



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

Note: Constellation Software Engineering, Corp. wishes to participate under the Cooperative Purchasing and Recovery Purchasing programs. The following SIN is available to state and local governments:

Special Item No. 54151S Information Technology Professional Services
**SIN 54151S, 54151S STLOC; 54151S RC - INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

Note 2: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Constellation Software Engineering, Corp.

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Annapolis, MD 21401

POC: Christopher Holtery Phone: 301-459-8880
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www.cse-corp.com , Small Business, Currently Employing 87 personnel

Contract Number: GS-35F-320AA

DUNS: 102061012

Period Covered by Contract: April 18, 2018-April 17, 2023

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PO-0010, dated April 18, 2018.

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

TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS	3
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)	10
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	14
BLANKET PURCHASE AGREEMENT (BPA).....	15
BPA FORMAT GUIDELINES	16
CONTRACTOR TEAM ARRANGEMENTS	17
CONTRACTOR'S INFORMATION TECHNOLOGY LABOR CATEGORY DESCRIPTIONS	18
CONTRACTOR'S AUTHORIZED GSA PRICING	38

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Constellation Software Engineering, Corp.
180 Admiral Cochrane Drive, Suite 230
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Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

301-459-8880

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: Kind of Contract Action: **G. Order/Modification Under Federal Schedule Contract**

Block 16: Data Universal Numbering System (DUNS) Number: **102061012**

Block 30: Type of Contractor: **Other Small Business**

Block 37: Contractor's Taxpayer Identification Number (TIN): **01-0574324**

Block 40: Veteran Owned Small Business (VOSB): **Not Applicable**

4a. CAGE Code: **1XJD6**

4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>54151S</u>	<u>*</u> Days

**To be determined at the Task Order Level*

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: **0%** -**30** days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: **None**

c. Dollar Volume: **.5% discount on orders over \$200,000**

d. Government Educational Institutions: **None**

e. Other: **None**

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.

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

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

Special Item Number 54151S - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not Applicable

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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: Not Applicable

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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

- (1) The offeror;
- (2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

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

PREAMBLE

Constellation Software Engineering, Corp. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

POC: Christopher Stone

Phone Number: 240-696-3952

e-mail Address: chris.stone@cse-corp.com

Fax Number: 443-432-0214

BEST VALUE
 BLANKET PURCHASE AGREEMENT
 FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

 Ordering Activity Date

 Contractor Date

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery: DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA: OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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

Constellation Software Engineering, Corp.

Labor Category Descriptions

1. ADMINISTRATIVE ASSISTANT

General Summary

Administrative Assistants are senior administrative support positions in most departments and usually report to the department director. Individuals at this level have widely varying tasks depending on the organization of the department or division. The tasks normally include providing advanced secretarial support to senior management, supervising junior clerical staff, and administering various division or department support activities.

Principal Duties and Responsibilities

The Administrative Assistant in the Space Science and Engineering Division often performs the following functions:

- Serves as an advisor to administrative support staff within subordinate departments and provides career guidance to junior Administrative Assistant staff.
- Anticipates and obtains needed background information when the supervisor's involvement is necessary.
- Anticipates supervisor's need for information and collects, analyzes, and organizes the information as necessary.
- Uses judgment in determining supervisor level of involvement in matters related to the work group.
- Refers matters requiring action to others when issues can be settled independently.
- Meets and deals with clients, staff, etc., and in the supervisor's absence, may, within delegated limits, give information or initiate action on behalf of the supervisor.
- Conserves the superior's time by accomplishing appropriate actions without the superior's direct involvement.
- Directs the activities and administrative protocols followed by clerical and secretarial staff within the work group.

Job Specifications

Administrative Assistants must have demonstrated knowledge of internal processes of the Institute, especially those that relate to the Space Science and Engineering Division activities. They should have a thorough knowledge of correspondence protocol, modern office management practices and principles, computer software, Institute and division policies and procedures, and the ability to interpret them to individuals who inquire. They should have the ability to work independently in the absence of specific instructions on a number of tasks with a high degree of speed in the organizational skills. Existing staff should have a high school education or equivalent with ten years experience in related positions. Ten to twelve years of outside experience are required for new employees.

2. APPLICATION ARCHITECT

General Summary

Under general supervision, engineers software solutions based upon client requirements. Generally, has one or more Software Engineers on staff and heads up projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

Principal Duties and Responsibilities

- Engineers software solutions based upon client requirements.
- Supervises a staff of Software Engineers as required.
- Manages projects that make use of commercially available or custom CASE tools as required.
- Develops technical documentation detailing the project design parameters.
- May perform other duties as assigned.

