



**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Note: American Systems Corporation wishes to participate under the cooperative purchasing and disaster recovery purchasing programs. The following SINs are available to state and local: 132-51.

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D417	Creation/Retrieval of IT Related Automated News Services, Data Services, or other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

SIN 132-62 – HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD-12) PRODUCT AND SERVICE COMPONENTS

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Contract Number: **GS-35F-4581G**

DUNS: **07-779-9799**

Period Covered by Contract: **June 28, 1997 to June 27, 2017**

General Services Administration, Federal Supply Service

Pricelist current through Modification # PS-0028, dated September 17, 2014.

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

TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS 3

GENERAL TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) 10

AMERICAN SYSTEMS TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)..... 14

TERMS AND CONDITIONS APPLICABLE TO AUTHENTICATION SERVICES (HSPD-12) (SPECIAL ITEM NUMBER 132-62)..... 16

AMERICAN SYSTEMS CORPORATE OVERVIEW 19

AMERICAN SYSTEMS IT PROFESSIONAL SERVICE AREAS 20

AMERICAN SYSTEMS' AWARDED LABOR CATEGORY DESCRIPTIONS 32

AMERICAN SYSTEMS' AWARDED LABOR RATES 59

**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF 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.

- The Geographic Scope of Contract will be Worldwide (Outside the contiguous 48 states; Washington, DC; Alaska, Hawaii, Puerto Rico and US Territories)

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

AMERICAN SYSTEMS
14151 Park Meadow Drive, Suite 500
Chantilly, VA 20151-2272

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

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

Mr. Joseph Kopfman
Vice President, Contracts
703-968-5226 or 1-800-733-2721
Joseph.Kopfman@AmericanSystems.com

Ms. Diane Stegner
Director, Pricing
703-968-5210 or 1-800-733-2721
Diane.Stegner@AmericanSystems.com

3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: **07-779-9799**
- Block 30: Type of Contractor - **C. Large Business**
- Block 31: Woman-Owned Small Business – **NO**
- Block 36: Contractor's Taxpayer Identification Number (TIN): **54-0962497**
- 4a. CAGE Code: **61443**
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

Special Item Number	Delivery Time (Days ARO)
132-51 & 132-62	*

***Delivery to be negotiated between Contractor and Ordering Activity**

- 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.

*** Expedited delivery to be negotiated between Contractor and Ordering Activity**

7. DISCOUNTS:

Prices shown are NET prices. Basic Discounts have been deducted.

- a. Prompt Payment: **0% - 30** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **NONE**
- c. Dollar Volume: **NONE**
- d. Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: **NONE**

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Export Packing is not available on this contract.

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is \$1,000 for all vendors.

11. MAXIMUM ORDER

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:
Special Item Number 132-62 – HSPD-12 Products and Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, (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, (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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.

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 C.1.)

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.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:
NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 applies.

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

**GENERAL 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 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

- 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 in accordance with this clause.
- 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

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour 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 (Deviation – May 2003) 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 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 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/EC 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) 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 SERVICES AND PRICING

Special Item Number (SIN) 132-51 – Professional Information Technology Services

IT SYSTEMS DEVELOPMENT SERVICES (FPDS Code D302)

- Project Planning and Management
- Strategic Planning for Technology Programs/Activities
- Acquisition and Life Cycle Management
- Concept Development and Requirements Definition
- Technical Requests For Proposal (RFP) Development
- Technical Staff Support
- Requirements Management
- Configuration Management
- Risk Management
- System Design, Engineering and Integration
- Software Design, Engineering and Integration
- Quality Assurance
- Verification & Validation (V&V)
- Independent Verification and Validation (IV&V)
- Test Planning and Monitoring
- Test and Evaluation
- Integrated Logistics Support
- COTS/GOTS Product Evaluation and Selection
- Product Compliance Studies and Assessments
- Training

IT SYSTEMS ANALYSIS SERVICES (FPDS Code D306)

- System Analysis and Design
- System Design/Specifications Support
- IT Planning, Studies and Assessments
- Facilities Support for IT Planning
- Requirements Analysis
- IT Architecture Analysis, Design and Evaluation
- Performance Measurement Analysis
- Product Reliability and Maintainability Studies
- Quality Assurance
- Verification & Validation (V&V)
- Independent Verification and Validation (IV&V)
- Technical Trade-off Studies and Market Surveys
- System Safety
- System Security
- System Interface Analysis
- Project Evaluation Staff Support
- Earned Value Analysis Studies
- Business Case Analysis
- Training
- Facilitation Support

Other Information Technology Services, Not Elsewhere Classified (FPDS Code D399)

- Program Management
- Project Office Staff Support
- Risk Management
- Requirements Management
- Project Planning, Scheduling and Work Breakdown Structure (WBS)
- Metrics Planning and Tracking
- Earned Value Management
- Configuration Management
- Quality Management
- Program Risk Assessments
- Performance Measurement Analysis
- Technical Group Facilitation
- Project Management Education and Training Services
- Test Management
- Independent Assessments (Organizational, Technical and Managerial)
- IT Strategic Planning

**AMERICAN SYSTEMS TERMS AND CONDITIONS
APPLICABLE TO IT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. ORDER

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

2. TYPE OF CONTRACT

Orders for services may be in the form of Firm-fixed Price task orders or Time and Material (T&M) task orders with fixed labor hours as delineated in our price proposal.

3. ORDERING PROCEDURES AND PROCESS

The ordering activity should provide AMERICAN SYSTEMS with a detailed Statement of Work (SOW) and request for cost estimate. The SOW should clearly indicate the following:

- A description of the specific work required.
- Period of performance.
- Deliverables.
- Acceptance criteria.
- Any other pertinent information.

AMERICAN SYSTEMS shall, within a mutually agreed upon time, typically ten working days, provide the ordering officer with a price estimate based upon the established rates contained in the schedule. The price estimate may include the following:

- The total hours and price for labor.
- Overtime hours for any nonexempt labor categories identified in paragraph F, if required and authorized.
- Proposed completion or delivery date.
- Milestone requirements for invoicing under fixed price orders.
- Local and long distance travel costs (including travel, lodging, per diem and other incidentals).
- Total order price.

4. HOURS

Services are normally performed during the customer's normal prime shift working hours when services are performed at the customer site. Labor rates are based on an eight-hour work day, forty-hour work week, Monday through Friday, excluding Government holidays.

5. LOCAL TRAVEL CHARGES

For assignments of any duration within a 50-mile radius of an AMERICAN SYSTEMS office, mileage to and from the work site will be reimbursed at the current Federally approved mileage rate. Local travel charges also include parking fees, tolls and other related expenses.

6. LONG DISTANCE TRAVEL CHARGES

For travel outside the local travel area, long distance travel costs (travel, lodging, per diem, and other incidentals) will be reimbursed in accordance with the Joint Travel Regulations (JTR) guidelines in effect at the time the travel occurs.

7. TRAVEL TIME

Travel time spent by AMERICAN SYSTEMS personnel in transit to a work location beyond a 50-mile radius of the AMERICAN SYSTEMS office is considered billable hours. For exempt employees this is not to exceed eight hours per day to or from the work location. For non-exempt employees the billable hours will be the actual hours in transit. AMERICAN SYSTEMS agrees to use the most reasonable means of transportation in such cases.

