AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

Leidos, Inc.
9737 Washingtonian Blvd
Gaithersburg, MD 20878
www.leidos.com

Orders
Phone: 301-306-8043   Fax: 301-306-8128

Contract Number: GS-35F-285DA
Period Covered by Contract: April 22, 2016 through April 21, 2021

General Services Administration
Federal Acquisition Service
Multiple Award Schedule

Price list current through: Modification #A824 – MAS Refresh 4 dated 8/21/20 and Mod# PO-0015 dated 07/08/20

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

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

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

SPECIAL ITEM NUMBER ANCILLARY SUPPLIES AND SERVICES

SPECIAL ITEM NUMBER OLM ORDER-LEVEL MATERIALS

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Updated 09/01/20
LEIDOS INC
OVERVIEW

Leidos Inc. (LEIDOS), a nationally recognized company headquartered in Reston, Virginia, has successfully provided high-quality, low-cost solutions to our Government and industry clients. The cornerstones of our business are the collection, analysis, publishing, and dissemination of information.

Mission

"Ensure our customers’ success by providing high quality products and services as the Corporate Leader for information technology systems for intelligence, surveillance and reconnaissance systems."

Vision

"To be recognized by our customers as the contractor of choice for system-of-systems engineering and information technology solutions."

To achieve this, we must contribute to our customers’ success by creating value for them; delivering products and services efficiently, effectively, and at a competitive price; and earning a reputation as a trusted partner.
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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. 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.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) 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 This 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.
[X] The Geographic Scope of Contract will be domestic delivery only.

2. Contractor’s Ordering Address and Payment Information:

ORDERING ADDRESS:
Leidos Inc.
ATTN: Contracts Manager, Deirdre Johnson
9737 Washingtonian Blvd
Gaithersburg, MD 20878
Phone: 301-306-8043
Fax: 301-306-8128
deirdre.t.johnson@Leidos.com
The following Points of Contacts and telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance:

Leidos Inc.
ATTN: Contracts Manager, Deirdre Johnson
9737 Washingtonian Blvd
Gaithersburg, MD 20878
Phone: 301-306-8043
Fax: 301-306-8128
deirdre.t.johnson@Leidos.com

PAYMENT ADDRESS:

EFT/Wire Transfers:
Citibank - NY
ABA #0210 00089
Leidos Inc
Account # 31031651

Paper Checks / Lockbox:
Leidos Inc
JP Morgan
29040 Network Place
Chicago, IL 60763-1290

Express Mail to Lockbox:
JP Morgan
Attn:Leidos Inc
Lockbox 29040
131 Dearborn, 6th Floor
Chicago, IL 60603

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance: 301-306-8043

3. Liability For Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury of 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
Block 16: Data Universal Numbering System (DUNS) Number: 080272604
Block 30: Type of Contractor - Large Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor’s Taxpayer Identification Number (TIN): 811219786

4a. CAGE Code: 7LQ18  
4b. Contractor has registered with the System for Award Management (SAM) Database.

5. FOB DESTINATION

6. Delivery Schedule

(a) TIME OF DELIVERY. The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below. In no case shall the offered delivery time exceed the contractor’s normal commercial practice.

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>TBD</td>
</tr>
<tr>
<td>Ancillary</td>
<td>TBD</td>
</tr>
<tr>
<td>OLM</td>
<td>TBD</td>
</tr>
</tbody>
</table>

(b) EXPEDITED DELIVERY TIMES. For those items that can be delivered quicker than the delivery times in paragraph (a), above, the offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when expedited delivery is requested.

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
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</thead>
<tbody>
<tr>
<td>54151S</td>
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<td>Ancillary</td>
<td>TBD</td>
</tr>
<tr>
<td>OLM</td>
<td>TBD</td>
</tr>
</tbody>
</table>

(c) OVERNIGHT AND 2-DAY DELIVERY TIMES. Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its pricelist or by separate attachment the items that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state in the FAS pricelist details concerning this service.

(d) URGENT REQUIREMENTS. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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 There are no Prompt Payment Discounts. Products and services ordered under this contract are provided at the prices listed. All prices are NET. No other discounts are offered.

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 of Availability of Export Packing

Export packing is not within the scope of this contract and therefore no export packing is proposed. Any special packing requirements are at the buyer’s expense.