Job Specifications

Bachelor's Degree or equivalent and 8 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, six (6) years of general experience is required. With a PhD, 4 years of general experience is required.

3. APPLICATION ARCHITECT, SR

General Summary

Under general supervision, engineers software solutions based upon client requirements. Generally, has one or more Software Engineers and Application Architects on staff and heads up projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

Principal Duties and Responsibilities

- Engineers software solutions based upon client requirements.
- Supervises a staff of Application Architects and Software Engineers as required.
- Manages projects that make use of commercially available or custom CASE tools as required.
- Develops technical documentation detailing the project design parameters.
- May perform other duties as assigned.

Job Specifications

Bachelor's Degree or equivalent and 10 years of general experience. Eight (8) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, six (6) years of general experience is required. With a PhD, 4 years of general experience is required.

4. DATA SUPPORT SPECIALIST

General Summary

The job of Database Support Specialist is done for the purpose/s of training and problem resolution with vendor software applications and network sub-systems to meet the technology needs of the district; providing application support to site administrators and resolving district or school site operational issues.

Principal Duties and Responsibilities

- Assesses malfunctions of vendor software applications (server or local machine resident) for the purpose of determining appropriate actions to maintain computer and/or network operations.
- Develops, implements, and maintains security coding schemes and procedures for the purpose of ensuring appropriate end-user access to the system and protecting data security and integrity.
- Develops user guides for routine use of vendor programs throughout the district (e.g. understanding error messages removing temporary files, defragmenting disk, etc.) for the purpose of controlling down time.
- Maintains a variety of computerized records, files, and databases (e.g. backups, logs, and journals) for the purpose of documenting activities, providing reliable information and complying with district, state and federal requirements.
- Prepares written materials (e.g. procedures, instructions, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries for the purpose of solving problems, providing information and/or direction as may be required.
- Supports assigned Database Analyst for the purpose of providing assistance with the completion of their work activities.
- Trains district and site staff on vendor software applications, primarily related to Internet or intranet related applications (e.g. e-mail, website development, etc.) for the purpose of ensuring their ability to use new and/or existing software.

Job Specifications

Requires Bachelor's Degree and at least 5 years of experience in the field or in a related area. Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: utilizing pertinent diagnostic and application software; troubleshooting hardware/software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records. KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: a variety of computer operating system platforms; network environments; Internet capabilities; and development of training materials and techniques.

6. DATABASE ADMINISTRATOR

General Summary

Provides database support to all members of the project team. Performs database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. validity and security.

Principal Duties and Responsibilities

- Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency.
- Monitors the operational databases at production sites for the purpose of identifying problems of database availability and efficiency,

Required Education

Bachelor's Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline and 5 years of experience. An additional four years of relevant experience may be substituted for the Bachelors Degree.

7. DATABASE ADMINISTRATOR, SR

General Summary

Provides analytic support database support to all members of the project team. Oversees database analysis, conversion loads, reorganizations, verifications, recoveries. Supervises application support during development and testing. Guides production database support, validity and security.

Principal Duties and Responsibilities

- Oversees the review of logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency.
- Monitors the operational databases at production sites for the purpose of identifying problems of database availability and efficiency,

Required Education

Bachelor's Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline and 10 years of experience. An additional eight years of relevant experience may be substituted for the Masters Degree.

8. DOCUMENTATION SPECIALIST

General Summary

Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation.

Principal Duties and Responsibilities

- Translates business specifications into user documentation.
- Plans, writes, and maintains systems and user support documentation efforts, including online help screen.
- Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.
- Typically reports to a supervisor or manager.
- Supports documentation activities such as technical writing, illustrating, editing, proofreading, production, and quality control required for the preparation of technical documents, on-line help, and other interactive documentation.

Required Education

May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

9. DOCUMENTATION SPECIALIST, SR

General Summary

Supervises the preparation and/or maintenance of documentation pertaining to programming, systems operation and user documentation.

Principal Duties and Responsibilities

- Supervises the translation of business specifications into user documentation.
- Plans, writes, and maintains systems and user support documentation efforts, including online help screen.
- Assists in the development of instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do typically require exercising independent judgment.
- Supervises documentation activities such as technical writing, illustrating, editing, proofreading, production, and quality control required for the preparation of technical documents, on-line help, and other interactive documentation.

Required Education

May require an Bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Strong business writing skills required.