8. SERVICES PERFORMED AT GOVERNMENT LOCATIONS

For services performed at Government locations, AMERICAN SYSTEMS assumes that the Government is willing to furnish appropriate work areas, storage space, parking, permits, and access to copiers, telephones, and workstations as may be required.

9. INVOICES AND PAYMENT

Invoices for IT Professional Services shall be submitted by the contractor as soon as possible after completion of the work. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity ordering services under the contract. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

For T&M orders with a period of performance exceeding thirty (30) days, AMERICAN SYSTEMS will invoice monthly for hours worked the previous month. For Fixed Price orders, AMERICAN SYSTEMS will invoice monthly or upon the completion of agreed upon milestone(s).

10. PERSONNEL SECURITY REQUIREMENTS

Requirements which specify the use of contractor personnel with unique and/or high level security clearances (i.e., top secret, special accesses, life style polygraph, etc.) will necessitate that a premium be applied to the labor rates specified herein. In no case shall the total of the premiums applied exceed the requirements specified in Section 1, Information to Ordering Activities, Paragraph 14, "Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2001)," for each delivery order.

**TERMS AND CONDITIONS APPLICABLE TO
AUTHENTICATION PRODUCTS AND SERVICES
(SPECIAL ITEM NUMBER 132-62)**

1. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

2. 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 the Services under SIN 132-62 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.

3. 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.

4. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) 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) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

5. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

6. INDEPENDENT CONTRACTOR

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

7. 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.

8. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

9. 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.

11. 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.

12. 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.

13. DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING

Please see awarded pricing for HSPD-12 labor categories starting on Page 32.

AMERICAN SYSTEMS CORPORATE OVERVIEW

AMERICAN SYSTEMS delivers exceptional, systems engineering, technical, and outsourcing services to government and private sector customers. Within the government sector, our focus is on Command, Control, Communications, Computer, Intelligence, Surveillance, and Reconnaissance (C4ISR); Acquisition and Logistics; Readiness; National Security; and Citizen Safety. The six core service areas of AMERICAN SYSTEMS are: Consulting Services; Professional, Technical, and IT Services; Custom Solutions; Business Process Outsourcing; Staff Augmentation; and Design and Installation Services.

Consulting Services

With services in leading-edge technology strategy, process improvement, security, identity management, and compliance, we solve the challenges inherent in controlling and managing information and protecting corporate assets. We start in the security domain and offer enterprise-class services that remove today's biggest hurdles. From that core, we move into applications and tackle process, architecture, and optimization. Our approach to enterprise consulting means our customers get the best of all worlds—technology subject matter specialists, market leadership, and focused services.

Professional, Technical, and IT Services

Our professional management and engineering services ensure successful definition, execution, and completion of customer programs. Our subject matter expertise supports customers with systems, hardware, and software engineering; program management; finance; logistics; and risk assessment. Our services include needs analysis, requirements definition, design, rapid prototyping, installation and checkout services, IV&V, certification, and life cycle support. Many of our program managers are PMI certified, we are ISO9001:2000 registered, and our software development process has been externally appraised at SEI CMMI Maturity Level 2.

Custom Solutions

We offer custom solutions that respond to requirements across a wide spectrum of customer needs, both current and anticipated. These solutions include custom software development, customized training and training services, custom human capital solutions for acquisition, programmatic and logistic support, and specialty manufacturing solutions. Our courseware development—including interactive, computer-aided, and distance learning—and technical and soft skills training programs consistently exceed customer expectations. Our approach to these solutions follows the instructional systems development process and is Shareable Content Object Reuse Model compliant.

Business Process Outsourcing

Our business process outsourcing services support professional, technical, administrative, and clerical task requirements. Services include a full range of personnel sourcing at customer sites, including inside and outside plant infrastructure systems installation, operations and maintenance, call center and help desk operations, supply support and inventory management, and such office administration functions as mail and courier, clerical, human resources, billing, and specialized consulting services. Available internationally, our services support operations both on and off customer sites and facilities.

Staff Augmentation

For more than thirty years, we have delivered the professional, technical, and administrative talent needed to reduce costs, increase flexibility and responsiveness, and get the job done right the first time. We have the performance qualifications, technical skills, and personnel to meet all customer expertise and experience requirements. Our people help customers develop personnel support roadmaps and plans for the future. We understand the elements required to attract and retain quality personnel. The result is a stable workforce for our customers.

Design and Installation Services

We offer total turnkey support for the customer's network transport layer infrastructure, engineering, and installation requirements. Our engineering and installation services include cable, fiber optics, wireless, equipment integration, and security. Our personnel have DoD clearances at the highest levels and specialized agency clearances that include full polygraphs. Our ISO certifications and certified professionals bring customers the greatest value for their IT dollars. Our customers enjoy cost-competitive and technically complete solutions.

AMERICAN SYSTEMS IT PROFESSIONAL SERVICE AREAS

A. Program Management Services

Our corporation provides the full range of program management functions and services to support and implement information technology based programs associated with electronic data processing and information distribution systems; command and control systems; communication, C4ISR; biometric and medical systems; and simulation trainer systems. We are process-oriented and provide the tools to operate within a virtual project office environment.

Our range of services includes:

- **Program Planning and Program Implementation Management**

Our analysts provide services to perform the planning, budgeting, scheduling, monitoring, analysis, reporting, and coordination required to implement information technology based programs. We have developed processes and tools that we use to support these planning and implementation activities. The processes we use ensure consistency and uniformity in the various disciplines necessary to define, acquire, and support components, equipment, or systems throughout their life cycle. Using these structured processes, we work with customers to determine requirements and associated management planning and subsequent documentation necessary to baseline and control these requirements. We develop strategies and prepare management and implementation plans, develop life cycle cost models using Work Breakdown Structure techniques, lay out schedules using automated project management software, and prepare performance measurement criteria with which to certify the selected information technology solution. We monitor program execution against approved plans, baselines, costs, and schedules to identify baseline deviations and the causes of performance discrepancies, and recommend effective solutions to recover to the program plan.

- **Integrated Product and Process Development (IPPD)/Integrated Process Team (IPT) Implementation**

We are experienced in the establishment, planning, chartering and implementation of IPPD approaches, which is a management technique to integrate all program activities from product/system concept through production and field support to disposal. IPPD is implemented through IPTs, which allow for the collaboration of various management and technical discipline experts, operating in a concurrent engineering environment, to accomplish program objectives. We develop charters, mission statements, processes, objectives and performance measurement criteria. We offer training programs to equip IPT members to function successfully and prepare senior management to create an environment supporting successful team performance.

- **Integrated Product Design Environment (IPDE) Implementation**

We have experience in analyzing, recommending, developing/tailoring and implementing an integrated electronic design and management environment, which provides for capture, organization, analysis, management, and reporting of all information developed during program evolution. We perform analyses of requirements for distributed IPDE capabilities, which include formulating features such as "intranets", collaborative Web sites, and relational databases to support program requirements.

- **Subcontract Services and Monitoring**

When subcontractors are required to complete a project, we can identify and solicit qualified companies and perform contract/subcontract administration services to ensure the project is completed successfully and on time. We monitor the performance of contractors and subcontractors and perform invoicing services so that the customer has the convenience of dealing with only one point of contact throughout the duration of the project.

