



**General Services Administration
Federal Supply Service
Information Technology Schedule
#GS-35F-4453G**

**Authorized Information Technology Professional Services
Schedule Pricelist – FSC Group 70**

**Period Covered by Contract:
February 3, 2012 – February 2, 2017**



**Authorized Federal Supply Service
Information Technology Schedule Pricelist
Information Technology Professional Services**

Special Item Numbers:

132-51 Information Technology (IT) Professional Services

FSC Classes and Category Codes:

- IT Facility Operation & Maintenance (D301)
- IT Systems Development Services (D302)
- IT Systems Analysis Services (D306)
- Automated Information Systems Design & Integration Services (D307)
- Programming Services (D308)
- Millennium Conversion Services (D308)
- IT Backup & Security Services (D310)
- IT Data Conversion Services (D311)
- Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services (D313)
- IT Network Management Services (D316)
- Automated News Services, Data Services, or Other Information Services (D317)
- Other Information Technology Services, Not Elsewhere Classified (D399)

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

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. Federal Acquisition Regulation (FAR) 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

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Contract Number: GS-35F-4453G

Period Covered by Contract: February 3, 2012 through February 2, 2017

CEXEC's General Services Administration (GSA) contract is current through **Refresh 36**. CEXEC is a small business under NAICS 541512.

Products and ordering information in this Authorized Federal Supply Schedule Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's at <http://www.fss.gsa.gov>.

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Acquisition Logistics Professional (AL) – Principal 16

Applications/INFOSEC Programmer (AP) – Principal 17

Asset Management Specialist (AM) – Principal 17

Communications Engineer (CE) – Principal 17

Documentation Clerk (DC) – Principal 18

Enterprise IT Expert (EIE) – Principal 18

Information Management Professional (IM) 19

Network Engineer (NE) – Principal 19

Operations Engineer (OE) – Principal 20

Program Manager (PM) – Principal 20

Project Leader (PL) – Principal 21

Quality Assurance Analyst (QA) – Principal 21

Quantitative Management Analyst (QM) 22

Software Engineer (SE) – Principal 22

Systems Analyst (SA) – Principal 23

Subject Matter Expert (SME) – Principal 23

Technical Analyst/Applications Specialist (TA) – Principal 24

Technical Writer (TW) – Principal 24

User Trainer (UT) – Principal 25



Corporate Overview

CEXEC, Inc. (CEXEC) is a privately held information technology and management services firm established in 1976. The company specializes in Acquisition Support, Contract Management, Financial Support Services, eTraining, Program Management, and Information Technology. CEXEC is one of the largest and most successful American Indian-owned high technology companies in the nation.

Overview of the CEXEC FSS IT Schedule

The CEXEC Federal Supply Schedule (FSS) Information Technology (IT) Schedule is awarded under Federal Supply Classification (FSC) Group 70 and is for Information Technology Professional Services.

Services Offered

CEXEC's Schedule for Information Technology Professional Services includes, but is not limited to, the following services:

- Network Design and Implementation
- Data Mining
- Web Page Development
- Technology Acquisition, Program and Financial Management Support
- Facilities Management and Operations
- Systems Analysis, Design and Installation
- Application Development

Federal Supply Schedules provide an efficient and cost effective method to provide total technical solutions. When you place an order under an FSS IT Schedule, GSA Contracting Officers (COs) have already:

- synopsis the requirement;
- negotiated the contracts;
- determined the prices to be fair and reasonable;
- met requirements of Competition in Contracting Act (CICA) FAR 6.102 (d)(3); and
- complied with all the procurement regulations in establishing the contracts.

Ordering

To place an order under the FSS IT Schedule, follow the guidelines in FAR 8.4:

- If order is under \$3,000 you may order directly from any schedule contractor.
- If order is over \$3,000 you can review three price lists and select the best value (this means consider items other than the lowest price such as delivery, warranty, training, past performance), or consider reasonably available information by using the GSA Advantage!TM online service at www.fas.gsa.gov.

Maximum Order Provisions

In the past, schedule contracts had a limit called a Maximum Order Limitation (MOL). GSA discovered after talking to customers and the industry that the MOL did not always guarantee the lowest price and often extended the overall procurement lead-time. The MOL has been replaced with the Maximum Order (MO). The MO is the level at which customers can seek a price reduction. At that point, contractors can:

- offer a lower price;
- offer the current contract price; or
- decline the order.

Orders Over the Maximum Order Threshold

The maximum order threshold for CEXEC's FSS IT Schedule is \$500,000. This does not mean you are unable to place orders over that amount, simply that you should request a discount when your order is anticipated to exceed the \$500,000 threshold. You are also required to review additional schedule pricelists and place the order with the schedule contractor providing the best value.

Teaming Arrangements

CEXEC may team with other GSA Schedule holders to provide total solutions for customers.

- All participants of the Team must have an FSS contract.
- FSS contract terms and conditions apply.

- Customers must follow FAR 9.6 and FAR 8.4.

Blanket Purchase Agreements

Option to satisfy agency-wide acquisition requirements:

- An entire agency or group of offices can reap the benefits of negotiated discounts.
- The Blanket Purchase Agreement (BPA) does not obligate funds. The order placed against the BPA obligates the funds.
- The period of performance can last as long as the FSS IT Schedule.
- BPAs provide access to the latest technology.
- You do not need to make a best value selection for each order.

Warranty Provision

CEXEC warrants that it is fully qualified to perform hereunder, and that it shall perform the services provided with a degree of skill, care and judgment which is in accordance with the highest professional standard in the industry, and with personnel who meet the applicable labor category qualifications. Additionally, CEXEC warrants that all services performed hereunder, including without limitation, development of software, shall be performed to the highest professional standards.