10. ENTERPRISE ENGINEER

General Summary

Has broad knowledge of multiple aspects of telecommunications network architectures for Government applications. May possess broad knowledge in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols. Capable of independent work on specific tasks associated with the implementation of specific aspects of network architecture projects and is capable of providing limited guidance or supervision of Engineers working on highly complex network architecture projects.

Principal Duties and Responsibilities

- Provides general support for network architecture planning.
- Provides technical support in one or more specific areas associated with network-architecture technology, interoperability, or integration.
- Provides support for the development of technical analyses, white papers, or research for specific technical areas of network architecture.
- Provides general analyses on network interoperability topologies, technologies, interfaces, and protocols.
- May perform other duties as required.

Job Specifications

Bachelor's Degree or equivalent and 5 years of general experience. Eight (8) years experience in telecommunications network architectures may be substituted for a Bachelor's Degree. With a Master's Degree, six (6) years of general experience is required. With a PhD, 4 years of general experience is required.

11. ENTERPRISE ENGINEER, SR

General Summary

Has extensive knowledge of multiple aspects of telecommunications network architectures for Government applications. Posse's extensive knowledge in network integration, network interoperability, network implementation, telecommunication technologies, or network protocols. Manages enterprise engineers.

Principal Duties and Responsibilities

- Oversees the support for network architecture planning,
- Oversees technical support in one or more specific areas associated with network-architecture technology, interoperability or integration.

Job Specifications

Bachelor's Degree or equivalent and minimum of 10 years of senior technical lead experience in client server distributed computing. Responsible for developing the presentation layer in client server applications (User Interface).

12. HELP DESK MANAGER

General Summary

Has overall responsibility for help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities; reviews and evaluates their work and prepares performance reports.

Principal Duties and Responsibilities

- Familiarity with appropriate desktop systems.
- Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues.
- Two to three years progressively responsible computer operations, network management and/or desktop support experience.

Job Specifications

Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate's Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

13. HELP DESK MANAGER, SR

General Summary

Supervises the day-to-day operations of help desk managers and the department.

Principal Duties and Responsibilities

- Identifies, researches, and resolves complex technical problems.
- Creates and manages escalation procedures and ensures service levels are maintained.
- Documents, tracks, and monitors problems to ensure resolution in a timely manner.
- A level III supervisor has full authority and may be considered lower middle management

Job Specifications

Bachelor's degree in area of specialty and 10 years management experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department

14. INFORMATION SYSTEMS ENGINEER

General Summary

Has knowledge in one or more aspects of telecommunications network architectures for Government applications. May possess broad knowledge in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols. Capable of working, with supervision, on specific tasks associated with specific aspects of network architecture projects.

Principal Duties and Responsibilities

- Provides assistance and performs general technical tasks for network architecture planning.
- Provides support for one or more specific areas associated with network-architecture technology, interoperability, or integration.
- Supports the development of technical analyses, white papers, or research for specific technical areas of network architecture.
- Assists in general analysis on network interoperability topologies, technologies, interfaces, and protocols.
- May perform other duties as required.

Job Specifications

Bachelor's Degree in Electrical/Electronics Engineering, Computer Science, or Information Systems and 5 years relevant experience. Eight (8) years experience in telecommunications network architectures may be substituted for a Bachelor's Degree.

15. INFORMATION SYSTEMS ENGINEER, SR

General Summary

Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems.

Principal Duties and Responsibilities

- Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation.
- Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints.
- Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations.
- Responsible for developing project plans, justifications, guidelines, and controls.

Job Specifications

Ten years experience in the functions described above. Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

16. INTEGRATION SPECIALIST

General Summary

Develops and implements solutions coordinating applications across the enterprise or its units/departments. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Principal Duties and Responsibilities

- Evaluates existing components or systems to determine integration requirements and to ensure final solutions meet organizational needs. Reuses components when possible and assists management in buy/build decisions.
- Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision.
- Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

Job Specifications

May require a bachelor's degree and 0-3 years of experience in the field or in a related area.

17. INTEGRATION SPECIALIST, SR

General Summary

Develops and implements solutions coordinating applications across the enterprise or its units/departments. Relies on experience and judgment to plan and accomplish goals. May lead or direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Principal Duties and Responsibilities

- Evaluates existing components or systems to determine integration requirements and to ensure final solutions meet organizational needs.
- Reuses components when possible and assists management in buy/build decisions.

Job Specifications

May require a bachelor's degree and 3-5 years of experience in the field or in a related area. Familiar with the standard concepts, practices, and procedures.