10. Small Requirements

The minimum dollar value of orders to be issued under this contract is $100.00.

11. Maximum Order

a. Special Item 54151S – IT Professional Services: The maximum dollar value per order will be $500,000 for all IT Professional Services.

b. Special Item Ancillary Supplies and/or Services: The maximum dollar value per order will be $150,000 for all Ancillary Supplies and/or Services.

c. Special Item Order-Level Materials: The maximum dollar value per order will be $100,000 for all order-level materials.

12. Use Of Federal Supply Service Information Technology Schedule Contracts. In accordance with FAR 8.404: (NOTE: Special ordering procedures have been established for Special Item Number (SIN) 54151S IT Professional Services; refer to the terms and conditions for those SINs.)

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering Activities need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity’s needs.

a. Orders placed at or below the micro-purchase threshold. Ordering Activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering Activities should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider:

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
(2) Trade-in considerations;
(3) Probable life of the item selected as compared with that of a comparable item;
(4) Warranty considerations;
Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold.

This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b. above, and before placing an order that exceeds the maximum order threshold, ordering Activities shall:

1. Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
2. Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
3. After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

1. Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
2. Offer the lowest price available under the contract; or
3. Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering Activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. **Price Reductions.** In addition to the circumstances outlined in paragraph c above, there may be instances when ordering Activities will find it advantageous to request a price schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. **Small Business.** For orders exceeding the micro-purchase threshold, ordering Activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency’s needs.

h. **Federal Information Technology/Telecommunication Standards Requirements:** Departments and agencies acquiring products from this Schedule must comply with the provisions of 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 Supply 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 2001)

(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. 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.

15. **Contract Administration for Ordering Activities**

Any ordering office, with respect to any one or more purchase 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. **GSA Advantage!**

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule pricelists with ordering information, terms and conditions, and up-to-date pricing that will aid Schedule users in acquisitions. The 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.: Google). The Internet address is http://www.gsa.fss.gov.

17. **Order-Level Materials SIN**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time and Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for
OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

18. 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. ODCs (Other Direct Costs) such as travel, materials, etc., are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d). Open market items such as Other Direct Costs, travel, and Materials will be burdened with the applicable indirect charges including, but not limited to, General and Administrative (G&A) and Material Handling (MHx), in accordance with LEIDOS Inc’s approved accounting and cost estimating practices.

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.

19. 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.

20. 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:
Upon request of the contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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.

21. Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.201 (a) defines Blanket Purchase Agreements (BPAs) as “…a simplified method of filling anticipated repetitive needs for supplies or services by establishing ‘charge accounts’ with qualified sources of supply.” The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c), which reads, in part, as follows:

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.”

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. 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.

23. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and 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.
24. **Section 508 Compliance**
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: http://www.Leidos.com. The EIT standard can be found at: www.Section508.gov/.

25. **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.

(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.

25. **Warranty**
Leidos Inc. warrants that items delivered hereunder (i.e. other than services - there is no warranty offered for services) are merchantable and fit for the particular purpose described in this contract.

26. **Service Contract Act – Incorporated in Refresh 45**

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>14160 - Personal Computer Support Technician</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Computer Operator</td>
<td>14044 – Computer Operator IV</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Position</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Data Entry/Analyst I</td>
<td>14160</td>
<td>Personal Computer Support Technician</td>
</tr>
<tr>
<td>Data Entry/Analyst II</td>
<td>14160</td>
<td>Personal Computer Support Technician</td>
</tr>
<tr>
<td>Draftsman</td>
<td>30062</td>
<td>Drafter/CAD Operator II</td>
</tr>
<tr>
<td>Hardware/Software Installation Technician</td>
<td>14160</td>
<td>Personal Computer Support Technician</td>
</tr>
<tr>
<td>Help Desk Specialist</td>
<td>14160</td>
<td>Personal Computer Support Technician</td>
</tr>
<tr>
<td>Information Engineer I</td>
<td>14072</td>
<td>Computer Programmer II</td>
</tr>
<tr>
<td>Production Control Specialist</td>
<td>14042</td>
<td>Computer Operator II</td>
</tr>
<tr>
<td>Systems Operator</td>
<td>14043</td>
<td>Computer Operator III</td>
</tr>
<tr>
<td>Webmaster</td>
<td>14072</td>
<td>Computer Programmer II</td>
</tr>
</tbody>
</table>