New Technology

To assure the schedule provides services in line with emerging technology, CEXEC may add new technologies, services and products upon review and approval of our GSA CO.

Corporate Capabilities

CEXEC, widely recognized as a supplier of practical and innovative solutions to complex problems, provides quality IT and management services to our clients. Our functional experts and IT professionals work together to provide our business partners total solutions for their every requirement. CEXEC enjoys a reputation for superior performance. This is the result of staying on the leading edge of technology, providing expert staff, and applying sound management practices and strict quality control. Our core business areas are Acquisition Support, Contract Management, Financial Support Services, eTraining, Program Management, and Information Technology. We maintain a unique blend of engineers, program managers, acquisition professionals and information technology specialists in eight states as well as the District of Columbia.

Acquisition Support

CEXEC helps our customers to award, manage, and closeout their contracts—a lifecycle approach. Our professionals are expert at crafting solicitations using innovative procurement approaches to reduce time to award while reducing acquisition costs. Acquisition support services we provide include pre/post award support, program planning and acquisition strategy; proposal evaluation; requirements definition (Statement of Objectives, Statement of Work, and Performance Work Statement); cost estimating, and performance-based, paperless acquisition.

Contract Management

CEXEC furnishes key personnel who provide critical contract administration support to acquisition, business, engineering, and financial managers on a variety of Program Offices and Product Teams. Contract management services we provide include contract administration; cost and pricing; correspondence tracking and control; invoice reconciliation; customized, automated tools; and contract closeout.

Financial Support Services

CEXEC's program professionals assist our customers in every facet of their programs' funding and financial management. We help them navigate through the budget process to include planning and formulation, developing the budget request, managing and executing the budget and reporting its status throughout the life of each individual program. Financial support services we provide include OMB Exhibit 55; cost/price analysis and evaluation of proposals; Earned Value Management (EVM); Military Interdepartmental Purchase Requests (MIPRs); Independent Government Cost Estimates (IGCEs); and customized databases.

eTraining

CEXEC produces customized interactive eLearning projects that can be delivered in a variety of formats and platforms. eTraining services we provide include web-based training; screen recordings/software simulations; desktop and mobile device training delivery; CD-based eLearning delivery; and scored quizzes and results/progress tracking.

Program Management

CEXEC experts help government program offices take their concepts from the embryonic stage all the way through implementation, maintenance, and ultimately decommissioning. Program management services we provide include program management and control; performance management; OMB Exhibit 55 development; schedule development and management; continuity of operations planning; and lifecycle sustainment.

Information Technology

CEXEC provides a full lifecycle of complex IT services, including integrated cyber and information assurance services, network and unified communications engineering, software and systems engineering, enterprise-wide management, program and project management, and quality assurance. We deliver consulting, infrastructure and software development solutions that increase productivity, competitiveness and deliver cost savings. IT services we provide include FISMA compliance; data virtualization; website development and content management; network infrastructure design and engineering; IT security; and custom software.



Information for Ordering Offices, Applicable to All SINs

SPECIAL NOTE TO AGENCIES: Small Business Participation

The Small Business Administration (SBA) strongly supports the participation of small business concerns in the FSS Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the FSS, 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!” online at www.fss.gsa.gov. The catalogs/pricelists, “GSA Advantage!,” and the FSS 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.

Geographic Scope of Contract

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

CEXEC’s Ordering Address and Payment Information

Ordering Address:

CEXEC, Inc.
Attn: Ms. Gail Parmentier
1900 Campus Commons Drive, Suite 400
Reston, VA 20191

Payment Address:

CEXEC, Inc.
Attn: Accounts Receivable
1900 Campus Commons Drive, Suite 400
Reston, VA 20191

Purchase Cards

- a. A Government Credit Card (I.M.P.A.C./VISA) may be used to place and pay for orders. Any Government official holding a Government Credit Card and operating within the constraints of designated thresholds and agency restrictions may purchase CEXEC Information Technology Professional Services under this contract.
- b. CEXEC accepts the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards may be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

Liability for Injury or Damage

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

Statistical Data for Government Ordering Office Completion of Standard Form 279

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: **08-635-6789**
- Block 30: Type of Contractor: **C. Small Business**
- Block 31: Woman-Owned Small Business: **No.**
- Block 36: Contractor’s Taxpayer Identification Number (TIN): **54-1032435**
- 4a. CAGE Code: **4U592**
- 4b. Contractor has registered with Central Contractor Registration Database.



FOB Destination:

Time of Delivery (Multiple Award Schedules)

CEXEC 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	As agreed upon between the contractor and the ordering activity.

Urgent Requirements

When the FSS contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact CEXEC for the purpose of obtaining accelerated delivery. CEXEC shall reply to the inquiry within three workdays after receipt (telephonic replies shall be confirmed by CEXEC in writing). If CEXEC offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

Discounts

Prices shown are NET Prices; basic discounts have been deducted.

- a. **Quantity:** To be negotiated between the contracting agency and the contractor.
- b. **Dollar Volume:** To be negotiated between the contracting agency and the contractor. In accordance with the terms of the FSS IT Schedule and FAR 8.4, customers may request a price reduction for orders in excess of \$500,000.
- c. **Government Educational Institutions:** Same as all other Government customers.'

Prompt Payment

No discount is available.

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.

Statement Concerning Availability of Export Packing – None

Small Requirements

The minimum dollar value of orders to be issued for services is **\$100**.

Maximum Order (All dollar amounts are exclusive of any discount for prompt payment):

The Maximum Order value for Special Item Number 132-51 – Information Technology (IT) Professional Services is \$500,000.