- **Quality Assurance (QA) and Quality Control**

We have a rigorous QA program and processes based on current industry standards and practices to ensure our customers receive uniform and reliable systems and services. For each project, our on-site project manager inspects and approves daily all work performed, noting discrepancies and ensuring they are corrected immediately. Our independent QA inspectors also conduct a comprehensive final inspection of the project to ensure compliance with quality objectives. We can define and implement similar programs tailored specifically for customer needs.

- **Configuration Management Planning and Implementation**

Our analysts will develop and maintain a configuration management plan that identifies all hardware, software, media, firmware, and associated documentation of the system and the procedures used to manage and control

the system's configuration through the life cycle. We will provide services to support implementation of the CM program and the change evaluation and control process in accordance with the plan.

- **Configuration Management/Logistics Management Tool**
We have designed the Configuration Management, Tracking, Ordering, and Logistics (ConTrOL) database specifically to meet the rigorous requirements of configuration management associated with the procurements and life cycle support of components, equipment, and systems. ConTrOL provides template tools that track configurations and automate the logistics support ordering process. This tool facilitates the organization and tracking of the diverse information required to produce and manage a system configuration, including build-to and as-built specifications and drawings, test documentation, technical data and technical manual files, vendor and manufacturer information, material purchasing, receiving reports, equipment inventory, and program correspondence files.
- **Independent Verification and Validation (IV&V)**
Our engineers provide services to assess the effectiveness of system designs developed by other integrators/vendors by independently performing systems analyses against baseline requirements; by assisting in development of independent test planning documents, product test procedures, and test scenarios; by assisting in conduct of test activities and documentation of results; and by assisting in identification of deficiencies, redundancies, and discrepancies against an established set of user, contract, program, or functional requirements. Our IV&V programs are based on industry standards such as IEEE 1012.
- **Risk Management Process Adaptation**
We analyze the customer's environment to identify how best to implement risk management in the context of the organization's structure and culture. We then develop a Risk Management Adaptation Plan.
- **Risk Management Planning**
We assist our customers in the development of a consistent Risk Management Policy across all participating organizations, Risk Management Plans and Measures of Effectiveness, and specific instructions for implementing the policy.
- **Risk Management Training**
We offer a two-hour overview for executives, a half-day overview for project managers, a one-day course for project personnel, and a two-day "how to" course for Risk Officers.
- **Risk Assessments**
We use different assessment models depending on the role of the customer's organization. The models range from assessment of program office risk to various models that assess developers and customers.
- **Mentoring**
We provide mentors to assist project participants in the successful implementation and maintenance of an effective Risk Management Program even as project conditions change.
- **Administrative Services and Support**
To support implementation of information technology based programs, we provide the services of technical writers, data entry clerks, graphics designers, CAD operators, administrative assistants, word processors and clerical staff. Our company has internal corporate networks, reproduction facilities, graphics workstations, printers, plotters, and other capabilities needed to support proposed administrative and technical services.

B. Systems Analysis, System Engineering, Network Engineering and Design Services

Our company provides services for feasibility studies and analyses, performance assessments, system engineering, and system design for integration of information technology applications into electronic data processing and information distribution systems, command and control systems, communication, C4ISR systems, biometric and medical systems, and simulation trainer systems. These services include definition of Total Information Management requirements and resultant system architectures. Our capabilities and experience include developing or assessing designs with the application of Fiber Distributed Data Interface (FDDI), Ethernet, Synchronous Optical Network (SONET), Asynchronous Transfer Mode (ATM), Transport Control Protocol/Internet Protocol (TCP/IP), and Integrated Services Digital Network (ISDN) technology and standards.

Our range of services includes:

- **Strategic Planning**
We work closely with the customer to identify and document the business' vision, mission, goals, and performance measures and to identify the most appropriate information technology solution to fulfill those needs.
- **Logical Planning and Integration**
Our engineers provide expert services to investigate, conceptualize, analyze and/or formulate Operational, Technical or Systems reference models, considering the context of the DoD Joint Technical Architecture (JTA) framework. We perform analyses associated with development of Operational Reference Models (ORM) that identify the set of process sub-tasks in an enterprise and their logical relationships. These process 'activity models' may be developed and documented using IDEF 0 modeling techniques. We perform analyses associated with the conceptualization of Subordinate Activity 'data models' that are developed to identify the structure, content, and logical relationships of data and information available within the enterprise activity. These 'data models' may be developed and documented using IDEF 1 modeling techniques. We perform analyses associated with development of Technical Reference Models (TRM) that identify technical migration road maps leading to incorporation of emerging information technology and protocol standards. We perform analyses associated with formulation of System Reference Models (SRM) that are developed to allocate functions and identify interfaces (physical and logical), which provide the basis for developing a performance specification.
- **Risk Assessment**
AMERICAN SYSTEMS' risk assessment process is supported by an extensive infrastructure comprised of documented and repeatable processes and proven models and tools. This process is a disciplined exercise conducted by trained professionals who independently evaluate a predetermined set of data products against known criteria.
- **System Engineering**
We provide system engineering services that encompass analysis, design, integration, installation, testing, and life-cycle support of new and upgraded computer-based systems and networking solutions. Services provided include mission and requirements analysis, operations analysis, use environments and constraints, trade-off analysis, measures of effectiveness and technical performance measurement, evaluations of the state of the art and emerging commercial technology base, program risk analysis, system standardization, system/cost estimates and life cycle cost analysis, and training and supportability requirements. Products include SEMP and SEMS along with subordinate technical and planning documents. Our systems engineering processes, products, and services are based on industry standards such as IEEE 1220.
- **Requirements Identification, Analysis, Assessment, Documentation**
Our engineers use a structured process that includes conducting on-site client interviews to identify and examine existing/projected user system applications, surveying and assessing current information distribution and required system capabilities, determining and analyzing user network connectivity and traffic requirements; and preparing technical documentation detailing the results of our efforts and proposing recommended solutions.
- **Database Planning and Design**
Our analysts integrate the process of planning and designing databases with development of the information technology system to maximize storage, availability, and integrity of client data. We use up-to-date database development languages and environments to design and develop required databases. Our analysts conduct surveys to identify data sources, data flow, and user requirements. We develop cost-effective designs that meet user requirements, minimize redundancy, optimize data integrity, and maximize openness.
- **Transition Planning**
We can help customers define the options available to them to change from their current technical solutions to those necessary to fully support their projected future needs. Working with the client, we assist in identifying the prospective future technical environment, the impact of converting their existing technology, required resources, and a realistic schedule for implementing the desired conversion.
- **Risk Management**
AMERICAN SYSTEMS' turnkey risk management service helps our customers determine how their organization can best integrate elements of risk management into their environment. Our approach is consistent with those used by the Software Engineering Institute, the Defense Systems Management College, and other organizations.
- **System Design**
Our engineers follow a process that defines and integrates functional architectures for which system products and processes can be designed. This process includes performing functional analysis to the lower level functions

required to accomplish the system performance specification requirement. We define internal and external functional interfaces and determine and allocate time requirements that are prerequisites for system functions and/or sets of functions. We conduct interactive syntheses to define system elements for each logical set of functional and performance requirements, refine physical and communications interfaces, and define system alternatives. We define and design system products and process solutions in terms of design requirements that satisfy the functional architecture, and define and integrate the system and physical (hardware and software) architecture. We prepare requisite specifications to document the design process.