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

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. 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. 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. 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 SERVICES AND PRICING:**
   a. **IT Services Offered.**
      The Contractor shall provide a description of each type of IT Service offered under Special Item Number 54151S. 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.
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.

b. **IT Services Skill Category Descriptions.**
The following are the labor category descriptions for this SIN. The minimum education and experience shown is typical, and individuals performing these services may substitute a year of experience for a year of higher education (i.e. four years’ experience for a Bachelor’s degree).
Administrative Representative

Description - Represents organizational unit on administrative matters. Recommends, interprets, and/or implements company and internal administrative policies and procedures. Performs as a generalist a combination of administrative tasks in such functional areas as Finance, Human Resources, Purchasing, and/or Traffic. May prepare budgeting, project scheduling, and statistical reports as required.

Typical Minimum Education & Experience

1. Administrative Representative Associate – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education. Entry level. BS/0

2. Administrative Representative – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

3. Administrative Representative Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

Applications Analyst

Description - Analyzes production, inventory control, distribution, cost analysis, finance, marketing, human resources, and/or a variety of other business and technical problems to formulate and develop new and modified information processing systems. Determines techniques to improve the basis for decision making, policy construction, and program design and execution. Develops, maintains, and establishes operational specifications for information processing systems including manual systems and those supported by data processing equipment. Coordinates with all organizations involved to ascertain system requirements such as program functions, output requirements, input data acquisition, and system techniques and controls.

Typical Minimum Education & Experience

4. Applications Analyst Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

5. Applications Analyst Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority. BS/9-13

6. Applications Analyst Sr. Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline. BS/14-19

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**Business Process Analyst**

**Description** - Analyzes business and technical processes to formulate and develop new and modified business information processing systems, such as production and inventory control systems, financial tracking systems, marketing and human resources systems. Represents the business unit to define requirements and business cases for the technology developments. Coordinates with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Requires knowledge of e-commerce tools, computer system capabilities, business processes, and work flow.

**Typical Minimum Education & Experience**

7. **Business Process Analyst** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

8. **Business Process Analyst Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

9. **Business Process Analyst Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

**Computer Systems Architect**

**Description** - Designs and defines system architecture for new or existing complex computer systems. Determines systems specifications, input/output processes, and working parameters for hardware/software compatibility and maintenance of system security. Coordinates design of subsystems and integration of total system. Identifies, analyzes, and resolves program support deficiencies. Develops and recommends corrective actions. May provide technical guidance for database administrators and software developers.

**Typical Minimum Education & Experience**

10. **Computer Systems Architect Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

11. **Computer Systems Architect Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority. BS/9-13

12. **Computer Systems Architect Sr. Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline. BS/14-19

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13- **Computer Systems Architect Principal** – Bachelor’s degree in an engineering/technical discipline from an accredited college in a related discipline, or equivalent experience/combined education, with 20 years or more of professional experience; or 18 years of professional experience with a related Master’s degree; or 15 years of professional experience with a related PhD or JD; or 9 years of professional experience with a MD. Viewed as the most senior authority in discipline. BS/20+

**Computer Technical Support Analyst**

**Description** - Provides technical, operations, and training support to users of company’s personal computers either by telephone or on-site relative to desktop hardware and software packages. Performs hardware diagnostics and coordinates repairs. Assists in planning and designing personal computer support systems. Acts as liaison for data transfer systems design and implementation. Installs and tests personal computers, printers, and other peripherals; configures operating system, shrink-wrap programs, and applications software programs. Develops reports and databases. Provides technical support for personal computers.

**Typical Minimum Education & Experience**

14- **Computer Technical Support Analyst Associate** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education. Entry level. BS/0

15- **Computer Technical Support Analyst** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

16- **Computer Technical Support Analyst Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

**Configuration Analyst**

**Description** - Analyzes proposed changes of product design to determine effect on overall product and system. Coordinates modification records for management control. Establishes change orders and prepares for change authorization and documentation by company and subcontractor. Prepares reports of change effect on overall product. Reviews and analyzes released engineering change data and coordinates changes with engineering, quality, support, manufacturing, and engineering data control activities. Ensures that customer requirements are implemented and reviews change accounting activity to ensure compliance with configuration management policies.