Data Universal Numbering System (DUNS) Number: 08-635-6789

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.

Federal Information Technology/Telecommunication Standards Requirements

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: National Institute of Standards and Technology (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 offices, shall be responded to promptly by the Contractor.

Federal Information Processing Standards Publications (FIPS PUBs)

IT products under this Schedule that do not conform to FIPS should not be acquired unless a waiver has been granted in accordance with the applicable FIPS Publication (FIPS PUB). FIPS PUBs are issued by the U.S. Department of Commerce, NIST, pursuant to the National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5301 Shawnee Road, Alexandria, Virginia 22312.

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) 605-6000.

Federal Telecommunication Standards (FED-STDs)

Telecommunication products under this Schedule that do not conform to FED-STDs should not be acquired unless a waiver has been granted in accordance with the applicable FED-STD. FED-STDs are issued by the U.S. Department of Commerce, NIST, pursuant to the National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA Specification Sales Office, Room 6654, 7th & D Streets, SW, Washington, DC 20407, telephone number (202) 708-9205. 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, 100 Bureau Drive, Gaithersburg, MD 20899, telephone number (301) 975-2833.

15. Contractor Tasks/Special Requirements (C-FAS-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. The Industrial Funding Fee does NOT apply to travel and per diem charges. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.
- c. **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

- i. **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders **placed under this contract** is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- k. **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

Contract Administration for Ordering Offices

Any ordering office, 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 (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1).

“GSA Advantage! (TM)”

“GSA Advantage!(TM)” is an online ordering system that provides access to vendors' schedule prices with ordering information. “GSA Advantage!(TM)” 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!(TM) at <http://www.fss.gsa.gov/>.

Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to an FSS BPA or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

Contractor Commitments, Warranties, and Representations

- 18a. 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 or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- 19b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

Overseas Activities

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

None

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

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).

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 (IFF) 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.

Installation and Technical Services

When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed in the price schedule.

Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: <http://www.Section508.gov/>

Prime Contractor Ordering from Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under FSS, 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 FSS contract, the latter will govern.

Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective:
 - 1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - 2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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>.

Advance Payments

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

Terms and Conditions

Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)

The following terms and conditions are applicable to all Special Item Numbers:

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. Performance Incentives

- a. When using a performance based statement of work, performance incentives may be agreed upon between the contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or BPAs.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

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 office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The agency 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. **Travel costs, to include applicable burdens, are in accordance with CEXEC, Inc.'s DCAA audited rates current at the time of performance.**

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

The Inspection of Services-Fixed Price (Aug 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (May 2001) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

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 (Deviation – May 2003) Rights in Data - General may apply.

8. Responsibilities of the Government

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

9. Independent Contractor

All IT 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 Government.

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 Government contract, without some restriction on 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 Government, ordering offices 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 in FAR 9.508.

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office 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 Government 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 52.232-7 (DEC 2002), (Alternate II—Feb 2002) (Deviation—May 2003) applies. For Labor-Hour orders, the "Payments under Time-and-Materials and Labor-Hour Contracts" (DEC 2002), (Alternate II—Feb 2002) (Deviation—May 2003) in FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

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

14. Incidental Support Costs

Incidental support costs, or other direct costs which may be incidental to performance and incorporated into deliverable products, are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

15. Approval of Subcontracts

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

16. Description of IT Services and Pricing

CEXEC, Inc.'s GSA Information Technology Schedule provides federal agencies as well as state and local governments with a streamlined procurement vehicle to acquire cutting-edge information technology services and selected IT products. CEXEC, Inc. offers IT related personnel services via specific labor categories that provide program management, engineering, analysis, evaluation, information security, facilities management, logistics services, software engineers, documentation specialists, telecommunications network design and installation, and many more.

- a. A description of CEXEC, Inc. labor category descriptions are provided in the **Labor Description and Prices** section below.
- b. The Labor Rate Tables for each category and experience/qualifications, found in the **Labor Description and Prices** section below, represent fully loaded hourly labor rates for each labor category at the contractor site ("Home" designation) and at the Government site ("Field" designation) for the contract Periods so represented in this Catalog Update.

The published rates are inclusive of the GSA FAS Industrial Funding Fee.

USA Commitment to Promote Small Business Participation Procurement Programs Preamble

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

Commitment

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives which demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small, disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

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

Marie Denoyer, Contracts Manager
1900 Campus Commons Drive, Suite 400
Reston, VA 20191
703-766-8492
marie.denoyer@cexec.com



SUGGESTED BLANKET PURCHASE AGREEMENT (BPA) FORMAT
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

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

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

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

Signatures

AGENCY
DATE

CONTRACTOR
DATE



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

2. Delivery: DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____

- 3. The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- 4. This BPA does not obligate any funds.
- 5. This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- 6. The following office (s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____

- 7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- 8. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
 - a. Name of Contractor;
 - b. Contract Number;
 - c. BPA Number;
 - d. Model Number or National Stock Number (NSN)
 - e. Purchase Order Number;
 - f. Date of Purchase;
 - g. Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - h. Date of Shipment.
- 9. The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

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

Basic Guidelines for Using “Contractor Team Arrangements”

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

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 customer 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.

Table of Awarded SIN 132-51 Labor Category Descriptions and Prices

Solving today’s complex, multi-dimensional information technology problems requires a broad array of multi-disciplinary skills and experience. Experience clearly shows that for the implementation of new or conversion of old IT systems to be successful, a wide assortment of technical and business analyses must be performed (e.g., strategic planning, design, development, implementation, testing, and operations and maintenance) along with requirements analysis, evaluation of business cases, and review of new technology solutions. Because of the complex interconnectivity and overlap of these many disciplines, we have experts that can integrate software and hardware technology solutions. They perform business process reengineering; develop, manage, and maintain corporate data; perform training, and execute change management for the users of these systems.

