Labor hour rates do not include materials, supplies or other incidental costs. Other direct costs (ODCs) for task orders are priced according to the ordering activity's requirements.

**Education/Experience Equivalency:**

General Educational Development (GED) certificate or vocational degree = high school diploma

Associate of Arts or Sciences (AA/AS) = two years general experience

Bachelor of Arts or Sciences (BA/BS) = six years general experience

Master of Arts or Sciences (MA/MS) = four years general experience

Ph.D. = three years general experience

Example: BA/BS + four years general experience = MA/MS degree

## **PREAMBLE**

3D Fitness, Inc. DBA TNT Educational Services 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-protege 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:

Traci Totino, President & CEO

Phone Number: (866) 505-2073  
E-Mail: 3D Fitness, Inc. DBA TNT Educational Services