

Authorized Federal Supply Schedule 70
Information Technology Schedule Price List
Information Technology Professional Services

Special Item No: 132-51 Information Technology 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 Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere
Classified



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DUNS NUMBER: 169199564 - CAGE Code: 34VN3

Contract Number: GS-35F-424BA

General Services Administration
Federal Acquisition Service

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



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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal 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 micro purchase 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 micro purchase 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:

Advanced SW Technologies, LLC
Attn: Mr. Victor Spence
501 Independence Parkway, Suite 250
Chesapeake, Virginia 23320



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:

- (Voice) 757-673-3754
- (Facsimile) 757-271-9054
- (Website) www.aswtechnologies.com

3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule Contract
- Block 16: Data Universal Numbering System (DUNS) Number: 169199564
- Block 30: Type of Contractor: B. Other Small Business
- Block 31: Minority-Owned Small Business (8a) – Yes
- Block 37: Contractor's Taxpayer Identification Number (TIN): 20-1779315

- 4a. CAGE Code: 34VN3
- 4b. Contractor has registered with the System for Award (SAM) Database.

5. FOB DESTINATION

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)
132-51	30 Days

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: 1-29 days, 1%
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions are offered the same rates as all other Government customers.

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not applicable.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER

All dollar amounts are exclusive of any discount for prompt payment.

- a. The Maximum Order value for the following Special Item Numbers (SIN) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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



13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

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 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

Not applicable.

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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

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, de-installation, 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: 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) Advanced SW Technologies LLC 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).

28. TERMS AND CONDITIONS 132-51

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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, and conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science



29. SMALL BUSINESS PARTICIPATION

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

Advanced SW Technologies LLC is a small business therefore, and in accordance with the GSA instructions, a small business plan is not required.

30. BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name),

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Advanced SW Technologies LLC 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	ASWT	Date

Advanced SW Technologies LLC, 501 Independence Parkway Suite 250, Chesapeake Virginia 757-673-3754



31. 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 or 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.



32. LABOR CATAGORY PRICE LIST SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

SIN	Labor Category	Hourly Rate
SIN 132-51	Program Manager	\$78.20
SIN 132-51	Project Manager	\$74.46
SIN 132-51	Share Point Project Manager	\$77.45
SIN 132-51	Share Point Architect	\$87.92
SIN 132-51	Share Point Engineer	\$77.45
SIN 132-51	Share Point Developer	\$76.71
SIN 132-51	Share Point Administrator	\$100.16
SIN 132-51	Subject Matter Expert	\$109.69
SIN 132-51	Info Systems Engineer	91,15
SIN 132-51	Network Engineer	\$79.85
SIN 132-51	Network Administrator	\$69.36
SIN 132-51	Computer Operator	\$65.67
SIN 132-51	Systems Analyst	\$55.37
SIN 132-51	Programmer-Analyst	\$91.99
SIN 132-51	Database Administrator	\$85.01
SIN 132-51	Database Analyst	\$81.47
SIN 132-51	Configuration Management Specialist	\$61.06
SIN 132-51	Quality Assurance/Control Specialist	\$70.69
SIN 132-51	Systems Security Specialist	\$78.43
SIN 132-51	Help Desk Manager	\$50.49
SIN 132-51	Help Desk Technician	\$41.09
SIN 132-51	Technical Writer	\$39.39



SIN	Labor Category	Hourly Rate
SIN 132-51	WEB Internet Developer	\$95.87
SIN 132-51	Testing Specialist	\$69.51
SIN 132-51	Technical/Data Librarian	\$63.79
SIN 132-51	Junior Technician	\$55.47
SIN 132-51	Data Entry Clerk	\$37.88
SIN 132-51	Systems Administrator	\$68.49
SIN 132-51	Administrative Support Specialist	\$51.32
SIN 132-51	Field Engineer	\$73.73
SIN 132-51	Functional Analyst	\$80.44

**33. LABOR CATEGORY DESCRIPTION SIN 132-51 INFORMATION
TECHNOLOGY PROFESSIONAL SERVICES**

Commercial Job Title: Program Manager

Functional Responsibility: This person serves as the counterpart to the client program/technical manager for a complex IT or telecommunications-related program. Manages program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Establishes and alters (as necessary) management structure within the program to effectively direct program/technical support activities. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. . Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: Bachelor’s Degree PLUS a minimum of 8 years intensive and progressive experience in management of large IT or telecommunications-related programs. 3 years’ experience supervising IT or telecommunications-related programs or 2 years managing IT or telecommunications-related projects of up to 15 personnel.