**Typical Minimum Education & Experience**

17- **Configuration Analyst** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4
18- **Configuration Analyst Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

19- **Configuration Analyst Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

**Database Administrator**

**Description** - Implements and maintains smooth operation and physical design of databases. Reviews database design and integration of systems, provides backup recovery and makes recommendations regarding enhancements and/or improvements. Maintains security and integrity controls. Formulates policies, procedures, and standards relating to database management, and monitors transaction activity and utilization. Responsibilities include: database loading; development and management of operational procedures; environment management; database health (e.g. monitoring, proactive and reactive responses); resource planning; database upgrade planning; backup and recovery strategy planning and implementation; environment transition planning (development, test, stage, production).

**Typical Minimum Education & Experience**

20- **Database Administrator Associate** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education. Entry level. BS/0

21- **Database Administrator** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

22- **Database Administrator Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

23- **Database Administrator Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

**Database Engineer**

**Description** - Designs, develops, builds, analyzes, evaluates and installs database management systems to include database modeling and design, relational database architecture, metadata and repository creation and configuration management. Uses data mapping, data mining and data transformational analysis tools to design and develop databases. Determines data storage and optimum storage requirements. Prepares system requirements, source analysis and process analyses and design throughout the database implementation.
Typical Minimum Education & Experience

24- **Database Engineer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

25- **Database Engineer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

26- **Database Engineer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority. BS/9-13

27 - **Database Engineer Sr. Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline. BS/14-19

**Graphic Artist**

**Description** - Conceives, designs, lays out, and coordinates editorial illustrations and creative artwork. Develops interpretive themes that convey ideas and information. Creates graphic presentations that communicate mood, emphasis, insight, viewpoint, and similar visual impressions. Provides guidance on graphic technology. Works closely with internal company contacts to understand requirements and create cost efficient graphic designs through available mediums. May provide computer graphic services for web artwork. May also have responsibility or input on reproduction and printing processes through in-house resources or outside vendors.

Typical Minimum Education & Experience

28 - **Graphic Artist** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

29 - **Graphic Artist Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

30 - **Graphic Artist Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13
Hardware Engineer

Description - Conducts or participates in the research, design, development, and testing of COTS or custom computing hardware and/or other electrical components. Develops designs for the installation of components and assemblies into chassis, racks, cabinets, workstations, customer facilities, and/or shelters. Plans, directs, reviews and coordinates preparation of project documentation to ensure customer contract and company requirements are met. Prepares specifications, evaluates vendors, and analyzes test reports.

Typical Minimum Education & Experience

31- Hardware Engineer – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner.BS/2-4

32- Hardware Engineer Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level.BS/5-8

33- Hardware Engineer Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13

Information Assurance Engineer

Description - Provides security engineering designs and implementation in all aspects of Information Assurance and Information Security (InfoSec) Engineering. Assesses and mitigates system security threats/risks throughout the program life cycle; validates system security requirements definition and analysis; establishes system security designs; implements security designs in hardware, software, data, and procedures; verifies security requirements; performs system certification and accreditation planning and testing and liaison activities, and supports secure systems operations and maintenance.

Typical Minimum Education & Experience

34- Information Assurance Engineer Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level.BS/5-8

35- Information Assurance Engineer Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13

36- Information Assurance Engineer Sr. Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline.BS/14-19

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Multi-Function Information Systems Analyst

Description - Performs a variety of activities in information systems design, development, and analysis encompassing one or more of the following areas of technical expertise: programming, computer application analysis, software development, systems integration, and related disciplines.

37 - Multi Function Information Systems Analyst Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

38 - Multi Function Information Systems Analyst Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority. BS/9-13

39 - Multi Function Information Systems Analyst Sr. Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline. BS/14-19

40 - Multi Function Information Systems Analyst Principal – Bachelor’s degree in an engineering/technical discipline from an accredited college in a related discipline, or equivalent experience/combined education, with 20 years or more of professional experience; or 18 years of professional experience with a related Master’s degree; or 15 years of professional experience with a related PhD or JD; or 9 years of professional experience with a MD. Viewed as the most senior authority in discipline. BS/20+

Multi-Function Financial Analyst

Description - Performs one or more multiple financial activities within various finance job functions. Compiles and reviews budgets using actual performance, previous budget figures, estimated revenue, expense reports, and other data sources to control funds and provide for proper financial administration. Performs multiple financial cost analyses functions, including cost allocation, setting up cost control systems, collecting data, controlling costs and preparing reports that maintain the company’s cost accounting system. Ensures that costs are allocated according to established procedures. Applies principles of accounting to analyze financial information and prepare financial reports. Maintains or oversees the control of accounts and records in such areas as disbursements, expenses, tax payments, and income.