The following labor category descriptions describe the Functional Responsibilities and the minimum education and experience requirements for the most senior position for each labor category. Each category comprises up to five levels of experience: Principal, Senior, Journeyman, Associate and Junior, and **only the highest experience/skillset (Principal) is listed.** It can be assumed that for any lower level of experience the labor costs are appropriately reduced.

A. EXPERIENCE

1. Relevant experience is experience directly reflecting the work, task, or project under consideration. The nature of the activities, analyses, and work products must be very similar or identical to those of the intended project.
2. General experience is any experience.

B. EXPERIENCE/EDUCATION TRADEOFF

We recognize an equivalency/trade-off factor where one year of education equals 1.5 years of experience. For example, a labor category requiring a Bachelor’s degree and six years of experience is equivalent to another profile with a Master’s degree and three years of experience.

Degree	Experience
PhD (in appropriate discipline)	No experience substitute for PhD
Masters (in appropriate discipline)	Nine (9) years relevant experience
Bachelors (in appropriate discipline)	Six (6) years relevant experience
Associates	Three (3) years relevant experience

Acquisition Logistics Professional (AL) – Principal

General Experience Fifteen (15) years of progressive experience in managing and directing all aspects of pre award and post award contract support of IT equipment and services, to include development of acquisition strategies and procurement justifications.

Functional Responsibility For a given contract, the Acquisitions Logistics Principal supports the Program Manager as a lead interface with the government’s Contracting Officers, other government management personnel, and customer agency representatives. Responsible for Source Selection activity support, including solicitation development (Contract Line Item structure, evaluation criteria, Statements of Work, Task Statements), source selection and evaluation plan development, source selection technical evaluation assistance, and preparation of award recommendation documentation. Post award support includes numerous facets of contract management and administration and invoice processing assistance; formulating and enforcing work standards; and communicating policies, purposes and goals of the Government customer to subordinates and subcontractors. Conducts oral and written communications with all levels of management for planning, development, and execution of authorized contracts in support of the Contracting Officer(s). Prepares and delivers presentations to colleagues, subordinates, and government representatives in support of the Contracting Officer.

Minimum Education* Bachelor’s Degree in Business, Finance, Engineering, Math, Computer Science, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor’s degree, eight years relevant experience or an Associate’s Degree plus four years relevant experience.

Functional Levels/	Principal	AL-1-AL	15 years	\$114.67
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Labor Categories/ Experience/ Pricing (F/H)	Senior	AL-2-AL	12 years	\$95.67
	Journeyman	AL-3-AL	8 years	\$82.29
	Associate	AL-4-AL	5 years	\$72.01
	Junior	AL-5-AL	2 years	\$56.18

Applications/INFOSEC Programmer (AP) – Principal

General Experience Fifteen (15) years of substantive IT knowledge and demonstrated hands-on expertise and/or training in areas of emerging technologies. These areas include, but are not limited to, national policy development, Continuity of Operations Planning (COOP), crisis management, disaster recovery, database frameworks, enterprise resource planning, HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), web portals, firewalls, geographic information systems, visual simulation applications, information assurance, and remote sensing/satellite imagery. Applies Federal Information Security Management Act (FISMA) standards and guidance.

Functional Responsibility Applies current computer science technologies to the design, development, evaluation, and integration of computer systems and networks to maintain information assurance and ensure system security. Provides security engineering and integration support to internal and external customers. Involved in a wide range of security issues including architectures, electronic data traffic, and network access. Uses encryption technology; penetration and vulnerability analysis of various security technologies; and information technology security research. Prepares System Certification & Authorization Packages (SCAP).

Minimum Education* Bachelor's Degree in Business, Engineering, Math, Computer Science, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	AP-1-AL	15 years	\$128.01
	Senior	AP-2-AL	12 years	\$116.25
	Journeyman	AP-3-AL	8 years	\$103.48
	Associate	AP-4-AL	5 years	\$ 88.17
	Junior	AP-5-AL	2 years	\$ 83.11

Asset Management Specialist (AM) – Principal

General Experience Ten (10) years of progressive experience in managing, directing and implementing lifecycle support programs and integrated logistic plans associated with IT.

Functional Responsibility For a given Delivery Order, the Logistics Materiel Professional supports the Government's Contracting Officer(s) in Material Management and Capitalization of IT equipment. Develops lifecycle support programs and Integrated Logistics Support Plans. Maintains metrics to track and display failure analysis data. Enters equipment identification data into the department or agency capitalization programs. Responsible for formulating and enforcing work standards as prescribed by the Contracting Officer(s) in support of asset management and tracking.

Minimum Education* Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	AM-1-AL	10 years	\$92.72
	Senior	AM-2-AL	8 years	\$86.31
	Journeyman	AM-3-AL	6 years	\$77.70
	Associate	AM-4-AL	4 years	\$71.01
	Junior	AM-5-AL	2 years	\$60.09

Communications Engineer (CE) – Principal

General Experience Fifteen (15) years of progressive experience in supervision of installation software and hardware technicians; analysis, design, and installation of computer based systems; analysis, design, and installation of LANs/WANs; and analysis, design, and installation of communications systems. General experience includes increasing responsibilities in technical management. Progressive experience including at least two projects in technical areas (e.g., automated data processing equipment, networks, software, client/server configurations, LANs/WANs, communications, etc.) At least one project must have occurred within the past three years. Experience in developing and providing technical and end-user training on

computer hardware and application software. Demonstrated ability to communicate orally and in writing.