Commercial Job Title: Project Manager

Functional Responsibility: Serves as the counterpart to the client program/technical manager for intermediate to complex IT or telecommunications-related programs. Manages program support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all program support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management.



Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor program activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: Bachelor's Degree with a minimum of 5 years intensive and progressive experience in management of large IT or telecommunications-related programs. 4 years' experience supervising IT or telecom programs or 4 years managing IT/telecom projects of up to 5 personnel.

Commercial Job Title: Share Point Project Manager

Functional Responsibility: Responsible for managing the rollout of SharePoint / SharePoint projects to the organization, and the departments/end users involved. Provides technical knowledge and analysis of specialized Share Point applications and operational environment and will be the liaison between the organization and developers/functional analysts and end users. Manages personnel, assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Share Point program activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met. Duties include overseeing quality control throughout project lifecycle; Develop and deliver progress reports on projects, migrations, upgrades, etc. ; Determine frequency and content of status reports from team members and manage resources, budgets and deadlines.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS Project Management qualification (ITIL, PMP), or equivalent project management experience. Understanding of both theoretical and practical aspects of project management. Knowledge of project management techniques and tools. Proven experience in people management, strategic planning, risk and change management. Proficient in project management software. 7 years hands on intensive and progressive experience in management Share Point development related programs. Minimum 4 years management of a SharePoint platform in multi-server farm installation.

Commercial Job Title: Share Point Architect

Functional Responsibility: Provides a central role in the complete Share Point solution lifecycle including: initial customer functional analysis and interface, designing solutions and envisioning follow up work. As overall task leader he/she will participate in determining software architecture, development, customization, integration as well as technical management for various support teams. Provides leadership on best practices for architectural design, understands the Microsoft SharePoint solution stack, and have a thorough understanding of enterprise application integration involving Business Process and Forms, Business Intelligence, Collaboration, CRM, Enterprise Content Management, and Portals. Leads architecture and design reviews for SharePoint projects that focus on planning, deploying, and targeting new or significant modifications of existing enterprise SharePoint implementations. Must provide individual or project support for complex projects or applications, adhere to project timelines and technical deliverables within different client environments. Provides knowledge and experience with: Agile methodologies Enterprise integration and software development patterns.



Responsibilities include: Configure and maintain document libraries, lists, and WSS site collections and deploying SharePoint at the enterprise level in a distributed global environment. Perform typical administrative activities such as backup, restore, site creation, and user issue resolution. Provide technical expertise in identifying, evaluating, and developing effective procedures and systems requirements that meet business operating requirements.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS 7 years related experience in a Share Point development/operating environment. Experience with business information systems integration or custom business application design and development in a professional technology consulting, corporate MIS or software development environment. Expertise in 3 or more of the following: Programming with .NET Framework: Complete from back end to Windows or Web Forms front end Enterprise integration technologies (Microsoft BizTalk, MSMQ, Web Services, Remoting) Microsoft Enterprise Content Management and Collaboration technologies SharePoint Portal Server / Windows SharePoint Services, Content Management Server, Office SharePoint Server 2007, Office Live Communications Server, Microsoft Groove Server 2007) Microsoft SQL Server Database, Analysis, Integration and Reporting Services ASP .NET and client web development (XML, XSL, ASP .NET, AJAX, HTML, Java Script).

Commercial Job Title: Share Point Engineer

Functional Responsibility: Assists the SharePoint Project Manager and SharePoint Architect in the implementation of Microsoft SharePoint for clients of the company both on-site and remotely. Will be required to install and configure Microsoft SharePoint applications/infrastructures. Develop and recommend improved methods for implementing SharePoint Server 2010. Performs hardware and software maintenance. Makes recommendations for project change as needed to improve functionality, performance, enterprise impacts, and standards compliance, Maintains design requirements documentation with accurate information. Produces and interprets SharePoint performance trends. Performs SharePoint sites capacity planning and alerting. Completes new SharePoint installations and farm deployments. Manages personnel, assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Share Point program activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: B.S degree in Computer Science, Electrical Engineering or a related field or 10 years or more of progressively technical work experience with Enterprise network operations or Managed Service provider experience. At least 5+ years hands-on experience administering SharePoint (including 2007/2010), experience must include: installing and configuring large server farm topologies - physical and Virtual (VMware and Hyper-V); applying patches, service packs, and infrastructure updates, managing SharePoint Service providers on 2007 and experience with management of services architecture on SharePoint 2010. In-depth understanding of the capabilities of Microsoft SharePoint Server 2010 and 2007, Windows SharePoint Services 3.0, SharePoint Foundations and SharePoint Designer 2010 and 2007. Experience with deployment of enterprise level portals and collaboration solutions on SharePoint platform. Experience in Internet Information Server and Active Directory. Knowledge of architectural design, web parts development, management and