- **Network Engineering**

We perform engineering associated with voice, data, video, and integrated communications systems using a variety of network topologies, architectures, equipment, and transmission media in support of government and commercial customer requirements. Our services include detailed engineering analyses addressing issues of:

- Scaling network performance to maintain and enhance the value of current network investments.
- Simplifying network administration requirements, which is the largest single expense of remote networking, to save time.
- Using Virtual Private Networks (VPN).
- Supporting multiple functions and technologies needed in diverse distribution environments.
- Providing full multiprotocol network access for users calling in from off-site locations.
- Implementing Ethernet, FDDI and ATM switching to boost performance in high-speed client/server LANs, if appropriate.
- Network security.

- **Operations and Maintenance**

The Systems Division provides an array of services to support voice telecommunications systems. We first establish user requirements and perform the logical and physical system designs to provide basic phone service as well as a wide range of business and operational features, including voice mail, direct inward dialing, enhanced 911 service, remote billing capability, and uninterrupted power. We then provide installation services, help desk services, customer business office services, and technical operation and maintenance services for the life of the system. In addition to the initial site surveys, trunking analysis, and interface with LEC and long distance carriers to procure and provision the required trunks, we perform traffic studies to identify and resolve under- and over-capacity issues relative to trunks.

- **Technical Studies and Assessments**

As necessary, we conduct a Needs Assessment Study through interviews with end users and/or other customer representatives to determine the current operating environment and to identify potential problem areas. We gather comprehensive information in regard to needs for facility security, software communications, existing/future equipment, equipment user locations, user functions, user connectivity, network traffic, transmission media, transmission facilities, and electromagnetic compatibility.

- **Capacity Planning**

We provide analysis services along with network modeling and simulation to measure and predict network use and end-to-end delay times based on mapping of work load and frequency functions to applications.

- **Classified System/Environment Services**

Our engineering and technician staff includes engineers with active top-level security clearances and extensive hands-on field experience who understand network security requires positive control of network access, including physical, electronic (network connectivity), electromagnetic (TEMPEST), and cryptographic. Our experience includes analyzing and maintaining existing networks and designing and installing new networks, and we completely understand user access and verification requirements such as levels of access, password protection, and firewalls. We can apply and implement the DoD Information Technology Systems Certification and Accreditation Process (DITSCAP) for both small and large systems, including networks as well as entire platforms/enterprises. We are experienced in preparing Security Systems Authorization Agreements (SSAA), obtaining certification and accreditation, and obtaining Interim Approval to Operate (IATO) and Approval to Operate (ATO). We also possess the experience and expertise to design and execute certification and accreditation plans, analyses, and tests in support of designated Certification Agents.

- **Site Surveys**

We conduct comprehensive site surveys to assess existing network infrastructure and to assess the physical layout and condition of the proposed network location. We also assess facility (or shipboard) requirements such as physical structures, inter/intra-building (or compartment) distribution systems, equipment locations, civil engineering considerations such as electrical and mechanical services, and environmental and safety

considerations. We also assess such implementation requirements as user points of contact, scheduling, installation restrictions, and site management factors.

- **Network Design**

Our engineers base network designs on a wide range of experience in the application of network topologies, network hardware components, and network standards as well as installation techniques. Our services include providing detailed technical documentation, specifications, and arrangement drawings. Our designs ensure quality, clarity, and adherence to current telecommunications standards and best industry practice, and we ensure that such factors as interoperability, security, reliability, maintainability, and future system expansion are addressed.

- **Component Specification**

We work with the customer to specify required components based on the customer's current and future requirements, the type of network topology, and the system architecture. Variables requiring consideration include the customer's budget, the current and future bandwidth requirements of the users, and the level of network management desired to run the network.

- **Component Selection**

Our engineers assist the customer in evaluating and selecting the many available components that perform the same function as provided by various manufacturers, consistent with the needs of the end users and the network administrator. Depending on the needs of the customer, we emphasize the flexibility and migrational capabilities of the equipment, and, because we have procurement relationships with more than 100 suppliers, we have a wide range of equipment from which to select.

- **Distribution System Design**

Our Registered Communications Distribution Designers (RCDD) and LAN Specialists, certified by the Building Industry Consulting Service International (BICSI), ensure the structured cabling/distribution system infrastructures will meet or exceed operational requirements, industry standards, and commercial practices well into the next century. BICSI (a globally recognized non-profit association of telecommunications engineers founded in 1974) conveys the RCDD designation on network engineers who repeatedly have demonstrated and proven their superior ability to provide network design services using state-of-the-art networking products and components. We employ certified RCDD engineers, many of whom have the distinction of being BICSI-certified LAN specialists.

C. Systems Development, Installation, Integration and Testing Services

AMERICAN SYSTEMS provides comprehensive services and support needed to develop, install, configure, integrate, activate, test, accept, and document information technology based systems, network systems, and IT components. Building on information gathered and documented during the analysis and design phase, we can provide fully integrated hardware and software systems that span the physical layer, including facilities and distribution system; the network layer, including local and wide area networks; and the application layer, including specialized software, database management systems, and client server applications.

Our systems development experience spans a wide variety of operational and installation environments, including commercial, institutional, government and military buildings, complexes, campuses, hospitals, and test sites; office, laboratory, and classroom settings; and shipboard and classified environments.

Our experience in delivering information technology solutions covers a wide range of applications, including command and control systems, information processing and computing systems, alarm and surveillance systems; combat and weapon systems; C4ISR systems; telecommunications systems and networks; biometric and medical systems; simulation and training systems; multimedia applications; financial and logistics support systems; and intelligence gathering and analysis systems.

The range of services that we offer includes:

- **IT Design and Development Tools**

We develop/tailor and implement information technology based system design and development tools. These services include creating and developing an Integrated Electronic Design and Management Environment (IED&ME) based on features such as "intranets", collaborative Web sites, and relational databases.

- **Collaborative Web Site Development and Implementation**

We develop interactive collaborative Internet sites that provide a Web-based, electronic data exchange environment that is platform independent and geographically indifferent. Through a secure logon, collaborative Web sites provide multiple levels of access, allowing a single site to host many different levels of information exchange. A collaborative Web site can range from a basic site used to simply relay information, to an advanced site with features such as application sharing, e-mail, bi-directional database associativity, discussion threads, and full audio and video conferencing. The collaborative Web sites we develop use open architectures, comply with open standards, and are compatible with all popular Web browsers. Our collaborative Web sites are scalable and modular, and can be tailored to meet specific individual requirements.

- **Database Development**

Our analysts create and establish platforms for information collection, organization, and reporting, using a database system that enables quick identification and retrieval of management documentation as well as design and development, configuration item, logistics, training and other system and support documentation. We prepare user interfaces to the selected RDBMS for context-based data access, and develop ad hoc query capabilities, forms for viewing and modifying individual records, and report generators to support reporting needs.

- **Risk Assessment Tools**

AMERICAN SYSTEMS has developed a series of tools that facilitate the collection and analysis of information describing the various processes used to manage, engineer, ensure, and report the status of particular program environments. Each of these tools has an embedded questionnaire and criteria against which the results are evaluated. These tools include:

- Government Program Office Assessment Tool
- Contractor's Basic Process Assessment Tool
- Continuity of Operations Assessment Recovery Determination Assessments
- Best Practices Application Assessment Tool
- Developer's Capability and Risk Tool
- Continuity of Operations Assessment Recovery Determination
- Enterprise Risk Identification
- Project Risk Identification
- Risk Treeing

- **System Hardware Procurement, Assembly and Production**

We procure, receive and inspect, inventory, stage and assemble system and network hardware components in our integration facility in accordance with established and documented manufacturing processes. We also provide these services on-site at government facilities.