Functional Responsibility

Applies comprehensive system engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate client equipment and procedures, particularly the integration and safety assessment of the client's system (includes automation, communications, navigation, and surveillance elements). Reviews and prepares engineering and technical analysis reports, and other technical and safety documentation. May analyze, design, develop, implement, and test software related to engineering or functional requirements of client's associated support systems. Responsible for developing system/safety project plans, justifications, guidelines, and controls. Recommends development and design changes to improve quality of products and/or procedures. Provides expertise in the transition of legacy systems to modernized systems. Degree should be in related fields, such as engineering, safety engineering, math, or science. Systems engineers with appropriate expertise will support all aspects of organizations safety management activities involving measures to mitigate hazards or reduce risks to an acceptable level, verification that mitigation measures are incorporated into product design and implementation, and assessment of residual risk and any other safety related activities.

Minimum Education*

Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, or Information Technology. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	CE-1-AL	15 years	\$145.90
	Senior	CE-2-AL	12 years	\$115.71
	Journeyman	CE-3-AL	9 years	\$ 97.03
	Associate	CE-4-AL	5 years	\$ 77.78
	Junior	CE-5-AL	1 year	\$ 68.50

Documentation Clerk (DC) – Principal

General Experience

Fifteen (15) years of substantive office-oriented administrative support to a program or project.

Functional Responsibility

Performs administrative functions including meeting coordination, scheduling, calendar maintenance, visitor management, coordination of office administrative functions, file maintenance, and the preparation of documents which may include complex formatting, requiring proficiency with MS Office products. Typically performs a host of coordination efforts to include desk staffing, copying, data entry, regular cyclical report generations, and distribution and visitor control.

Minimum Education*

High School Diploma or GED

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	DC-1-AL	15 years	\$51.65
	Senior	DC-2-AL	9 years	\$46.10
	Journeyman	DC-3-AL	6 years	\$41.79
	Associate	DC-4-AL	3 years	\$37.38
	Junior	DC-5-AL	1 year	\$34.26

Enterprise IT Expert (EIE) – Principal

General Experience

Twenty-four (24) years progressive experience in supporting holistic implementation and/or COTS integration projects. Recognized for in-depth knowledge of a specific product or families of enterprise applications, and associated applications interface technologies. Knowledge and experience with a Federal Enterprise Architecture (FEA) that is the enterprise architecture of a federal government. Provides a common approach for the integration of strategic, business and technology management as part of organization design and performance improvement.

Functional Responsibility

Works with stakeholders, leadership, and subject matter experts to build a comprehensive view of the customer's communications service directorate's information, information technology assets, processes, and strategy. The role of the Enterprise Architect is to take this knowledge and ensure that business and IT are in alignment. The enterprise architect links the IT strategy to the business mission, strategy, and processes of the Directorate, and documents this to show how the current and future needs of the Directorate will be met in an efficient, sustainable, agile, and adaptable manner. The Enterprise Architect Expert brings additional levels of sophistication, experience, expertise, and thought leadership to the resolution of a

customer's communications Directorate, and, will draw from direct experiences on other large scale enterprises to guide the customer's Communications Directorate towards practical architecture and solution development.

Minimum Education* For **Principal** level - Ph.D.; for **Senior** or **Journeyman** level - Master's Degree; for **Associate** and **Junior** level - Bachelor's degree in Business, Engineering, Computer Science, Math, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	EIE-1-AL	24 years	\$267.85
	Senior	EIE-2-AL	20 years	\$212.15
	Journeyman	EIE-3-AL	18 years	\$170.10
	Associate	EIE-4-AL	16 years	\$138.59
	Junior	EIE-5-AL	12 years	\$121.19

Information Management Professional (IM)

General Experience Analyzes business or management problems utilizing business and project management/control systems to include implementation of automated management information systems. Efforts are focused on performing and/or re-engineering program management, acquisition planning and management, contract cost and performance tracking, and reporting. Experienced in automated Government acquisition, logistical and maintenance systems and contract management processes. Experienced in planning, monitoring, and tracking Government program management and procurement activities, prime contractor and subcontractor activities, and deliverables through the interpretation and implementation of Federal program and acquisition policies and procedures, court and board rulings, best commercial and Federal practices, and the Uniform Commercial Code. Significant experience in production/manufacturing facilities and involvement in the development and production of complex software/hardware systems is also required.

Functional Responsibility Fulfills work assignments individually or with minimal supervision. Supervises and directs the performance of other analysts of all skill levels, as well as assigned System, Production and Program Engineers, in the performance of any requirement. Maintains quality control checks and controlled databases to ensure quality performance. May monitor and track program progress utilizing a Monthly Performance Measurement System for Cost/Schedule Control Systems Criteria project control, reporting systems, and related reports and systems.

Minimum Education* College degree in Business Administration, Accounting or Finance, Procurement and Contracting, or a related field, or equivalent professional training.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Project Leader	IM-01-F	12 years	\$131.51
	Senior	IM-02-F	10 years	\$103.15
	Associate	IM-03-F	3 years	\$66.41
	Junior	IM-04-F	Entry level	\$52.07
	Project Leader	IM-01-H	12 years	\$147.35
	Senior	IM-02-H	10 years	\$115.60
	Associate	IM-03-H	3 years	\$74.42
	Junior	IM-04-H	Entry level	\$58.38

Network Engineer (NE) – Principal

General Experience Twelve (12) years in systems lifecycle management, structured systems development methodologies (preferably Information Engineering), structured analysis, and/or information systems development or a relevant technical discipline. Skilled in the interface of software with computer hardware systems, Computer-Aided Software Engineering (CASE) tools, and complex and software system development. Experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Must possess strong organizational skills and strong interpersonal skills to effectively relate to agency and customer needs. Supervisory experience in managing and providing direction to engineers, programmers, and analysts.