Typical Minimum Education & Experience

41 - Multi Function Financial Analyst – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

42 - Multi Function Financial Analyst Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

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43. **Multi Function Financial Analyst Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

44. **Multi Function Financial Analyst Sr. Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 15 years or more of professional experience; or 13 years of professional experience with a related Master’s degree. Considered an expert, authority in discipline. BS/14-19

**Multimedia Design**

**Description** - Designs and develops multimedia applications, systems and products involving computer graphics and interactive computing such as computer-based systems for personal computers or CD-ROM applications. Incorporates software applications in multiple technology media systems, such as graphics, animation, text, and sound.

45. **Multimedia Design Engineer** - Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

46. **Multimedia Design Engineer Sr.** - Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

47. **Multimedia Design Engineer Staff** - Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

**Network Engineer**

**Description** - Designs and plans network communications systems. Provides specifications and detailed schematics for network architecture. Provides specific detailed information for hardware and software selection, implementation techniques and tools for the most efficient solution to meet business needs, including present and future capacity requirements. Conducts testing of network design. Maintains technical expertise in all areas of network and computer hardware and software interconnection and interfacing, such as routers, multiplexers, firewalls, hubs, bridges, gateways, etc. Evaluates and reports on new communications technologies to enhance capabilities of the network.

**Typical Minimum Education & Experience**

48. **Network Engineer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

49. **Network Engineer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

50. **Network Engineer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a
related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13

**Project Management & Planning Operations Representative**

**Description** - Designs and plans network communications systems. Provides specifications and detailed schematics for network architecture. Provides specific detailed information for hardware and software selection, implementation techniques and tools for the most efficient solution to meet business needs, including present and future capacity requirements. Conducts testing of network design. Maintains technical expertise in all areas of network and computer hardware and software interconnection and interfacing, such as routers, multiplexers, firewalls, hubs, bridges, gateways, etc. Evaluates and reports on new communications technologies to enhance capabilities of the network.

**Typical Minimum Education & Experience**

51 - **Project Management & Planning Operations Representative** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner.BS/2-4

52 - **Project Management & Planning Operations Representative Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level.BS/5-8

53 - **Project Management & Planning Operations Representative Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13

54 - **Project Management & Planning Operations Representative Sr. Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline.BS/14-19

**Project Management Manager**

**Description** - Directs all phases of programs from inception through completion. Responsible for coordinating subordinate employee recruitment, selection and training, performance assessment, work assignments, salary, and recognition/disciplinary actions. Responsible for the cost, schedule and technical performance of company programs or subsystems of major programs. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Establishes design concepts, criteria and engineering efforts for product research, development, integration and test. Develops new business or expands the product line with the customer. Establishes milestones and monitors adherence to master plans and schedules, identifies program problems and obtains solutions, such as allocation of resources or changing contractual specifications. Directs the work of employees assigned to the program from technical, manufacturing and administrative areas.

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Typical Minimum Education & Experience

55 - Program Management Associate Manager – Appropriate degree from an accredited college, or equivalent experience/combined education, with professional experience and specialized training commensurate with assignment. BS/9-13

56 - Program Management Manager – Appropriate degree from an accredited college, or equivalent experience/combined education, with professional experience and specialized training commensurate with assignment. BS/14-19

57 - Program Management Sr. Manager – Appropriate degree from an accredited college, or equivalent experience/combined education, with professional experience and specialized training commensurate with assignment. BS/20+

Programmer Analyst

Description - Builds and codes applications and/or modules using languages such as C++, visual basic, ABAP, JAVA, XTML, etc. Provides patches and upgrades to existing systems. May design graphical user interface (GUI) to meet the specific needs of users. Prepares operating instructions, compiles documentation of program development, and analyzes system capabilities to resolve questions of program intent, output requirements, input data acquisition, programming techniques, and controls. May build add-on modules using application program language.