troubleshooting with a focus on planning, deploying and supporting enterprise SharePoint implementations

Commercial Job Title: Share Point Developer

Functional Responsibility: Performs highly complex systems modeling, simulation and analysis to provide appropriate Share Point solutions. Conducts investigations and tests of complex software systems to enhance performance or to investigate and resolve matters of significance as well as reviews completion and implementation of technical products to ensure success and timeliness. Provides leadership and work guidance to less experienced personnel and provides technical consultation to other organizations; interacts with senior customer personnel and internal senior management. Participates in requirements analysis and assists in the planning, development, and testing of client SharePoint-based solutions. Create and maintain system code and documentation; Plan and implement software version upgrade releases; Troubleshoot and debug SharePoint sites. Supports efforts for integrating equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing; and identifies, evaluates, tailors, and directs the implementation of vendor-supplied software packages.

Minimum Education and Experience Requirements: Bachelor's Degree in Computer Science, Engineering, Information Management or a related technical discipline, or equivalent combination of education, technical training, or 8 years work/military experience. 6 years' experience in Share Point Architecture, Object Model, Shared Services, SharePoint Templates and SharePoint Features. Familiarity with SharePoint design and development using Visual Studio and Share Point Designer; Knowledge of C# and the .Net Framework; Experience with web development, including XHTML, JavaScript, JQuery, AJAX, CSS, DOM, XML and XSLT; Experience building custom solutions in SharePoint 2010, including Web experience with MSFT Team Foundation Services and working in a .NET development environment.

Commercial Job Title: Share Point Administrator

Functional Responsibility: Primary responsibility is to maintain, manage and report on the Share Point server farm web, application, index, query and database servers in accordance with Microsoft and corporate best practices. Duties include the setup and configuration of SharePoint services on servers; Setup and maintenance of Outgoing and Incoming mail services; Setup and configure Excel Services and InfoPath Services in adherence to governance and licensing procedures and restrictions; Implement and maintain search services, and define search scope in conjunction with Knowledge Managers. Provide capacity planning support including allocating and increasing space on web applications, site collections and My Sites. Set up and maintain environments for the testing of custom developed solutions. Document the procedure for getting custom solutions into the testing environment. Document the change control procedure for migrating solutions to UAT and Production. Document the procedure for upgrading the farm (space). Ensure admin / management tool is installed and maintained on the platform for reporting purposes. Perform database management functions; conduct backup an restore functions; maintain system security; Plan for and install service packs, hotfixes, updates and patches during off-peak time as required –communicate any downtime to senior management; and provide ongoing maintenance of web front end and indexing servers and related equipment.



Minimum Education and Experience Requirements: Bachelor's Degree in Computer Science, Engineering, Information Management or a related technical discipline, or equivalent combination of education, technical training, or 6 years work/military experience. 4 years' in SharePoint server administration experience in a multi-farm arena. Certifications desired include: MCTS 70-631 : Configuring Office SharePoint Server; MCTS 70-630 : Configuring Windows SharePoint Services 3.0; and SQL Server 2005, 2008.

Commercial Job Title: Subject Matter Expert

Functional Responsibility: Provides subject matter expertise for work described in the IT or telecommunications-related program or task. Provides technical knowledge and analysis of specialized applications and operational environment, functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems, which require knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently. Directs the composition or composes and finalizes documentation.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS 6 years related experience.

Commercial Job Title: Senior Info Systems Engineer

Functional Responsibility: Acts as IT or telecommunications-related lead engineer or project leader. Formulates, modifies and maintains, and defines specifications for operating systems applications and/or hardware configurations. Uses engineering releases and utilities from manufacturer. Responsible for program design, coding, testing, debugging and documentation. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, and computer accounting. Instructs, directs, and checks the work of other task personnel or lower-level engineers. Plans and performs network engineering research, design development, and other assignments in conformance with system design, engineering and customer specifications. Supervises team of Engineers through project completion, responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. Coordinates the activities of Engineers and Technicians assigned to specific network engineering projects. Responsible for quality assurance review and the evaluation of existing and new software products. Trains and supervises subordinate engineers. May support multiple tasks.