Functional Responsibility Designs, configures, implements and maintains websites for internal and external communications, based on customer's Intranet, Internet, and homepage strategies and goals. Ensures that customers branding and Internet configuration requirements are applied to all

web products. Proficient in the design and development of html/shtml documents compliant with Section 508 of the Rehabilitation Act of 1973, with an understanding and familiarity of E-Business practices, JAVA, Perl, and FrontPage® extensions. Facilitates and incorporates graphic art capabilities.

Minimum Education* Bachelor's Degree in Computer Science, Math, Information Systems, Engineering, Information Technology, or Social Science. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	NE-1-AL	12 years	\$90.45
	Senior	NE-2-AL	10 years	\$74.35
	Journeyman	NE-3-AL	7 years	\$67.05
	Associate	NE-4-AL	5 years	\$61.22
	Junior	NE-5-AL	1 year	\$49.55

Operations Engineer (OE) – Principal

General Experience Fifteen (15) years of progressive experience in computer programming and/or information systems development or a relevant technical, scientific, or social science discipline. Performs human factors engineering functions for computer human interface analysis, situational awareness, human-in-the-loop scenarios, ergonomics, and kinematics. Directs human factors studies to promote the introduction and application of concepts, procedures, tests and evaluations, and operational requirements.

Functional Responsibility Analyzes problems and develops system requirements and program specifications. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects including process and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Gathers information by developing and implementing data collection instruments and conducts surveys, document reviews, and interviews. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Facilitation support includes cross-functional team building, project scoping work sessions, facilitation using creative dynamics techniques, and conflict resolution techniques. Performs manual or automated modeling of process or data models, data flow diagrams, and simulation models.

Minimum Education* Bachelor's Degree in Computer Science, Information Systems, Information Technology, Engineering, Math, Business, or Social Science. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	OE-1-AL	15 years	\$116.12
	Senior	OE-2-AL	12 years	\$100.01
	Journeyman	OE-3-AL	8 years	\$ 90.30
	Associate	OE-4-AL	5 years	\$ 71.36
	Junior	OE-5-AL	2 years	\$ 62.09

Program Manager (PM) – Principal

General Experience Twenty (20) years of progressive experience in managing, directing, and implementing information technology projects. Experienced in managing a diverse group of functional activities, and subordinate groups of technical and administrative personnel. Experienced in management and control of large funds and resources, and demonstrated capability in managing complex, multi-task commercial and government contracts. CEXEC's Program Managers (Levels 4 and 5) are our most senior and valuable employees and are responsible for directing the Corporate Business Units and large business areas.

Functional Responsibility For a given Delivery/Task Order, the Program Manager serves as CEXEC's authorized interface with the government's Contracting Officer's Representative (COR), other government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals of CEXEC to subordinates and subcontractors. Responsible for the overall contract performance. Manages ADP services and support operations that may include multiple projects. Organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects. Organizes, directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with all levels of management for planning and control of projects. Communicates with all levels of Government management personnel, other contract

personnel, and customer agency representatives. Formulates and reviews project feasibility studies, determines costs, and ensures conformance to work standards. Assigns, schedules, and reviews work of subordinate Project Managers including subcontractors. Prepares and delivers presentations to colleagues, subordinates, and government representatives. The Program Manager will be an employee of CEXEC.

Minimum Education* For Principal to Journeyman Level – Master’s Degree. For Associate to Junior - Bachelor’s Degree, or in lieu of a Bachelor’s degree, eight years relevant experience or an Associate’s Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	PM-1-AL	20 years	\$279.67
	Senior	PM-2-AL	17 years	\$221.51
	Journeyman	PM-3-AL	14 years	\$177.60
	Associate	PM-4-AL	12 years	\$144.71
	Junior	PM-5-AL	10 years	\$126.53

Project Leader (PL) – Principal

General Experience Twenty (20) years of progressive experience in managing, directing, and implementing information technology projects. Experienced in managing a diverse group of functional activities, and subordinate groups of technical and administrative personnel. PMs are senior personnel who not only have responsibility for managing projects, but also possess strong technical skills.

Functional Responsibility A Project Manager serves as the leader of a delivery order/task order and assists the Program Manager in working with the Government’s Contracting Officer’s Representative (COR), other government management personnel, and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems. Provides overall managerial direction for a specific project and/or support operations that may include multiple task orders. Organizes, directs, and coordinates planning and production of all project support activities. Conducts oral and written communications with the Program Manager for planning and control of the project or multiple, concurrent task orders. Communicates with all levels of Government management personnel, other contract personnel, and customer agency representatives. Formulates project feasibility studies, determines costs, and ensures conformance to work standards. Assigns, schedules, and reviews work of subordinates including subcontractors. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. The Project Leader – Principal will be an employee of CEXEC.

Minimum Education* Master Degree for Principal and for all other categories - Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor’s degree, eight years relevant experience or an Associate’s Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	PL-1-AL	20 years	\$136.58
	Senior	PL-2-AL	17 years	\$125.36
	Journeyman	PL-3-AL	14 years	\$118.33
	Associate	PL-4-AL	10 years	\$111.32
	Junior	PL-5-AL	8 years	\$104.31

Quality Assurance Analyst (QA) – Principal

General Experience Twenty (20) years of progressive experience in supporting large information technology projects related to the individual’s subject matter expertise. These personnel are often corporate officers, leaders, and directors with many years of experience, and are nationally and/or internationally renowned experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). They have advanced degrees and certifications. They all have extensive experience as technical leaders and/or senior Project Managers.