- **Integrated Cabinet Production**

We have an ISO 9002 registered process with controlling metrics that define all steps required to prototype, design, integrate, and test cabinets used throughout the telecommunications industry. Each step has a clearly defined set of quality control requirements that must be met in real time during process execution before the next step can be started. The process extends beyond the production sequence, providing for a completely documented RMA procedure. Our corporation produces fully integrated network systems in our high volume production and integration facility, packages them in telco racks or encloses them in cabinets, and ships them worldwide.

- **Asset Management**

We have an integrated bar code/inventory control system that provides the means of tracking all purchased material, its application within the cabinet assembly process, and the documentation by model and serial number of how the finished product is shipped to the field. It provides for a complete identification down to four levels, including component locations, serial numbers, cards, and card connectors. The detail of this process, which can be used for evaluating depreciation of material, is the foundation for asset management of all fielded products.

- **Inventory/Property Management and Control**

We provide services for inventory and property management and control, including evaluating, monitoring, administering or coordinating, and implementing industrial management or inventory control programs.

- **Off-The-Shelf Software Selection and Procurement**

Our software engineers conduct market surveys and trade-off assessments and then select and procure Commercial Off-The-Shelf (COTS) and Government Off-The-Shelf (GOTS) software packages to meet system design and development requirements.

- **Applications Programming**

Our software engineers and programmers modify off-the-shelf software and develop custom software for the user's Application Software Entity. This capability includes:

- Development of mission-area applications;
- Development of Technical Architecture Framework for Information Management (TAFIM) Technical Reference Model (TRM) support applications for multimedia, communications, business processing, environment management, database utilities, and engineering support; custom tailoring of common support applications (e.g., e-mail, word processing);
- Application Program Interface (API) coding and Human Computer Interface (HCI) applications development;
- Printed Circuit Board device drivers, data interchange services, and document interchange services, including SGML and HTML;
- Unique remote procedure calls, distributed object computing applications, and web-enabled applets;
- Translation and recompiling of various programming languages; and
- Internal documentation of applications programs, commenting, and implementation of coding standards.

- **Site Preparation**

We perform the full spectrum of site preparation services as required, including expanding or modifying real property to support system installation, ensuring proper environmental controls are in place and electrical requirements are in order, and performing special services such as trenching, installing or repairing duct systems, and removing hazardous materials such as asbestos. Before initiating system implementation, we conduct all required construction activities, including installation of support hardware such as cable racks and D-rings, core drilling and installation of backboards and conduit, and rack installation and mounting of equipment and components.

- **Hardware Installation and Configuration**

Our engineers and technicians will install and configure all system electronic hardware, network equipment, computers, and peripherals, including hubs, concentrators, bridges, routers, etc.; PCs/workstations and servers; scanners, printers, and plotters; uninterruptible power supplies; and tape backup units.

- **Software Installation and Configuration**

Our software engineers will install and configure all system, subsystem, and network operating software, workstation and server software, network applications software, network management software, and network component software, as applicable, on both workstations and servers.

- **System Integration**

Our engineers perform all aspects of logically and physically integrating system hardware and software, network components and software, and distribution system elements to meet specification and performance requirements. Required testing is performed to validate integration parameters and interfaces.

- **Test, Certification and Acceptance**

We develop test planning and management documents and test procedures and scenarios, conduct test activities and document results against established user, contract, program, specification, and functional requirements. We identify and resolve deficiencies, redundancies, and discrepancies to meet requirements.

D. Cable Plant Installation, Testing, and Certification Services

Our Design & Installation Services (DIS) Division is a national installer of local area networks with a large field force of installer technicians supported by staff designers and engineers. We provide comprehensive services and support to design, install, configure, activate, test, accept, document, operate, maintain, and sustain physical layer cabling systems and components, including copper, fiber, Air Blown Fiber, audio, video, coaxial, triaxial, and triamese. We perform national rollouts for customers requiring geographically diverse, multi-site, and simultaneous installations. We also provide worldwide flyaway support for system installations.

As a manufacturer-certified installation company, we can convey comprehensive manufacturer warranties to our customers, including 25-year and lifetime product and application assurance warranties. We are certified by major cabling manufacturers, including Avaya/Systimax, Panduit, Belden, Ortronics, Corning NORDX, Siecor, and Sumitomo.

To support the requirements of certain government agencies with stringent security requirements, approximately one-third of our engineering and cable technicians hold active special government security clearances based on full life-style polygraph investigations; another one-third hold active Secret and Top Secret clearances.

Our corporation was the first on the East Coast to be certified by Sumitomo Electric Lightwave, Inc., to install Air Blown Fiber (ABF) cable systems. This proven technology uses high-pressure nitrogen gas to propel fiber optic cable through tube conduit. As operational needs change, the fiber can be easily removed and rerouted, providing exceptional flexibility.

DIS technicians are trained and certified to install, service, and support cabling systems in asbestos environments. After being trained to recognize potential asbestos environments, they conduct appropriate testing to verify the presence of asbestos and take appropriate corrective and protective measures.

The range of services we provide includes:

- **Site Surveys, Cable Plant Surveys, Requirements Surveys**
Nationwide, our engineers can conduct comprehensive site surveys to assess the physical layout and condition of a proposed network installation. We assess facility issues such as physical structures, inter/intra-building distribution systems, and equipment locations; civil engineering considerations such as available electrical and mechanical services; and environmental and safety considerations. We also assess such implementation requirements as user points of contact, scheduling, installation restrictions, and site management factors.
- **National Services**
We have the experience and in-place capability nationwide to perform multi-site simultaneous installations of networks in response to customer activation requirements. Our Rollout Operations Center is staffed with experienced coordinators who schedule, manage, and control dispersed installation teams and their logistics support to meet customer installation and/or maintenance requirements.
- **Worldwide Support**
We have the experience and in-place capability to dispatch installation and field engineering teams to all geographic regions of the world, including hazardous areas and combat zones.
- **Cable Plant Installation - Copper and Fiber**
Our corporation specializes in quality installation of complex cable systems in a wide range of building structures and environments, including premise distribution systems, campus-wide networks, and underground/conduit and aerial trunking. We install all transmission media, including fiber optic (multi/single mode and air blown fiber), shielded and unshielded twisted pair, and baseband and broadband coaxial; as well as all components, including connecting hardware, conduit/cable trays, hubs/concentrators, and bridges/routers.
- **Cable Plant Moves/Adds/Changes (MAC)**
For our many government and commercial customers, we provide life-cycle services and support for network and cable plant systems. We provide these services either through full-time or part-time on-site staffing or on an on-call/as-needed basis. Our MAC services are tailored to individual customer requirements and include system analysis and needs assessment, system design, and cable/component de-installation, relocation, and re-installation. Our experience ranges from relocating single outlets to relocating multi-node local area networks supporting organizations dispersed throughout large buildings and campus environments.
- **PC and Network Relocation**
Our technicians are experienced in PC and network relocation and understand the technical, logistic, coordination, and economic issues associated with successful relocations. We provide pre-move testing and documentation services, de-installation services, re-installation and LAN connectivity verification, and post-move testing and documentation services.
- **Site Preparation**
We can perform the full spectrum of site preparation services, including expanding or modifying real property to support LAN system installation, ensuring that proper environmental controls are in place, ensuring that electrical requirements are in order, and performing special services such as trenching, installing or repairing duct systems, and removing hazardous materials such as asbestos.
- **Construction**

Before initiating system implementation, we conduct all required construction activities, including site surveys and installation of support hardware such as cable racks and D-rings, core drilling and installation of backboards and conduit, and rack installation and mounting of equipment and components.