Minimum Education and Experience Requirements: Bachelor's Degree in engineering or computer science or with engineering or computer science as a major field of study, or equivalent, PLUS 4 years related experience.



Commercial Job Title: Network Engineer

Functional Responsibility: Performs a variety of network management functions in support of MIS services related to operation, performance or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network device logical, analyzes network performance and recommends adjustments to wide variety of complex network management functions with responsibility for overall performance and availability of networks. LAN/WAN consultant skilled in network analysis, integration and tuning. Ability to analyze client LANs/WANs, isolate source of problem(s), and recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network operating systems. Conducts load balancing efforts to achieve optimum device utilization and network performance. Manages network e-mail functions. Establishes mailboxes and monitors mail performance on the network. Coordinates with Systems or Communications Engineering to resolve hardware problems. Works with client and operations staff in scheduling preventive and emergency maintenance activities. May serve as task leader on one or more projects.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent or certification and 4 years' experience.

Commercial Job Title: Network Administrator

Functional Responsibility: Designs, installs, and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks, Designs, test, and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure no disruption of mission-critical applications. Designs and maintains fault-tolerant systems and manages systems backups. Generally has supervisory responsibility for subordinate network analyst. May serve as task leader.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent or certification and 2 years' experience.

Commercial Job Title: Computer Operator

Functional Responsibility: Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and hardware configurations to direct processing through or around problems in equipment, circuits, or channels. Reviews test run requirements and develops system configurations that allow test programs to process without interfering with ongoing operations. Applies high level systems solutions and methods to arrive at automated solutions. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance. Also provides systems research, configuration management, quality assurance, performance evaluation, and life cycle management support. .

Minimum Education and Experience Requirements: An Associate's Degree or equivalent PLUS 2 years related experience.



Commercial Job Title: Systems Analyst

Functional Responsibility: Performs simple systems analysis, design, programming, documentation or implementation of small to mid-sized systems applications and related IT/ADP systems concepts for effective implementation. Studies information-processing capabilities to improve production or workflow. Prepares workflow charts and diagrams to specify in detail operations to be performed by computers and operations to be performed by personnel working with computers. Plans and prepares technical reports and instructional manuals and assists in the documentation of applications development.

Minimum Education and Experience Requirements: A Bachelor's Degree or equivalent, or a project-related IT or telecommunications certification, PLUS 3 year related experience.

Commercial Job Title: Programmer-Analyst

Functional Responsibility: Works independently, with management review of end results or acts as lead programmer. Has prime accountability for the maintenance and operating efficiency of a major subsystem. Continually assesses the performance of appropriate software systems to identify and correct problems that 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, codes, installs, and maintains appropriate systems software program; identifies, evaluates, tailors, and directs the implementation of vendor-supplied software packages. Performs special systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; recommends to management the purchase or lease of systems software personnel in the resolution of complex systems-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

Minimum Education and Experience Requirements: A Bachelor's Degree or equivalent, PLUS 5 years of related work experience.

Commercial Job Title: Database Administrator

Functional Responsibility: Maintains data files and control procedures for mid to complex system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Responsible for data integrity. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports, generate output such as labels, letters, and forms. Responds to frequent management requests for information. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors. Sometimes is the Task Leader or supervisor of junior and/or entry level database administrators.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent and 3 years' experience.



Commercial Job Title: Database Analyst

Functional Responsibility: Analyzes organizational and computer database system(s); designs and implements computer database systems in both stand-alone and network configurations; is very knowledgeable in both commercially-available off-the-shelf (COTS) and custom database software platforms; and develops technical documentation detailing the installation procedures. Performs analyses of organizational and computer database system(s). Designs and implements computer databases systems in both stand-alone and networks configurations using commercially available and custom database software platforms. Requires very little supervision. Performs training of lower-level database analyst.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent and 5 year experience.