Functional Responsibility Subject Matter Experts serve as technical experts in areas relevant to a particular project Quality analysis-management and control. SMEs produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as

identified in the statement of work. Provides senior level management consulting services and expertise of a specific nature in support to the customers IT Services Management mission and process Improvement.

Minimum Education* For **Principal** - PhD; for **Senior** or **Journeyman** - Master's Degree; for **Associate** and **Junior** - Bachelor's degree in Business, Engineering, Computer Science, Math, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	QA-1-AL	20 years	\$210.47
	Senior	QA-2-AL	17 years	\$166.70
	Journeyman	QA-3-AL	14 years	\$133.66
	Associate	QA-4-AL	9 years	\$108.93
	Junior	QA-5-AL	6 years	\$ 95.22

Quantitative Management Analyst (QM)

General Experience Develop and utilize automated cost models based on data from Cost/Schedule Control Systems and cost databases to analyze business problems. Significant knowledge of program, business, and production management issues and the impact of cost and accounting practices to these areas of expertise. Proficient in the use of computer hardware and software applications related to cost model creation, spreadsheet preparation and other automated data analysis systems, and their use in Quantitative Management. Experienced in performing computer-driven analyses of the economic, statistical, accounting, and financial principles and techniques necessary to support the management of procurements involving major systems acquisitions. Demonstrated experience and responsibility in project budgeting, cost control, forecasting, scheduling, and reporting. Familiarity with project control/management systems to include the implementation of automated management information systems to perform program and contract cost and performance tracking and reporting.

Functional Responsibility Obtains, analyzes and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. Performs comparative analysis of vendor terms and/or cost proposals with historical data to develop recommendations on vendor selection, program/contract terms, or prices. Researches and uses the most appropriate methodology to forecast program completion cost. Verifies cost data with Government accounting and audit agency recommended rates. Analyzes proposed prices or cost, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating cost through various types of overhead and general and administrative expense.

Minimum Education* College degree in Business Administration, Accounting, Procurement and Contracting, or related field, or equivalent professional training.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal QM Analyst	QM-PR-F	15 years	\$187.86
	Project Leader	QM-01-F	10 years	\$142.23
	Senior	QM-02-F	5 years	\$94.02
	Associate	QM-03-F	3 years	\$72.49
	Junior	QM-04-F	Entry level	\$53.48
	Principal QM Analyst	QM-PR-H	15 years	\$210.57
	Project Leader	QM-01-H	10 years	\$159.41
	Senior	QM-02-H	5 years	\$105.35
	Associate	QM-03-H	3 years	\$81.24
Junior	QM-04-H	Entry level	\$59.95	

Software Engineer (SE) – Principal

General Experience Fifteen (15) years of substantive IT knowledge and demonstrated hands-on expertise and/or training in areas of emerging computer technologies. These areas include, but are not limited to, continuity of government/agency operations, crisis management, disaster recovery, database frameworks, enterprise resource planning, HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), web portals, firewalls, geographic information systems, visual simulation applications, etc.

Functional Responsibility Assesses current and state-of-the-art industrial trends in the computer field. Reviews existing

legacy code systems, considering current "best business" practices of computer science, and designs and implements computer algorithms. Provides technical expertise, support, and oversight in one or more emerging technology areas including, but not limited to, knowledge discovery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, bioinformatics, information assurance, Public Key Infrastructure (PKI), and critical infrastructure protection. Reviews and recommends solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

Minimum Education*	Bachelor's Degree in Math, Engineering, Computer Science, Information Systems, or Information Technology. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.			
Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	SE-1-AL	15 years	\$162.85
	Senior	SE-2-AL	12 years	\$145.90
	Journeyman	SE-3-AL	8 years	\$ 94.96
	Associate	SE-4-AL	5 years	\$ 85.30
	Junior	SE-5-AL	2 years	\$ 62.83

Systems Analyst (SA) – Principal

General Experience Fifteen (15) years of substantive IT knowledge and demonstrated hands-on experience and/or training in areas of emerging technologies. These areas include, but are not limited to, sustained "daily" operations and continuity of government operations, crisis management, disaster recovery, database frameworks, enterprise resource planning, HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), web portals, firewalls, geographic information systems, visual simulation applications.

Functional Responsibility Performs tasks related to the analysis of information technology needs, assessment of information technology efforts, and development of information technology systems. Analysis of Information technology needs assessment includes analysis of functional allocation of requirements to IT components, IT system interface definitions, and document preparation. Effort assessment activities involve supporting and assessing other vendors. Development includes requirements analysis for the implementation and integration of information technology. Information Technology experience must include all of the following: design, test, implementation, maintenance and troubleshooting of large scale LAN and WAN networks, system engineering, development and integration, and the implementation and coordination of network policy, procedures, and standards. May be required to train users. May recommend alterations to IT development and design to improve quality of products and/or procedures. Degree should be in a related field, such as Engineering, Math, Science, Information Systems, Management Information Systems, IT Management, etc.

Minimum Education* Bachelor's Degree in Engineering, Math, Computer Science, Information Systems, or Information Technology. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	SA-1-AL	15 years	\$120.49
	Senior	SA-2-AL	12 years	\$ 88.90
	Journeyman	SA-3-AL	8 years	\$ 72.16
	Associate	SA-4-AL	5 years	\$ 58.30
	Junior	SA-5-AL	2 years	\$ 54.07

Subject Matter Expert (SME) – Principal

General Experience Subject Matter Experts (SMEs) Principal have twenty (20) years of progressive experience in supporting large information technology projects related to the individual's subject matter expertise. These personnel are often corporate officers, leaders, and directors with many years of experience, and are nationally and/or internationally renowned experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). They have advanced degrees, and many have a PhD. They all have extensive experience as technical leaders and/or senior Project Managers.

