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: GSAAdvantage.gov.

INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES & BUSINESS ADMINISTRATIVE SERVICES

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>FSC/PSC CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT &amp; Telecom-Facility Operation and Maintenance</td>
<td>D301</td>
</tr>
<tr>
<td>IT &amp; Telecom-Systems Development Services</td>
<td>D302</td>
</tr>
<tr>
<td>IT &amp; Telecom-Systems Analysis Services</td>
<td>D306</td>
</tr>
<tr>
<td>IT &amp; Telecom-Automated IT Strategy and Architecture</td>
<td>D307</td>
</tr>
<tr>
<td>IT &amp; Telecom-Programming Services</td>
<td>D308</td>
</tr>
<tr>
<td>IT &amp; Telecom-Cyber Security and Data Backup Services</td>
<td>D310</td>
</tr>
<tr>
<td>IT &amp; Telecom-Data Conversion Services</td>
<td>D311</td>
</tr>
<tr>
<td>IT &amp; Telecom-Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services</td>
<td>D313</td>
</tr>
<tr>
<td>IT &amp; Telecom-Telecommunications Network Management Services</td>
<td>D316</td>
</tr>
<tr>
<td>IT &amp; Telecom-Web-Based Subscription Services</td>
<td>D317</td>
</tr>
<tr>
<td>IT &amp; Telecom-Other IT and Telecommunications Services</td>
<td>D399</td>
</tr>
</tbody>
</table>

**CONTRACT NUMBER:** - GS-35F-407CA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

**CONTRACT PERIOD:** JULY 6, 2020 – JULY 5, 2025

*Pricelist current as of Modification # PS-0019 effective March 02, 2022.*

**BAILEY INFORMATION TECHNOLOGY CONSULTANTS. LLC**

800 Corporate Drive
Suite 301
Stafford, VA 22554
Phone: 703-309-9030
Fax: 703-457-8227

Web Site: [http://www.baileyinfotec.com](http://www.baileyinfotec.com)

Contact for Contract Administration: Robert Bailey, President/CEO
Email for Contract Administration: rbailey@baileyinfotec.com

**BUSINESS SIZE:** SMALL
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Lowest Priced Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Security Specialist</td>
<td>$70.49</td>
</tr>
<tr>
<td>541611</td>
<td>Electronic Records Management (ERM)</td>
<td>$81.29</td>
</tr>
</tbody>
</table>

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

   See Pricing Below

2. Maximum order. 54151S - $500,000; 541611 - $1,000,000.00

3. Minimum order. $100.00

4. Geographic coverage (delivery area). Domestic only

5. Point(s) of production (city, county, and State or foreign country). Same as company address


7. Quantity discounts. None

8. Prompt payment terms. Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). None

10a. Time of delivery. (Contractor insert number of days.) Specified on the Task Order
10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.  Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.  Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.  Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es). Bailey Information Technology Consultants, LLC
     800 Corporate Drive
     Suite 301
     Stafford, VA  22554

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Bailey Information Technology Consultants, LLC
    800 Corporate Drive
    Suite 301
    Stafford, VA  22554

14. Warranty provision. Contractor’s standard commercial warranty.  N/A

15. Export packing charges, if applicable.  N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable).  N/A

17. Terms and conditions of installation (if applicable).  N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  N/A

18b. Terms and conditions for any other services (if applicable).  N/A

19. List of service and distribution points (if applicable).  N/A

20. List of participating dealers (if applicable).  N/A

21. Preventive maintenance (if applicable).  N/A
22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI) number: USZQHEFEE8N3

24. Notification regarding registration in System Award Management (SAM) database: Registered
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 1-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**


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 52.2 12-4 (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 PROFESSIONAL SERVICES AND PRICING