Typical Minimum Education & Experience

58 - Programmer Analyst Associate – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education. Entry level. BS/0

59 - Programmer Analyst – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

60 - Programmer Analyst Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

61 - Programmer Analyst Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

Project Engineer

Description - Coordinates planning, organization, control, integration and completion of engineering projects within area of assigned responsibility. Plans and formulates engineering program; reviews product design for compliance with engineering principles, company standards, customer contract requirements, and related specifications. Evaluates and approves design changes, specification and drawing releases. Coordinates activities concerned with technical developments, scheduling, and resolving engineering design and test problems.
**Typical Minimum Education & Experience**

62. **Project Engineer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

63. **Project Engineer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority. BS/9-13

64. **Project Engineer Sr. Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline. BS/14-19

65. **Project Engineer Principal** – Bachelor’s degree in an engineering/ technical discipline from an accredited college in a related discipline, or equivalent experience/combined education, with 20 years or more of professional experience; or 18 years of professional experience with a related Master’s degree; or 15 years of professional experience with a related PhD or JD; or 9 years of professional experience with a MD. Viewed as the most senior authority in discipline. BS/20+

**Quality Assurance Engineer**

**Description** - Develops, modifies, applies and maintains quality evaluation and control systems and protocols for processing materials into partially finished or finished materials product. Collaborates with engineering and manufacturing functions to ensure quality standards are in place. Devises and implements methods and procedures for inspecting, testing and evaluating the precision and accuracy of products and production equipment. Designs and analyzes inspection and testing processes, mechanisms and equipment; conducts quality assurance tests; and performs statistical analysis to assess the cost of and determine the responsibility for, products or materials that do not meet required standards and specifications. Audits quality systems for deficiency identification and correction. Ensures that corrective measures meet acceptable reliability standards and that documentation is compliant with requirements. May specialize in the areas of design, incoming material, production control, product evaluation and reliability, inventory control and/or research and development as they apply to product or process quality. May be certified in lean and six-sigma quality engineering methodologies.

**Typical Minimum Education & Experience**

66. **Quality Assurance Engineer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

67. **Quality Assurance Engineer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

68. **Quality Assurance Engineer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a
related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13

**Software Engineer**

**Description** - Plans, conducts, and coordinates software development activities. Designs, develops, documents, tests, and debugs software that contains logical and mathematical solutions to business/mission problems or questions in computer language for solutions by means of data processing equipment. Applies the appropriate standards, processes, procedures, and tools throughout the development life cycle. Applies knowledge of computer hardware and software, subject matter to be programmed in business/mission applications, information processing techniques used, and information gathered from system users to develop software. Corrects program errors, prepares operating instructions, compiles documentation of program development, and analyzes system capabilities to resolve questions of program intent, output requirements, input data acquisition, programming techniques, and controls. Ensures software standards are met.

**Typical Minimum Education & Experience**

69. **Software Engineer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner.BS/2-4

70. **Software Engineer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level.BS/5-8

71. **Software Engineer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13

72. **Software Engineer Sr. Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline.BS/14-19

**Systems Integration/Test Engineering**

**Description** - Plans, implements, tests, documents, and maintains solutions for the integration and testing of in-house developed and COTS/GOTS components, elements, subsystems and/or systems. Synthesizes customer contractual needs and requirements into system test solutions that acknowledge technical, schedule and cost constraints. Establishes functional and technical specifications and standards, solves hardware/software interface problems, defines input/output parameters, and ensures integration of the entire system or subsystem. Reviews, evaluates and derives requirements for testability, develops and directs preparation and execution of comprehensive test plans, procedures and schedules for complete systems and/or subsystems. Coordinates subsystem and/or system testing activities with programs and other organizations. Performs analysis of test results and prepares comprehensive subsystem and/or system level evaluation reports which verify and validate system performance. Writes discrepancy reports and performs integration regression testing to verify/validate incorporated fixes to software, components, subsystems and systems.
**Typical Minimum Education & Experience**

73- **Systems Integration /Test Engineering Associate** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education. Entry level. BS/0

74- **Systems Integration /Test Engineering** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

75- **Systems Integration /Test Engineering Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level. BS/5-8

76- **Systems Integration /Test Engineering Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority. BS/9-13

**Systems Administrator**

**Description** - Maintains smooth operation of multi-user computer systems, including coordination with network administrators. Duties may include setting up administrator and service accounts, maintaining system documentation, tuning system performance, installing system wide software and allocate mass storage space. Interacts with users and evaluates vendor products. Makes recommendations to purchase hardware and software, coordinates installation and provides backup recovery. Develops and monitors policies and standards for allocation related to the use of computing resources.