Commercial Job Title: Configuration Management Specialist

Functional Responsibility: Develops and maintains configuration management plans, and scheduling and documenting all configuration management reviews. Shall be capable of monitoring the configuration control process and ensuring that procedures comply with client and/or applicable specifications. Knowledgeable of software development techniques, configuration audits and client/government regulations, manuals, standards and industry publications related to configuration/data management required to perform the task. Acts as lead when required, reports to the Project Manager/Program Manager. Supports the development and maintenance of configuration management plans, and scheduling and documenting configuration management reviews. Shall be capable of monitoring the configuration control process and ensuring that procedures comply with client and/or applicable specifications. Acts as lead when required, reports to the Project Manager/Program Manager.

Minimum Education and Experience Requirements: Associate's Degree or equivalent in a related field and 2 years' experience.

Commercial Job Title: Quality Assurance/Control Specialist

Functional Responsibility: Supports the development and implementation of quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a small to mid-sized logistical computer-based organization. Supports the development and definition efforts of major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle.

Minimum Education and Experience Requirements: Associate's Degree or equivalent and 5 years' experience.



Commercial Job Title: Systems Security Specialist

Functional Responsibility: Analyze and design mid to complex security requirements for Multilevel Security (MLS) issues. Design, develops, engineers, and implements solutions to MLS requirements. Gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analysis and risk assessments as required.

Minimum Education and Experience Requirements: Bachelor's degree or equivalent and 4 years' experience

Commercial Job Title: Help Desk Manager

Functional Responsibility: Provides specialized management of help desks in a multi-server environment. Provides detailed knowledge of PC/Desktop operating systems, networks, and mail standards. Assists in information system development and network support in a client/server environment. Works with hardware and software vendors for warranty and non-warranty repair issues. Monitors all help desk activity, reviews daily reports from the HD tracking system and coordinates support and training of end users.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent and 5 years' experience.

Commercial Job Title: Help Desk Technician

Functional Responsibility: Provides telephone and in-person support to end users in the areas of E-mail, directories, desktop applications, hardware and software issues, and network troubleshooting problems. Serves as the initial point of contact for troubleshooting network applications and hardware, software, and printer problems. Enters data into the help desk software database to identify, escalate, and fix /repair individual support issues.

Minimum Education and Experience Requirements: Associates Degree or equivalent and 2 years IT related experience.

Commercial Job Title: Technical Writer

Functional Responsibility: Collect, analyze, and organize information required for technical documentation and for the preparation of manuals, materials, and reports. Reviews existing technical literature, develops descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of finished materials. Develops written technical materials and methodology with regard to information systems and end user requirements. Must have experience in multiple types of word processing systems, and have the capability to develop online technical documentation. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals. Provides or coordinates documentation services as required. Composes and finalizes IT documentation, including specifications and user manuals, in the style and format required by individual task. Receives initial functional specifications and transform that data into end user documentation. May be required to develop output in HTML, PDF, web-based, and other multi-media formats.



Minimum Education and Experience Requirements: Bachelor's Degree or equivalent (preferably English, Literature, or other related discipline) and minimum 3 years of experience writing and editing technical reports and documents.

Commercial Job Title: WEB/Internet Developer

Functional Responsibility: Assigned as a Webmaster for establishing and maintaining WEB Sites and the creation/design of WEB pages. Provides support in software development/engineering, specification development, system design, programming, and testing using software applications. Translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve as either standalone sites or as the front end to web-based applications. Provides configuration, installation, maintenance, and site policy development. Formulates, defines system scope, prepares specifications, and develops coding, testing, implementation and life-cycle support of customer web sites. Utilizes multiple types of software applications and languages/protocols including: JAVA, JDBC, HTML, PERL, SML, FoxPro, Front Page, Visual Basic, FLASH, C/C++, XML, and PowerBuilder.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent and a minimum of 2 years of experience.

Commercial Job Title: Testing Specialist

Functional Responsibility: Develops test plans, designs test scenarios, develops test programs and documents test results to ensure systems and software perform as designed and required. Develops software QA plans. Develops and maintains processes for evaluating software and associated documentation. Participates in formal and informal reviews throughout the development life cycle. Responsible for developing and integrating testing into the full software development process. Reviews system requirements and functional specifications for early defect detection and develops high level plans as well as detailed test scenarios. Analyzes internal security within software and systems.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent and 4 years of experience.