18. INTERN / HELP DESK SPECIALIST

General Summary

Serves as the initial point-of-contact for troubleshooting hardware/software, PC, and printer problems.

Principal Duties and Responsibilities

- Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors.

Job Specifications

Associates Degree or equivalent and 3 years relevant experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

19. PROGRAM MANAGER

General Summary

Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.

Principal Duties and Responsibilities

- Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
- Operates within client guidance, contractual limitations, and Company business and policy directives.
- Serves as focal point-of-contact with client regarding program activities.
- Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
- Manages program consisting of multiple projects including project identification, design, development, and delivery.
- Maintains the development and execution of business opportunities based on broad, general guidance.
- Confers with project manager to provide technical advice and to assist with problem resolution.
- Responsible for marketing new technology and follow-on business acquisitions.
- May perform other duties as assigned.

Job Specifications

Bachelor's Degree or equivalent and 10 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, eight (8) years of general experience is acceptable. With a PhD, 6 year of general experience is required.

20. PROGRAM MANAGER, SR

General Summary

Ten years of experience in information technology with at least 5 years involving program management. Must be well versed in full systems development life cycle, enterprise wide network engineering, and strategic information planning, business process reengineering, structure and management practices.

Principal Duties and Responsibilities

- Guides and interacts with senior management in the planning and allocation of corporate information assets.
- Conducts market research on hardware and software and all associated feasibility studies geared toward adding organizational efficiency and effectiveness.

Job Specifications

Bachelor Degree

21. PROJECT MANAGER

General Summary

Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives.

Principal Duties and Responsibilities

- Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules.
- Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates.
- Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact.
- Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Job Specifications

Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity. Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

22. PROJECT MANAGER, SR

General Summary

Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives.

Principal Duties and Responsibilities

- Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates.
- Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact.
- Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Job Specifications

Eight years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity. Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline.

23. QUALITY ASSURANCE ANALYST

General Summary

Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Principal Duties and Responsibilities

- Develops and implements quality assurance programs for projects and tasks of similar scope and complexity.

Job Specifications

Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline and 5 years relevant experience. An additional four years of relevant experience may be substituted for the Bachelors Degree.

24. QUALITY ASSURANCE ANALYST, SR

General Summary

Manage and serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Principal Duties and Responsibilities

- Develops and implements quality assurance programs for projects and tasks of similar scope and complexity.

Job Specifications

Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline and 8 years relevant experience. An additional four years of relevant experience may be substituted for the Bachelors Degree.

25. REQUIREMENTS MANAGEMENT ENGINEER

General Summary

Primary responsibilities include the development of DXL tools, implementing requirements updates following approval process, and managing and maintaining DOORS database.

Principal Duties and Responsibilities

- Provide support regarding the DOORS application to project teams.
- Monitor and maintain integrity of links during the development phases of programs.
- Generate reports and analysis.
- Coordinate and support all users of the requirements database.
- Develop and deploy scripts and templates for use with the DOORS requirements database with RPE
- Implement the Change Synergy Software tool to work in coordination with the DOORS database.
- Train and mentor users.
- Troubleshoot DOORS problems.
- Create required Microsoft Word documents from the door database to support project teams.
- Develop and implement common best practices for DOORS to support requirements management throughout the organization.
- Import requirements from other databases to DOORS.
- Work with Systems Engineer to extract stakeholder requirements.
- Manage changes to requirements.
- Experience with, or willingness to learn, Citrix administration.
- Perform other duties as assigned.

Job Specifications

Bachelors degree in engineering or technical field or combination of education and experience. A minimum of 4 years related experience. Knowledge and experience of DXL programming language. Fluent in the use of IBM/Telelogic DOORS Requirements Management tool, Microsoft Word and Microsoft Excel is a must.

26. REQUIREMENTS MANAGEMENT ENGINEER, SR

General Summary

Primary responsibilities include the management of all engineers with implementing requirements updates following approval process, and managing and maintaining DOORS database.

Principal Duties and Responsibilities

- Manage all aspects of the DOORS application to project teams.

Job Specifications

Bachelors degree in engineering or technical field or combination of education and experience. A minimum of 8 years related experience. Knowledge and experience of DXL programming language. Fluent in the use of IBM/Telelogic DOORS Requirements Management tool, Microsoft Word and Microsoft Excel is a must.