Commercial Job Title: System Administrator

Minimum/General Experience: 5 years experience

Functional Responsibility: Responsible for the complete process of infrastructure design and operations, including systems analysis and maintenance, security, network operations and support, and systems configuration. Infrastructure includes: hardware, operation systems, database management systems, network and security. Also conducts end-to-end plan design, controls production, and implements and monitors systems. Maintains production databases to ensure integrity, performance, accessibility, and recoverability of data. Develops long-term strategy for historical data retention and archival plan for storage needs; defines data retention, backup, and recovery. Develops, packages and automates distribution of installation executable software and related software on target machines. Manages query functions and server maintenance, to include writing SQL statements for SQL queries. Performs administration on both the deployed configuration management tools. Creates job scheduling; works with developers and command center staff to create, configure and troubleshoot mid-tier job scheduling jobs as well as required to run with the scheduling tool. Troubleshoots and tunes data warehouse applications for system and performance problems; identifies and resolves information flow, content issues, and transformation of business requirements into logical data models.

Minimum Education: A Bachelor’s Degree from an accredited institute in an area applicable to this position (e.g. information systems, computer science, math, or engineering). An additional four years of relevant technical experience may be substituted for the Bachelor’s Degree.

Commercial Job Title: System Engineer

Minimum/General Experience: 10 years experience

Functional Responsibility: Exercises independent judgment and creativity on a regular basis in solving highly complex, major technical problems and in providing advice and recommendations. Continually assess the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Maintains active liaison with user personnel to ensure continuing responsiveness of applicable system software user requirements. Analyzes performance indicators such as system’s response time and number of programs being processed to ensure operational efficiency. Designs, code, installs, and maintains appropriate systems software program. Identifies, evaluates, tailors and directs the implementation of vendor-supplied software packages. Performs special system regeneration where applicable to reflect changes in peripheral configuration. Ensures the maintenance of adequate software systems documentation. Recommends to management the purchase or lease of system software packages and related hardware and provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware. May perform other duties as assigned. Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.

Responsible for independently performing in depth studies and analyses including formulating parameters and factors to be considered, and validating the results. Maintains broad and extensive knowledge of system
engineering principles, techniques, and established practices/procedures. Provides training to other employees. Possesses sufficient writing and communication skills to prepare and present reports, papers, briefings and other documentation pertinent to the position.

**Minimum Education:** Bachelor's degree with 1-5 years of experience

**Commercial Job Title:** **Software Engineer**

**Minimum/General Experience:** 10 years experience


**Minimum Education:** Bachelor's degree in Computer Science, Management Information Systems or equivalent. 5-years work experience programming in SQL, Java, JavaScript, or equivalent.

**Commercial Job Title:** **Security Specialist**

**Minimum/General Experience:** 5 years experience

**Functional Responsibility:** Perform such tasks necessary to assure the loyalty, reliability, suitability, and trustworthiness of employees, contractors, visitors, and others who work with or have access to sensitive or classified information, material, facilities and work sites. Projects and activities to be supported may include, but are not limited to, personnel security documentation review and processing, investigation of security incidents, management of Communications Security (COMSEC) equipment, issuance of badges and keys, and Operations Security (OPSEC) training and orientation for new employees. Provide security architecture, policy and design guidance for business systems and networks. Provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes and performs as an Information Assurance assessment team member. Support for defining and assessing appropriate procedural security, network security and connection rules, configuration management and accountability, maintenance, system rules of behavior, personnel and technical security controls, marking and labeling, incident response, continuity Participates in planning, cost analysis and implementation of all aspects of ADP security. Develops and implements Tempest procedures in all areas. Designs, develops, implements, and supports all ADP security policy, procedures, and systems. Will help provide security architecture, policy and design guidance for business systems and networks. Individual may also help provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes. Helps develops materials and provide instruction to teams in the C&A activities at the appropriate skill level to accomplish the mission. Prepares security briefings and reports as necessary and participates as a subject matter expert in support of NETL security initiatives, conferences and Information Security Awareness. Implements and monitors ADP security procedures and issues. Conduct risk assessments, firewall determinations, and security procedures.
Minimum Education: Bachelor's degree in related area or equivalent 5 years experience