- **Test and Acceptance**

We test, certify, and document 100% of the LAN components we provide and cable plant systems we install to verify proper installation, and to certify performance and compliance per manufacturer specification and warranty requirements. Prior to system integration performance certification, our installation personnel test backbone and user cables for continuity opens, shorts, and dB loss as appropriate. Cabling systems are tested to verify compliance with manufacturer and industry performance standards and objectives.

- **As-Built Documentation**

To complete the project and facilitate customer acceptance, we create original drawings and update build-to drawings using AutoCAD, update cable running lists to reflect as-built information, create test and acceptance documentation based on results, and provide this documentation to the customer for final approval. Upon final approval, we submit a complete set of as-built drawings, cable running lists in soft and hard copy format, and complete test and acceptance documentation in hard copy format to facilitate future maintenance requirements.

- **Cable Plant Certification**

Our comprehensive test and documentation procedures provide the foundation for network and cable plant certification. Our certification efforts include both Physical Configuration Audits and Physical Layer Testing to verify total compliance with installation criteria and manufacturer specifications. In addition to the cable plant and network components, we inspect grounding and shielding connections, outlets, and other physical attributes of the system's installation to verify that all physical components are correctly installed and labeled.

- **Shipboard Installations**

We are experienced in engineering, installing, certifying and documenting telecommunication networks, including cable plant and components for Navy ships. We have planned these installation efforts, including forward provisioning of material and staffing resources, while vessels were at sea, enabling us to prepare for and meet stringent installation time envelopes while vessels were in port.

E. Information Technology and System Support Services

Our company provides comprehensive services and support to operate, maintain, manage, and sustain information technology based systems and equipment, including electronic data processing and information distribution systems; command and control systems; communication, C4ISR systems; biometric and medical systems; and simulation trainer systems.

The range of services we offer includes:

- **System/Network Administration**

Our company provides a full range of system administration services, including network operation, analysis, and recovery; routine network software and hardware replacement; performance monitoring to include system availability analysis; network database backup and restoration; audit trail and ID/password administration; and first echelon maintenance, including updating user profiles and network databases, cleaning magnetic tape drives, performing physical inventories, and initiating power-off procedures for system protection during emergency situations.

- **Network Administration Tools**

We provide, install, configure, operate, and maintain a wide variety of network monitoring and administration tools. We tailor our support to meet customer requirements and we have direct access to both Macintosh and Microsoft Windows based "visual network information management" systems. Based on customer requirements, these systems could include:

- Links to maps and/or AutoCAD drawings depicting floor plans, wiring closet layouts, rack elevations/configurations, outlet configurations, user equipment layouts, etc.
- Maintenance databases, including device serial number, warranty status, configuration, and maintenance history.
- Device databases that provide user information (name, address, phone number, department, etc.), device configuration (circuit cards, software versions, connectivity), device manufacturer/model identification, etc.
- Equipment and network alarm generation, recording, processing, and fault isolation capability.
- Network security status.

- Traffic and network utilization data, including billing and accounting capability.
 - Cable plant utilization, capacity, and availability.
 - Recurring and special report generation capability.
- **Physical, Network, Administrative Security Services Capability**
More than half of our engineering and technical staff hold active government security clearances. We have a large work force that is highly cleared with full life-style polygraph background investigations. We understand and our staff members have experience in secure environments. We provide tailored physical security, network security, and administrative security services and support to meet customers' unique requirements.
 - **Network Management**
We operate a 24-hour Network Operations Center (NOC) to provide a full range of remote network management and performance monitoring services, including network fault management, security management, configuration control, and communications to maintain superior network availability. The services we provide also include system status monitoring and reporting of network management information to authorized personnel.
Help Desk Services. In conjunction with our Network Operations Center, we operate our own help desk to provide customer service and support. We also can provide computer and manpower resources needed to operate help desks either in or in support of customer facilities. We also offer a Help Desk Certified Call Center/Knowledge Center capability with certified Call Center Directors, Call Center Managers, and Call Center Professionals who facilitate responsive support by providing the services needed to handle a complete variety of inquiry responses and information dissemination. We provide the necessary services, facilities and qualified personnel to develop and implement a program to meet our customers' requirements, including the systems necessary to screen, track, monitor, and respond to their customers' needs.
 - **Training Support**
We provide and conduct train-the-trainer, management/supervisor, and user training in the theory, operation, maintenance, or administration and management of IT-based systems. After producing a training and lesson plan for customer approval, we provide technical instructors, trainee guides, and all other training materials, such as textbooks, workbooks, manuals, test materials, and other documentation, as necessary.
 - **Training Services**
Our training analysts are experienced in utilizing the latest IT methodologies to analyze the requirements for and to develop interactive courseware (ICW), computer-based training (CBT) tools, on-line learning and Web-based training tools, multimedia products, and simulation devices. Our services also include providing qualified IT professionals to conduct the day-to-day operation/management of distance learning facilities/classrooms.
Integrated Logistics Support. Our logistics analysts provide services in spare parts analysis, provisioning and supply support, logistic support analysis (LSA), interactive technical manuals (IETM), ILS planning and program implementation, training planning and program implementation, support and test equipment analysis, inventory control and property management, shipping and handling coordination, and support facilities requirements.
 - **Disaster Recovery**
Our Disaster Recovery and Continuity of Operations services are designed to ensure our customers' organizations can continue operating in the event of a disaster. We help our customers conduct Risk & Hazard Analyses and provide them a comprehensive and effective process for handling incidents in accordance with their planned response structure. We offer Training so that our customers understand the what, why, and how of Disaster Planning. We offer Planning so that our customers can have in place Disaster Recovery Plans, Continuity of Operations Plans, and Contingency and Crisis Management Plans, among other services. We offer Consulting Services to assist our customers in the assessment of disaster recovery needs, identification of requirements, planning the process, and assessing the risk and process effectiveness. We also offer Certification & Recertification to certify organizations have met minimum levels of Disaster Recovery Planning & Implementation Maturity; and we offer Threat Reviews, Computer Resource Asset Management, and Computer Resource Asset Recovery.
 - **Disaster Training**
We are a recognized industry leader in Risk Management Training, Assessments, Tools, and Customer Support. The Disaster Recovery training we offer includes a series of courses to train organizations in all aspects of Disaster Planning. We offer courses at three levels: Executive Awareness, Project Implementation Requirements, and Disaster Recovery Practitioner Training. Our training focuses on how to accomplish effective disaster recovery rather than on what it is or why it is important.
 - **Team Building**

We have developed and offer Team 2™, an integrated combination of training, mentoring, assessments and team rewards, to enable organizations to establish, manage, and sustain jelled teams. A jelled team is a group of people so strongly knit that the whole is greater than the sum of the parts. Team 2™ is a team-driven process improvement effort with visible rewards for those who successfully implement effective process improvement, which serves to improve the overall organization.