Functional Responsibility Provides senior level management consulting services and expertise of a specific nature in support to the customers IT Services Management mission and process Improvement.

Minimum Education* For **Principal** level- Ph.D.; for **Senior** or **Journeyman** level- Master's Degree; for **Associate**

and **Junior** level: Bachelor's degree in Business, Engineering, Computer Science, Math, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	SM-1-AL	20 years	\$210.47
	Senior	SM-2-AL	17 years	\$166.70
	Journeyman	SM-3-AL	14 years	\$133.66
	Associate	SM-4-AL	9 years	\$108.93

Technical Analyst/Applications Specialist (TA) – Principal

General Experience Eighteen (18) years of substantive systems engineering and architectural design and the use of structured analysis, design methodologies, design tools, and object oriented principles.

Specialized Experience Engineer experienced in one of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering telecommunications engineering, network engineering, electrical engineering, and data quality engineering (or other relevant engineering disciplines).

Functional Responsibility Independently performs complex tasks related to defining performance requirements, design, and optimization of Information Technology and telecommunications networks and services. Analyzes and evaluates network operations efficiencies and security effectiveness and recommends design changes to improve services to users. Responsible for providing senior level technical or supervisory leadership in areas supported. Establishes system engineering and information requirements using analysis of the information engineer in the development of enterprise-wide or large scale information technology systems. Designs architecture to include software, hardware, and communications to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures (OSI, ISO, IEEE, OSE) as they apply to the implementation and specification of information technology solutions. Analyzes system requirements and develops design alternatives to satisfy those requirements. Provides technical leadership developing solutions for engineering studies and internet/intranet applications. Supports process improvement efforts by providing specific, high-level technical expertise. Performs evaluation of alternatives and assessment of risks and costs.

Minimum Education* Bachelor's Degree in Computer Science, Math, Information Systems, Engineering, Business, or Information Technology. In lieu of a Bachelor's degree, eight years relevant experience or an Associate's Degree plus four years relevant experience.

Functional Levels/ Labor Categories/ Experience/ Pricing (F/H)	Principal	TA-1-AL	18 years	\$184.38
	Senior	TA-2-AL	14 years	\$162.52
	Journeyman	TA-3-AL	10 years	\$145.90
	Associate	TA-4-AL	7 years	\$135.69
	Junior	TA-5-AL	5 years	\$108.35

Technical Writer (TW) – Principal

General Experience Ten (10) years' experience developing, editing, and producing technical and graphic documentation for information technology systems. Must have a basic understanding of computer processing, including commonly used information technology terminology and must possess strong organizational skills. Experience with Word, PowerPoint, and Adobe.

Functional Responsibility Researches, writes, and edits a variety of technical articles, reports, brochures, training materials, fact sheets, and presentations and/or manuals for documentation for a wide range of uses. Responsible for coordinating the display of graphics and the production of the document. Provides analysis and compilation of diverse policy, technical, statistical, and demographic information. Establishes, plans, and administers technical writing policies and procedures in accordance with governmental policies and procedures. Is familiar with a variety of the field's concepts, practices, and procedures, and develops standard documentation methods to effectively communicate product/services concepts and use. Must have the ability to translate technical concepts and information for various audiences at different levels of technical literacy and must be able to produce accurate, strategic written materials under tight deadlines within a dynamic, team-based environment. Must have

excellent copy-editing skills and attention to detail.

Minimum Education* Bachelor’s Degree in Education, English, Journalism or Social Science. In lieu of a Bachelor’s degree, 8 years relevant experience or an Associate’s Degree plus 4 years relevant experience.

Functional Levels/	Principal	TW-1-AL	10 years	\$80.18
Labor Categories/	Senior	TW-2-AL	8 years	\$72.89
Experience/	Journeyman	TW-3-AL	6 years	\$65.61
Pricing (F/H)	Associate	TW-4-AL	4 years	\$58.30

User Trainer (UT) – Principal

General Experience Fifteen (15) years of substantive IT training and e-Learning systems experience providing training in areas of emerging technologies. These areas include, but are not limited to, sustained “daily” operations and continuity of government operations, crisis management and disaster recovery. Develop training aids that maximizes the customer’s operating environment (intranet, Knowledge Services Network (KSN), web portals, etc.).

Functional Responsibility Organizes, prepares, schedules, and conducts training sessions at the user level for specific databases, software packages, or general instruction training. Under direction of the Program Manager or Project Lead, performs tasks related to the dissemination of customer organizational information employing on-site and/or, distance learning methods. The IT Specialist facilitates new and/or recurrent training of customer staff and contractors so as to maximize their effectiveness in the execution of their respective assignments within the organization.

Minimum Education* Bachelor’s Degree in Business, English, Computer Science, Engineering, Information Systems, Information Technology, or Social Science. In lieu of a Bachelor’s degree, 8 years relevant experience or an Associate’s Degree plus 4 years relevant experience.

Functional Levels/	Principal	UT-1-AL	15 years	\$120.49
Labor Categories/	Senior	UT-2-AL	12 years	\$ 88.90
Experience/	Journeyman	UT-3-AL	8 years	\$ 72.16
Pricing (F/H)	Associate	UT-4-AL	5 years	\$ 58.30