27. SOFTWARE ENGINEER

General Summary

Develop engineer software solutions using commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

Principal Duties and Responsibilities

- Experience with full life cycle life development; requirements gathering, analysis, design, coding unit testing and acceptance testing.
- Strong working knowledge with Object-Oriented Analysis, Design, and Implementation.
- Experience with iterative design and development methodologies
- Development of J2EE applications.
- Experience applying Design Patterns.
- Knowledge and experience of (Java, J2EE, WebServices, XML and SOAP)
- Design and Development on Microsoft .Net Framework 2.0.
- Experience leveraging .NET Framework Services, custom attributes.
- Prior work experience in a start-up or similar fact-paced, demanding environment.
- Performance testing, analysis and tuning experience.

Job Specifications

Bachelor's degree in computer science or equivalent combination of education and experience

Minimum of 5 years experience in related field, must possess good communication skills

28. SENIOR SOFTWARE ENGINEER**General Summary**

Under general supervision, engineer software solutions based upon client requirements. Generally reports to an Application Architect and makes use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

Principal Duties and Responsibilities

- Engineer software solutions based upon client requirements.
- Supports an Application Architect as required.
- Uses commercially available or custom CASE tools as required.
- Develops technical documentation detailing the project design parameters.
- May perform other duties as assigned.

Job Specifications

Bachelor's Degree or equivalent and 8 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, three (3) years of general experience is required. With a PhD, 1 year of general experience is required.

29. SOFTWARE PROJECT MANAGER**General Summary**

Technical subject matter expert for enterprise-wide system management tools and operations. Broad understanding of complex, multi-platform information technology (IT) infrastructure operations, hardware, software, processes and tools. Develops detailed design documents for multiple platform three tiered client server environments. Architect solutions for systems management tools and oversees project implementation.

Principal Duties and Responsibilities

- Design and document enterprise management solutions for complex heterogeneous IT environments.
- Architect solutions that integrate systems, network and help desk tools into an integrated IT solution.
- Provide hardware and software tool selection analysis and recommendations.
- Manages technical teams with diverse areas of specialization to implement multiple software management tools either sequentially or in parallel.
- Confers with project manager to provide technical advice and to assist with problem resolution.
- May perform other duties as assigned.

Job Specifications

Bachelor's Degree or equivalent and 8 years of general experience Six (6) years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, six (6) years of general experience is acceptable. With a PhD, 4 years of general experience is required.

30. SOFTWARE PROJECT MANAGER, SR

General Summary

Supervisor for technical subject matter expert for enterprise-wide system management tools and operations. Broad understanding of complex, multi-platform information technology (IT) infrastructure operations, hardware, software, processes and tools. Oversees development detailed design documents for multiple platform three tiered client server environments. Manages architect solutions for systems management tools and oversees project implementation.

Principal Duties and Responsibilities

- Supervises the design and document enterprise management solutions for complex heterogeneous IT environments.
- Manages the architecture of solutions that integrate systems, network and help desk tools into an integrated IT solution.
- Oversees the hardware and software tool selection analysis and recommendations.
- Supervises technical teams with diverse areas of specialization to implement multiple software management tools either sequentially or in parallel.
- Confers with project manager to provide technical advice and to assist with problem resolution.
- May perform other duties as assigned.

Job Specifications

Bachelor's Degree or equivalent and 12 years of general experience Eight (8) years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, six (6) years of general experience is acceptable. With a PhD, 4 years of general experience is required.

31. SUBJECT MATTER EXPERT

General Summary

Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration.

Principal Duties and Responsibilities

- Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Job Specifications

Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

32. SUBJECT MATTER EXPERT, SR

General Summary

Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automation solutions, considering the current system environment and the potential integration of added systems concurrently or later.

Principal Duties and Responsibilities:

- Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.
- Coordinates all aspects of complex financial application automation, requesting guidance only in extremely difficult situations.
- Completes objectives independently within the negotiated budget.

Job Specifications

Master's Degree or Bachelor degree with 10 years management experience or a professional certification such as CPA or other similar professional certifications or a Bachelor's Degree and 15 years experience.

33. SYSTEM ENGINEER

General Summary

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment.

Principal Duties and Responsibilities

- Provides quality assurance review and the evaluation of new and existing software products.

Job Specifications

Bachelor's Degree or equivalent in Computer Science, Engineering, or related field and 5 years of relevant experience.

34. SYSTEM ENGINEER, SR

General Summary

Evaluates work flows, organizational processes and procedures and develops enterprise-wide or large-scale computer/information management system solutions. Designs architecture to include the software, hardware, and communications to support the total requirement. Provides for present and future cross-functional requirements and interfaces. Ensures systems are compliant and compatible with open systems architecture standards. May provide daily supervision to project staff.