Commercial Job Title: Technical/Data Librarian

Functional Responsibility: Assists in the classification, indexing, cataloging, updating, and control of manuals, papers, instructions, specifications, reports, multimedia, and electronic data. Maintains manual records for configuration control of all paper based documentation managed by the technical library. Maintains electronic records databases including troubleshooting, managing automated library management systems, developing/maintaining document web sites, and tracking changes to the library system. Stays current with and shares knowledge of new technologies that contribute to access, creation and use of electronic data files.

Minimum Education and Experience Requirements: Bachelor's Degree or equivalent and 2 years of experience.



Commercial Job Title: Junior Technician

Functional Responsibility: Provides maintenance support for customer-owned or leased IT or telecommunications equipment and products. Performs on-site installation, preventive maintenance and routine repair on a specific project as it relates to Hardware/Software support, provides maintenance support for customer-owned or leased equipment and products. Requires minimal supervision. This labor category is used solely to support hardware, software and/or professional services on a specific project, and cannot be purchased separately.

Minimum Education and Experience Requirements: High School Diploma or GED, PLUS up to 6 months related experience.

Commercial Job Title: Data Entry Clerk

Functional Responsibility: May oversee data entry staff in the accumulation, review, and input of electronic data entry. Works closely with the Database Administrator and program developers to ensure familiarity with database input requirements and reports generation. Performs data entry via on-line data terminal, key-to-tape, PC, key-to-disk, or similar electronic device. Reviews documentation and manual records prior to input and verifies data entered as required.

Minimum Education and Experience Requirements: High School Diploma or GED, PLUS 2 year's related experience.

Commercial Job Title: Systems Administrator

Functional Responsibility: Works closely with management to define, document, and implement standards, policies, and tools to support the management, security, and operation of systems and servers. Monitors and reports on system usage, performance, and security. Provides recommendations for tools, procedures, enhancements, and hardware to support future systems growth. Manage day to day operations of servers/systems and communication tools including email, source code management, instant messaging, file sharing and collaboration.

Minimum Education and Experience Requirements: Shall have five years extensive hands-on experience in a functional and/or technical position supporting multiple types of operating systems and networked environments. Should have experience in hardware maintenance, help desk support, and network operations. Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline.

Commercial Job Title: Administrative Support Specialist

Functional Responsibility: Performs a variety of technical support duties for management and customer support. Duties may include preparing end of month contract status/performance reports, maintaining computer based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. Must be proficient in the use of a personal computer and have good typing skills. Performs assigned administrative technical support tasks. This labor category is used solely to support hardware, software and/or professional services on a specific project, and cannot be purchased separately.

Minimum Education and Experience Requirements: High School or GED with a minimum of 2 years related experience.



Commercial Job Title: Senior Field Engineer

Functional Responsibility: Serves as lead or expert field engineer. Performs varied and difficult tasks under minimum supervision. Possess knowledge and understanding of and performs work in structured premise cabling systems, grounding, bonding and electrical protection, pulling cable, cable termination, retrofits and system upgrades, LAN cabling systems, media, preparation for installation of hardware and software, cable testing, cable troubleshooting. As it relates to Hardware/Software support, oversees efforts or provides maintenance support for customer-owned or leased equipment and products. May perform administrative tasks such as, documenting results, “as-built”, completing daily reports, inventory of materials and supplies. This labor category is used solely to support hardware, software and/or professional services on a specific project, and cannot be purchased separately.

Minimum Education and Experience Requirements: Associate’s Degree (or 3 years equivalent experience), or a project-related IT or telecommunications technical certification PLUS 3 years’ experience.

Commercial Job Title: Functional Analyst

Functional Responsibility: Analyzes user requirements to determine functional and cross-functional operating requirements. Conducts functional distribution to identify specific job tasks and their interrelationships. Develops and maintains DBMS, including designing and analyzing systems, using current operating systems and performs data manipulation. Identifies system requirements for each functional task area. Provides daily supervision and direction to support staff. Participates in the collection and analyzing of organizational requirements and develops functional requirements for systems operations. Provides input for computer software and system design, documentation development/changes, conducts functional testing of specific software applications, and assists in designing interfaces necessary for software modifications. Provides database and system input. Develops reports, charts, presentations, drawings, and provides input for new end user training requirements.

Minimum Education and Experience Requirements: Six (6) years of current experience directly related to the use of structured analysis; design methodologies, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Bachelor’s Degree in Engineering, Computer Science, information systems, or other related scientific or technical discipline. 8 years of military experience directly related to skill requirements may be substituted for degree. A minimum of 3 years of current experience directly related to the use of structured analysis; design methodologies, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.