Commercial Job Title: Program Manager IV

Minimum /General Experience: Minimum of 10 years or 3 additional years and Project Management Professional Certification (PMP)

Functional Responsibility
• Provide strategic facility planning expertise to assist in the structured development, assessment, integration, programming, budgeting, action assignment, tracking, and execution of tasks.
• Develop program and execute plans for major facilities projects
• Update the strategic facility plan as necessary to satisfy facility requirements.
• Identify and analyze alternatives leading to recommended courses of action to satisfy facility requirements.
• Develop project cost estimates.
• Research and validate source documentation justifying the need for the project.
• Prepare presentations for senior management to justify proposed projects.
• Coordinate proposed projects
• Coordinate project plans as necessary with the government (Director, SIF).
• Incorporate ongoing studies.
• Analyze emergent facility engineering issues such as antiterrorism/force protection requirements and facilities condition assessments for incorporation in the project.

Minimum Education: Bachelor's Degree in an associated discipline.

Commercial Job Title: Information Technology Web and Multimedia Developer III

Alternate Labor Categories: Web Designer, SharePoint Developer & Web Services Architect

Minimum /General Experience: At least 8 years of experience.

Functional Responsibility
• Update and maintain website with relevant, accurate and timely information.
• Translate ideas and concepts into professional, web-based products.
• Web designer will ensure the design and layout of all reports, documents, and publications are easily transferred to and retrievable from the SI website.
• Share institutional knowledge and experience to facilitate an effective and efficient service.
• Ensure the website is professionally formatted and maintained in accordance with organization standards.
• Utilize strong graphic design skills to improve design aspects of the organization website utilizing best practices and design principles that generate aesthetic graphics, easy use, and innovative styles.
• Develop automated web based tools as required.
• Coordinate with organization departments to obtain and post supplemental information, links, etc.
• Maintain website records (e.g., history, authors, contributors, revision dates, etc.).
• Develop a web maintenance plan for maintaining the website with current and accurate information at all times.
• Support unique initiatives for web page design, content organization, and special projects (e.g., surveys, reporting, etc.) that require technical fluency to generate databases, programs, and designs within
organization system capabilities.

- Manage project tasks by prioritizing workload, multitasking, and effectively interacting with a wide range of people (orally and in writing).
- Experience in web development technologies and methods such as HTML, CSS, and the jQuery library.

**Minimum Education:** Bachelor’s Degree in an associated discipline.

**Commercial Job Title**  
Web Content Manager

**Minimum /General Experience:** At least 3 years of experience.

**Functional Responsibilities:**
- Manage information content – identify, coordinate, and delete outdated or obsolete information; include value-added news and/or features; maintain consistency across organization web pages.
- Recommend and implement improvements to written submissions, format, navigation, design, etc., to produce a user-friendly, well organized, and modernized website appearance.
- Coordinate with organization departments to obtain and post supplemental information, links, etc.
- Maintain website records (e.g., history, authors, contributors, revision dates, etc.).
- Support unique initiatives for web page design, content organization, and special projects (e.g., surveys, reporting, etc.) that require technical fluency to generate databases, programs, and designs within organization system capabilities.
- Experienced with the coding, testing, and acceptance of web content. Tests web pages to ensure content of web page is in accordance with client requirements and 508 compliance.
- Knowledge of electronic publishing and structured authoring software.

**Minimum Education:** Associates degree in an associated discipline.

**Commercial Job Title**  
Tester & Evaluator

**Minimum /General Experience:** At least 3 years of experience.

**Functional Responsibility**
Designs and executes IT software tests and evaluating results to ensure compliance with applicable regulations. Prepares test scripts, test documentation, and test data.