- **Maintenance Planning, Field Support and Depot Operations**

Our engineers and technicians are experienced in providing maintenance planning and maintenance support services for systems, networks, and electronic as well as electromechanical hardware. Our field engineers and technicians can provide system and hardware maintenance on site or on call to meet customer needs and requirements. Our services also include use of our depot maintenance capability and logistics support from our fully stocked and professionally managed warehouse and distribution network.

- **Software Maintenance**

Our software engineers provide total support, ensuring that software installed for operational use continues to perform as designed and fulfills its intended role in system operation. DoD software development and maintenance is provided in accordance with MIL-STD-498, DOD-STD-2167/2167A, DOD-STD-7935/7935A, MIL-STD-1679/1679A, Configuration Management per MIL-STD-973, and Configuration Audits per MIL-STD-1521B. Commercial software activities are conducted per ISO 12207 or ISO 9001. Specific activities include:

- Maintain “as built” software design information; document compilation/build procedures;
- Modify or document software modification procedures;
- Develop documentation of measured utilization for computer hardware resources;
- Perform software version control, source code escrow, and software configuration management;
- Develop Software Version Descriptions (SVD) to release, track and control software versions;
- Prepare executable software and source files for delivery and develop Software Product Specifications (SPS), including software support information;
- Manage documentation, cataloging, classification and reporting for software problems and process help desk requests;
- Conduct software upgrade planning and process software change reports;
- Establish, control, and maintain a Software Development Library (SDL) and Software Development Files (SDF);
- Prepare Software User Manuals (SUM) and Firmware Support Manuals (FSM);
- Develop self-diagnostic routines and on-line help functions;
- Develop Software Installation Plan (SIP), perform installation and checkout of executable software, and conduct user training;
- Perform data “housekeeping” and data backup and reprogram firmware devices;
- Develop Software Transition Plans (STrP);
- Provide change update notices and benefits/compatibility reports for proposed upgrades;
- Provide and install maintenance upgrades for discontinued vendor software;
- Provide support for new or additional hardware;
- Provide software problem corrections;
- Provide software feature enhancements.

- **Computer Center Operations Support**

Our company provides all phases of turnkey computer center operations support. These disciplines include:

- Control and distribute media;
- Manage computer resources through development and maintenance of system utilization metrics;
- Perform problem isolation and corrective maintenance, including emergency maintenance at the operational level;
- Perform routine maintenance and diagnostics through the operation of computer maintenance panels;
- Maintain a problem reporting and resolution system;
- Perform media backup and data warehousing, information security management, and virus scanning;
- Control access to, submit inputs to, and interpret output from a batch or interactive software system;
- Install software, load programs, and mount disks and tapes; configure systems;
- Resolve suspected user equipment/software design problems;
- Perform equipment upgrades, including Field Changes and ORDALTs;
- Maintain computer center configuration drawings and configuration status accounting records.

**AMERICAN SYSTEMS
AWARDED LABOR CATEGORIES**

1	Administrative Specialist	39	Junior Logistician
2	Member Administrative Staff (MAS)	40	Senior Logistician
3	Senior Member Admin. Staff (SMAS)	41	Project Manager - Cable Plant
4	Junior Systems Analyst	42	Project Manager - Systems Integration
5	Systems Analyst	43	Project Manager
6	Senior Systems Analyst	44	Program Manager
7	Installer	45	Associate Researcher
8	Cable Team Leader	46	Researcher
9	Data Communications Specialist	47	Senior Researcher
10	Cable Foreman	48	Purchasing Specialist
11	Design Engineer – Cable Plant	49	Clerical
12	Computer Systems Analyst I	50	Property Mgt/Inventory Control Specialist
13	Computer Systems Analyst II	51	Project Specialist
14	Computer Systems Analyst III	52	Associate Member Support Staff (AMSS)
15	Computer Science Specialist III	53	Member Support Staff (MSS)
16	Electronics Technician Class II	54	Project Coordinator II
17	Electronics Technician Class III	55	Senior Member Support Staff (SMSS)
18	Electronics/Network Engineer I	56	Configuration Mgt/Data Mgt Specialist
19	Electronics/Network Engineer II	57	Associate Information Mgmt. Specialist
20	Electronics/Network Engineer III	58	Telecommunications Specialist
21	Systems Engineer I	59	Information Management Specialist
22	Systems Engineer II	60	Media Technician
23	Systems Engineer III	61	Member Technical Staff-1 (MTS-1)
24	Senior Systems Engineer	62	Design Engineer – Systems Integration
25	Principal Systems Engineer/Architect	63	Member Technical Staff-2 (MTS-2)
26	IT Engineering Principal	64	Senior Information Mgmt. Specialist
27	IT Principal	65	Member Technical Staff-3 (MTS-3)
28	Executive Management Consultant	66	Information Technologist
29	Junior Project Specialist	67	Senior Member Technical Staff (SMTS)
30	Associate Budget Analyst	68	Subject Matter Expert-1 (SME-1)
31	Associate Project Coordinator	69	Subject Matter Expert-2 (SME-2)
32	Budget Analyst	70	Systems Management Specialist III
33	Senior Budget Analyst	71	Training Instructor/Course Developer
34	AUTOCAD Operator I	72	Associate Technical Writer
35	AUTOCAD Operator II	73	Technical Writer
36	Associate Graphics Designer	74	Senior Editor
37	Graphics Designer	75	Senior Technical Write
38	Senior Graphics Designer		

The following labor category define the qualifications for the corresponding labor categories listed below. Registration as a professional in a management or technical discipline in a particular specialty is considered to be equivalent to a Bachelors degree. For professional specialties, four years of experience within the specialty area will be considered equivalent to a Bachelors or Masters degree, and two years of relevant experience will be considered equivalent to an Associates Degree.

Experience may be substituted for only one educational degree for any one individual. The experience to be substituted for one educational degree would be relevant to the nature of the work to be performed by the individual as specified by the Statement of Work and as described in the functional title of the labor category.

All degrees shall be from an accredited university or college. For technical specialties, one year of experience within the specialty area will be considered equivalent to specialty certification or trade school certification. Examples of acceptable professional certifications and registrations include but are not limited to:

- MCITP
- MCTS
- Security +
- MCPD
- CCIE
- CCNA
- A+
- PMP
- MCSE
- MCSA
- CISSP
- LINUX +
- Professional Engineer

American Systems
Labor Category Descriptions
SIN 132-51: IT Professional Services and SIN 132-62: HSPD-12 Services