**Typical Minimum Education & Experience**

77- **Systems Administrator Associate** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education. Entry level. BS/0

78- **Systems Administrator** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

79- **Systems Administrator Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

80- **Systems Administrator Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13
**Systems Engineer**

**Description** - Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.

**Typical Minimum Education & Experience**

81- **Systems Engineer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

82- **Systems Engineer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level.BS/5-8

83- **Systems Engineer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13

84- **Systems Engineer Sr. Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 14 years or more of professional experience; or 12 years of professional experience with a related Master’s degree; or 9 years of professional experience with a related PhD or JD; or 4 years of professional experience with a MD. Considered an expert, authority in discipline.BS/14-19

**Technical Trainer**

**Description** - Plans, develops, and implements technical product training programs for customers, and/or employees, and field support personnel. Technical training may include standard, repeatable modules, customized and new product modules. Obtains information from customer and technical organizations, engineering, software and product requirements to prepare training programs; prepares lesson plans and training materials; designs product demonstrations; develops course content; determines methodology; and coordinates the development of training aids. Conducts training sessions, product demonstrations, and develops criteria for evaluating effectiveness of training activities. May utilize trainers with technical expertise. May administer tests. Continuously revises lesson plans to ensure course material reflect product features, meet new training requirements and to keep technical information up to date. May include military trainers.

**Typical Minimum Education & Experience**

85- **Technical Trainer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4
86- **Technical Trainer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

87- **Technical Trainer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

**Technical Writer**

**Description** - Writes, in clear and concise language, such technical documents as procedure manuals, service manuals, and related technical publications concerned with installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment. Includes writing such technical documentation as operational specifications, bulletins, articles, and marketing publications. Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements, observing performance of experiments and methods of production, referring to blueprints, sketches, engineering drawings and notes, trade and engineering journals, rewrites of articles, bulletins, manuals, or similar publications.

**Typical Minimum Education & Experience**

88- **Technical Writer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Master’s degree. Considered experienced, but still a learner. BS/2-4

89- **Technical Writer Sr.** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master’s degree. Considered career, or journey, level. BS/5-8

90- **Technical Writer Staff** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master’s degree. Considered an emerging authority. BS/9-13

**Website Designer**

**Description** - Designs, develops, troubleshoots, debugs, configures and maintains website(s) for internal and external communications for the company and/or for external customers and clients. Ensures website(s) is available to the desired audience with appropriate links and security. Develops, assesses and communicates website usage and security policies and procedures. Designs web page layout, graphics, color schemes and infrastructure to maintain a cohesive website based on the organization's communications strategies and goals. Researches and evaluates new related technologies.

**Typical Minimum Education & Experience**

91- **Website Designer** – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 2 years of professional experience; or no experience required with a related Master’s degree. Considered experienced, but still a learner. BS/2-4
Website Designer Sr. – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master’s degree; or no experience required with a related PhD or JD. Considered career, or journey, level.BS/5-8

Website Designer Staff – Bachelor’s degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master’s degree; or 4 years of professional experience required with a related PhD or JD; or no experience required with a MD. Considered an emerging authority.BS/9-13
SIN ANCILLARY SERVICES

Administrative Support

Description - Performs variety of activities in support of functional areas such as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance work flow. Provides data and information to others on functional unit processes and procedures.

Typical Minimum Education & Experience

94 - Administrative Support Sr. – HS/1-2
95 - Administrative Representative Specialist – HS/3-4

Computer Operator

Description - Monitors and operates electronic digital computers to process business, scientific, engineering, or other data according to operating instructions. Normally required to set control switches; ensure that correct peripheral equipment is utilized and move switches to clear system and operate the equipment; selects and loads input and output units with materials such as tapes and printout forms. Observes equipment and control panels for operator messages or error indicators. Sets up and runs diagnostic test and reacts appropriately to the messages and reports errors or machine malfunctions as required. May perform clerical work incidental to machine operations such as labeling tape containers, maintaining production records, replenishing specified stock items, and distributing output materials. Normally required to operate peripheral equipment to perform such operations as tape-to-printer. Takes corrective action according to supervisor’s instructions. May include working with multiple systems.