Good oral and written communication and interpersonal skills. Able to establish effective work relationships. Responsible for planning and execution of the Program’s validation and verification processes of all configuration items. Participation in integration and test planning activities for appropriate of verification. Performs requirements analysis and gap analysis to ensure verifiability of requirements throughout systems development lifecycle. Establish evaluation criteria for requirements as assigned. Involvement in software design, code, unit test and implementation of detailed test procedures. Preparation of status reports. Preparation for and participation in TRRs. Success conduct of integration and test activities. C++, UNIX, automated tools, RTM, McCabe Visual, Test tools, XRUNNER, MS Office 97. Serves a member of the customer’s change control board and other supporting executive committees. Interacts with the customer to ensure errors and system modifications are tested, evaluated, and incorporated into the final technology solution successfully.
**Minimum Education:** Associates degree in an associated discipline.

**Program Manager**

**Minimum/General Experience:** 7 years experience

**Functional Responsibility:** Provide direct support for the NGA Mentor Protégé Program. Preparation management including coordinating, distribution of approved agendas and prep materials, tracking agenda items and timely response to requested for related information. Coordinating with Leidos to ensure on-time briefing inputs and other deliverables as required for presentation to NGA. Attend required Leidos Program Meetings as required. Acts as the central point of contact to respond to inquiries. Creation of briefings, documents and interactive presentations as required. Demonstrated ability to work well within a team environment as well as independently in a very fast-paced dynamic work environment. Experience with all stages of system life-cycle and operational concepts from SOW, ECP and Earned Value Management (EVM) and database definition through risk assessment and mitigation.

**Minimum Education:** Master’s degree plus 7 years experience.

**Project Manager**

**Minimum/General Experience:** 6 years of professional experience

**Functional Responsibility:** Manages the contractual relationship with clients and oversees several projects at a program level. Meets and converse with client regarding the status of specific program and management activities and problems, issues or conflicts regarding resolution. Conducts quality assurance over key project deliverables. Resolves issues with staff, tools and methods. Conducts and/or participates in project staff meetings and client meetings to resolve issues through application of company resources or experiences gained on other projects. Capable of negotiating and making binding decisions for the company.

**Minimum Education:** Master’s degree plus 6 years experience.

**Commercial Job Title**

**Systems Engineer, L3 (Senior Systems Engineer)**

**Minimum/General Experience:** 5-10 years of experience

**Functional Responsibility:**
Exercises independent judgment and creativity on a regular basis in solving highly complex, major technical problems and in providing advice and recommendations. Continually assess the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Maintains active liaison with user personnel to ensure continuing responsiveness of applicable system software user requirements. Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency. Designs, code, installs, and maintains appropriate systems software program. Identifies, evaluates, tailors and directs the implementation of vendor-supplied software packages. Performs special system regeneration where applicable to reflect changes in peripheral configuration. Ensures the maintenance of adequate software systems documentation. Recommends to management the purchase or lease of system software packages and related hardware and provides technical assistance to less experienced systems software personnel in the resolution of complex system-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware. May perform other duties as assigned. Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.
Responsible for independently performing in depth studies and analyses including formulating parameters and factors to be considered, and validating the results. Maintains broad and extensive knowledge of system engineering principles, techniques, and established practices/procedures. Provides training to other employees. Possesses sufficient writing and communication skills to prepare and present reports, papers, briefings and other documentation pertinent to the position.

Minimum Education: Bachelor’s degree in an associated discipline.

Electronic Records Management (ERM)
Minimum/General Experience: Minimum 11 years of demonstrated experience in managing information engagement in the IC, DoD or Federal Government environment. Demonstrated experience in the planning, designing, and implementation of electronic record-keeping systems in the IC, DoD, or Federal Government. Demonstrated experience in the design, development, documentation, and support technical capabilities for the transformation, de-duplication, and transport of structured and un-structured datasets. Demonstrated experience maintaining processes to transfer electronic records to the National Archives and Records Administration.