Principal Duties and Responsibilities

- Ten or more years of technical experience performing requirements analysis and systems design for enterprise-wide or large-scale computer and information systems.
- Requires in-depth understanding of structured analysis and complex architecture design, concepts, and methods. Possesses state-of-the-art knowledge of the in open systems standards (e.g., OSI, ISO, OSE, TAFIM), design methodologies and tools such as entity relationships, data flow diagrams, IDEF1x, object oriented principles, and system engineering practices.

Job Specifications

Bachelor's Degree or equivalent in Computer Science, Engineering, or related field and 8 years of relevant experience. (Master's Degree preferred)

35. TECHNICAL EDITOR

General Summary

Designs and develops online content. Supervises writers, freelancers, and research assistants. Manages the scheduling, writing, and editing.

Principal Duties and Responsibilities

- Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and other report and deliverables.
- Edits functional descriptions, system specifications, user's manuals, special reports or any other customer deliverables and documents.
- Performs other duties as assigned.

Job Specifications

Bachelor's degree or equivalent and five (5) years of general experience, Six (6) years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, three (3) years of general experience is acceptable. With a PhD, one (1) year of general experience is required

36. TECHNICAL EDITOR, SR

General Summary

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Job Specifications

Bachelor's Degree or equivalent and 8 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, three (3) years of general experience is required. With a PhD, 1 year of general experience is required.

37. TECHNICAL WRITER

General Summary

Writes and prepares technical documentation using outlines and resource material provided by functional analysts and computer personnel. Consolidates, formats, requires and edits documentation written by technical personnel. Interprets documentation standards and instructions listed in the Statement of Work and produces documents that conform to instructions. Applies knowledge of required standards and verifies that documentation conforms to standards.

Principal Duties and Responsibilities

- Development of structured written materials and visual aids.

Job Specifications

High school diploma or equivalency certificate, Associates of Arts degree desirable.

38. TECHNICAL WRITER, SR

General Summary

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses.

Principal Duties and Responsibilities

- May be responsible for coordinating the display of graphics and the production of the document.
- Relies on experience and judgment to plan and accomplish goals.
- Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department.
- A wide degree of creativity and latitude is expected.

Job Specifications

Requires a bachelor's degree in a related area and 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

Constellation Software Engineering, Corp.
Awarded GSA Pricelist
Contract Number: GS-35F-320AA

SIN	Labor Category	Awarded Hourly GSA Price
54151S	Administrative Assistant	\$ 63.77
54151S	Application Architect	\$ 129.24
54151S	Application Architect, SR	\$ 149.68
54151S	Data Support Specialist	\$ 65.64
54151S	Database Administrator	\$ 85.03
54151S	Database Administrator, SR	\$ 114.79
54151S	Documentation Specialist	\$ 102.03
54151S	Documentation Specialist, SR	\$ 130.94
54151S	Enterprise Engineer	\$ 127.50
54151S	Help Desk Manager	\$ 53.14
54151S	Help Desk Manager, SR	\$ 65.64
54151S	Information Systems Engineer	\$ 145.08
54151S	Information Systems Engineer, Sr	\$ 155.17
54151S	Integration Specialist	\$ 127.54
54151S	Integration Specialist, SR	\$ 154.22
54151S	Intern/ Help Desk Specialist	\$ 30.72
54151S	Program Manager	\$ 181.81
54151S	Program Manager, SR	\$ 201.94
54151S	Project Manager	\$ 138.34
54151S	Project Manager, SR	\$ 167.67
54151S	Quality Assurance Analyst	\$ 115.78
54151S	Quality Assurance Analyst, SR	\$ 143.76
54151S	Requirements Manager	\$ 121.94
54151S	Requirements Manager, SR	\$ 138.34
54151S	Software Engineer	\$ 110.53
54151S	Software Engineer, SR	\$ 129.24
54151S	Software Project Manager	\$ 125.73
54151S	Software Project Manager, SR	\$ 167.67
54151S	Subject Matter Expert	\$ 170.05
54151S	Subject Matter Expert, SR	\$ 207.25
54151S	System Engineer	\$ 110.53
54151S	System Engineer, SR	\$ 133.70
54151S	Technical Editor	\$ 65.03
54151S	Technical Editor, SR	\$ 69.58
54151S	Technical Writer	\$ 106.28
54151S	Technical Writer, SR	\$ 130.94

**No proposed Labor Categories are SCA applicable*