Typical Minimum Education & Experience

96 - Computer Operator – HS/0-1
97 - Computer Operator Sr. – HS/1-2
98 - Computer Operator Specialist – HS/3-4

Technical Support Help Desk

Description - Resolves technical problems and answers queries by telephone in support of internal and/or outside customer computer hardware, software, network, and telecommunications systems. Diagnoses, identifies, isolates and analyzes problems utilizing historical database records. May route calls to product line specialists. Maintains and updates records and tracking databases. Alerts management to recurring problems and patterns of problems.
**Typical Minimum Education & Experience**

99 - Technical Support Help Desk Sr. Specialist – HS/5+

**Network Monitor Technician**

**Description** - Monitors and operates electronic digital computers to process business, scientific, engineering, or other data according to operating instructions. Normally required to set control switches; ensure that correct peripheral equipment is utilized and move switches to clear system and operate the equipment; selects and loads input and output units with materials such as tapes and printout forms. Observes equipment and control panels for operator messages or error indicators. Sets up and runs diagnostic test and reacts appropriately to the messages and reports errors or machine malfunctions as required. May perform clerical work incidental to machine operations such as labeling tape containers, maintaining production records, replenishing specified stock items, and distributing output materials. Normally required to operate peripheral equipment to perform such operations as tape-to-printer. Takes corrective action according to supervisor’s instructions. May include working with multiple systems.

**Typical Minimum Education & Experience**

100 - Network Monitor Technician Sr. Specialist – HS/5+

**Computer Network Support**

**Description** - Sets up and tests a variety of systems and hardware components prior to field deployment and provides personal computer repair and test capability for all company departments. Analyzes failed equipment according to established methods or procedures and determine whether equipment is repairable in-house or must be returned to the vendor for repair. Performs standard repairs and tests of components or equipment that can be repaired in-house. Tests incoming repaired items from vendor to ensure that repairs were properly done. Performs preventive and on-demand maintenance on a variety of personal computer equipment.

**Typical Minimum Education & Experience**

101 - Computer Network Support Sr. – HS/1-2

102 - Computer Network Support Specialist – HS/3-4

**Publication Coordinator**

**Description** - Utilizing desktop publishing software systems, formats, produces, and/or revises complex publication materials such as technical articles, proposals, publications, books, manuals, reports, and marketing materials. May determine project requirements and presents drafts of finished product to user. Ensures high quality of output and compatibility of product with follow-on reproduction processes. Prepares layouts and graphic design. May be required to maintain production logs and cost data for project scheduling, budgeting, and billing.
Typical Minimum Education & Experience

103 - Publication Coordinator Sr – HS/3-4

104 - Publication Coordinator Specialist – HS/5+

Technician

Description - Performs a variety of duties in the electronic, mechanical, electromechanical, and/or optical areas. Constructs, troubleshoots, calibrates, adjusts, tests, diagnoses, and maintains equipment, components, devices, or systems. Works from schematics, engineering drawings and written or verbal instructions. Operates related equipment; conducts tests and reports data in prescribed format. Performs calibration and alignment checks; makes adjustments, modifications, and replacements as directed; prepares prescribed compounds and solutions. Exclude technicians working in production or quality assurance.

Typical Minimum Education & Experience

105 - Technician Specialist – HS/3-4

106 - Technician Sr. Specialist – HS/5+
LEIDOS INC’S AUTHORIZED GSA PRICING
MULTIPLE AWARD SCHEDULE

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USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small business 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 Federal Ordering activity contracts. To accelerate potential opportunities please contact Leidos Inc., 571-526-6026, E-mail: Chireda.b.gaither@leidos.com
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and Leidos Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-35F-285DA

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

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

Signatures

________________________________________  ________________________________
Agency                     Date                     Contractor               Date
(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>SPECIAL BPA DISCOUNT/PRICE</th>
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(2) Delivery:

<table>
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<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULE/DATES</th>
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(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN); (e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

“CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

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

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