Functional Responsibility: Coordinate with various IT planning, design, development, and sustainment activities to interpret and apply records management requirements to NGA systems and data to establish procedures for the identification, capture, and transfer of electronic records to the Records Management Program (RMP) for disposition.
Maintain and update the NGA Electronic Records Management Program Plan.
Maintain and update NGA Records Management Metadata guidance.
Review planned and existing systems and dataset for implications and compliance with electronic records management requirements.
Coordinate with systems owners and developers to ensure inclusion of records management requirements into designs and CONOPS.
Maintain and update the records holding system registry with status of existing and planned systems and datasets.
Maintain metrics for system and dataset-level compliance with records management requirements.
Participate in NGA, IC, Government, and industry forums to identify and address issues in the management of electronic records. Business processes to include technology evaluations, cost analyses, and statements of work.
Monitor and guide the implementation of electronic recordkeeping systems in accordance with established plans.
Develop and maintain processes to affect the transfer of electronic records to the National Archives and Records Administration.

Minimum Education: Bachelor’s degree in Computer Science or Engineering

Personnel Security Specialist
Minimum/General Experience: Minimum 3 years of demonstrated experience and knowledge of National Intelligence SCI security standards, applicable Executive Orders, IC and DoD Directives, and other relevant policy statements which establish the personnel security SCI adjudicative standards.
3 years of demonstrated experience in adjudicating individuals for SCI access against ICPG 704.2

Functional Responsibility: Evaluate reports of investigations, interpret, and apply Intelligence Community Policy Guidance (ICPG) 704.2 SCI Adjudicative guidelines, and author written documentation that clearly cites
finding and justifies recommendations for eligibility determinations for access to SCI classified information consistent with the interests of national security.
Review investigative documents to identify discrepancies, inconsistencies, and areas potentially requiring clarification or additional investigation; author written documentation that clearly cites results of review for SCI clearance eligibility and recommended courses of action.
Consults with on-site Government, security officials, and/or external Agencies as necessary to identify and resolve personnel SCI security related issues.
Prepares adjudicative read-down against ICPG 704.2 SCI adjudicative criteria. Controls the processing, review, and appeals actions, which include responding to legal briefs; preparing appropriate analysis and commentary on appeals for presentation to the Agency’s security appeals panel.
In writing and with justification, recommends SCI security clearance eligibility decisions on extremely sensitive investigative information involving highly complex and controversial issues.
Generate, evaluate, and make written recommendations (IAW with unit standard procedures and formats) on each assigned case file in support of SCI clearance eligibility.
Knowledge and experience with Federal, Intelligence Community and Department of Defense (DoD) personnel security data repositories (i.e. Scattered Castles, Joint Personnel Adjudication System, Defense Central Index of Investigations, and Clearance Verification System. Update security clearance databases as necessary to reflect SCI eligibility determinations.
As directed, coordinates, and prepares, in writing, original personnel security documentation, e.g., statements of reason, letters of intent, advisory letters, denial of access memoranda, etc.

**Minimum Education:** Bachelor’s degree. Proficient skills in briefing and oral presentation, customer service, technical writing, and Microsoft office suite.
## GSA PROPOSED PRICELIST

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Categories</th>
<th>July 6, 2021 - July 5, 2022</th>
<th>July 6, 2022 - July 5, 2023</th>
<th>July 6, 2023 - July 5, 2024</th>
<th>July 6, 2024 - July 5, 2025</th>
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<tbody>
<tr>
<td>54151S</td>
<td>System Administrator</td>
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<td>$77.14</td>
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<td>Tester &amp; Evaluator</td>
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<tr>
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</tbody>
</table>
Points of Contact
IT

For general questions regarding MAS IT Contracting:

Customer Service
Phone: 1-877-446-IT70 (4870)
Email: IT.Center@gsa.gov

For questions regarding eOffer submission or Certifications:

Vendor Support Center
visit www.gsa.gov/vsc.
Phone: 1-877-495-4849

For general questions regarding HSPD 12:
Email: hspd12@gsa.gov
Phone: 1-703-605-2727

For general questions regarding COMSATCOM:
Email: fasnetworkservice@gsa.gov
Phone: 1-877-387-2001