#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
1	Administrative Specialist	Business/secretarial school certification; or high school diploma and one additional year of relevant experience.	Three years of experience in IT-related project administration. Proven administrative skills associated with project office or operational support functions including the development of correspondence; the coordination and scheduling of meetings, training sessions and conferences; and the oversight of daily office operations. Demonstrated familiarity with IT-related nomenclature and Government/DoD correspondence standards and procedures. Possesses experience in supervising clerical functions.	Performs administrative duties required to support project management staff and ongoing office operations. Develops/implements office administrative procedures in accordance with organizational and project policies. Schedules and coordinates meetings and conferences. Composes correspondence that requires an understanding of technical nomenclature. Prepares required administrative reports. Trains clerical staff in the operation of computer/word processing and other office equipment. Duties require minimal Project Manager Guidance to complete an assignment.
2	Member Administrative Staff (MAS)	Bachelor's Degree	Four (4) years experience in one or more of the following areas: training administration, finance, or administrative support. Two (2) years experience in specialized area of training administration, and/or finance for Government IT systems.	May develop course materials, lesson plans, and student reference materials from written source material and interviews with practitioners. Present course materials and interviews with practitioners in an organized, professional manner. May support finance execution for IT program offices.
3	Senior Member Admin. Staff (SMAS)	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: training administration; focus team administration; finance; or administrative support. Four (4) years experience in specialized area of training administration, focus team administration, and/or finance for Government IT systems.	May develop course materials, lesson plans, and student reference materials from written source material and interviews with practitioners. Present course materials and interviews with practitioners in an organized, professional manner. May perform focus team administration. May support finance execution for IT program offices.
4	Junior Systems Analyst	Bachelor's Degree	Seven (7) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past three (3) years. Four (4) years of this experience must have been in performing large IT projects related to the technical area the individual will support.	Serves as a member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, and training.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
5	Systems Analyst	Bachelor's Degree	Nine (9) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past four (4) years. Six (6) years of this experience must have been in performing large IT projects related to the technical area the individual will support.	: Serves as a member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, and training.
6	Senior Systems Analyst	MS or Certification by Software Industry Recognized Organization	Ten (10) years of progressive Information Technology (IT) experience including at least six projects. At least two projects must have occurred within the past four (4) years. Seven (7) years of this experience must have been in performing large IT projects related to the individual's subject matter expertise.	Serves as a subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, earned value, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, market surveys, and training. Interfaces with management personnel. Reports orally and in writing to internal management and customer representatives.
7	Installer	High school diploma/GED, military electronic specialization schools, or trade school certification. Manufacturer certification, as applicable, may be substituted for trade school certification.	Able to work independently or as a member of a crew to complete fiber optic, UTP, and/or coaxial cable installation projects as well as associated system components, including power and other services. Hands on experience installing vertical backbone and horizontal fiber optic and copper cable systems. Experienced in proper use of hand tools. Experienced in proper installation of support structures, including conduit, cable trays, racks, patch panels, cable management systems, outlets, and jacks. Experienced installing cable support systems such as Hilti clips, D-rings, etc.	Assists with fiber optic and copper cable installations. Under supervision, installs fiber optic and copper cable systems, supporting structures, and components. Responsible for pulling and securing fiber optic systems, copper cable systems, and electrical systems. Understands proper use of test equipment and assists with testing activities. Working knowledge of fiber optic and copper cable terms and concepts. Working knowledge of installation codes, practices, and procedures, including EIA/TIA standards, manufacturer recommendations, and OSHA standards.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
8	Cable Team Leader	High school diploma/GED, military electronic specialization schools, or trade school certification. Manufacturer certification for multiple product lines such as Siecor, AMP, Sumitomo, Ortronics, Mohawk, Belden, Panduit, etc. ACC Fiber Optic, UTP, and Coaxial Installation Certification. ACC Fiber Optic, UTP, and Coaxial Testing Certification may be substituted for trade school certification.	Able to work independently or as a supervisor of a small team to complete fiber optic, UTP, coaxial, audio, and video cable installation projects. Able to lead team members and meet intermediate schedule milestones. Able to identify improper installation techniques and provide on-the-job training support. Hands on experience installing vertical backbone and horizontal fiber optic and copper cable systems. Experienced in proper use of hand tools and test equipment, including OTDRs, power meters, and state-of-the-art UTP scanners. Experienced in proper testing and trouble shooting procedures including documentation. Proficient in reading blue prints, project installation plans, and documentation. Able to make red-lined as-built annotations to project drawings. Proficient in proper installation of support structures, including conduit, cable trays, racks, patch panels, cable management systems, outlets, and jacks. Proficient in installation of cable support systems such as Hilti clips and D-rings. Proficient in pulling and securing fiber optic, UTP, coaxial, audio, and video cable systems. Working knowledge of fiber optic and copper cable terms and concepts, including FDDI, Ethernet, CNE/MSE/Banyan. Proficient with installation codes, practices and procedures, including EIA/TIA standards, manufacturer recommendations, and OSHA standards. Mounts and connects LAN networking components, including hubs, servers, personal computers, and peripherals per project plans and drawings.	Fully qualified technician. Installs, terminates, tests, and certifies fiber optic and copper cable systems and support structures. Provides first level quality assurance and supervision. Supervises and leads small teams to complete project requirements.
9	Data Communications Specialist	Associates degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.	Three years of experience in design and installation of integrated data communications and transfer systems, which may also include videoconferencing systems, distance learning, multimedia, telemedicine, laboratory information management systems, and electronic messaging/electronic data interchange. Performs the installation, upgrade, modification, configuration, documentation, and troubleshooting of the specialized services; and evaluation, testing, and recommendation of additional network shared services. Specializes in Internet/intranet services, including news servers, GILS, home pages; e-mail gateway switches; or other specialized network applications.	Responsible for the design, installation, configuration, operation, and troubleshooting of data communications and transfer systems.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
10	Cable Foreman	High school diploma or trade school certification. Manufacturer certification for multiple product lines such as Siecor, AMP, Sumitomo, Ortronics, Mohawk, Belden, Panduit, etc. ACC Fiber Optic, UTP, and Coaxial Installation Certification. ACC Fiber Optic, UTP, and Coaxial Testing Certification.	Able to work independently while managing and/or supervising multiple teams and larger work crews. Able to plan and schedule team activities to complete fiber optic and copper cable installation projects per established schedules and budgets. Inspects completed work to verify compliance with project requirements and quality assurance standards. Establishes and maintains liaison with customers, general contractors, and other trades to coordinate overall project schedules and objectives. Extensive hands on experience installing vertical backbone and horizontal fiber optic, UTP state of the art, coaxial, audio, and video cable systems. Proficient in proper use of hand tools and test equipment, including OTDRs, power meters, and UTP scanners (currently Level 3 scanners). Proficient in proper testing and troubleshooting procedures, including documentation. Proficient in reading blue prints, project installation plans, and documentation.	Working manager/supervisor. Schedules work activities. Orders materials, tools, and test equipment. Determines and schedules manpower resources needed to complete projects per project schedules. Meets project schedules. Installs, terminates, tests, and certifies fiber optic cable systems and support structures. Inspects work to verify compliance with project requirements and quality assurance standards. Verifies accuracy of red-lined as-built annotations on project drawings. Proficient in proper installation of support structures, including conduit, cable trays, racks, patch panels, cable management systems, outlets, and jacks. Proficient in installation of cable support systems such as Hilti clips and D-rings. Proficient in pulling and securing fiber optic and copper cable systems. Understands fiber optic and copper cable terms and concepts, including FDDI, fast Ethernet, and switched Ethernet. Working knowledge of network integration concepts, including Ethernet, Token Ring, hubs, routers, etc. Assists with hardware configurations such as properly installing modules and setting switches in chassis per project drawings and specifications. Proficient with installation codes, practices, and procedures, including EIA/TIA standards, manufacturer recommendations, and OSHA standards.
11	Design Engineer – Cable Plant	Associates degree in engineering discipline or computer science; or certification in network systems design; or certified by the Building Industry Consulting Services International (BICSI) organization as a Registered Communications Distribution Designer (RCDD) and/or RCDD-LAN Specialist.	Four years of working experience in cable plant network architecture, and cable plant media systems. The experience shall include systems projects involving design of fiber and copper cable plant infrastructure to include cable trays, racks and wall closets. Possesses a sound knowledge of cable plant wiring codes and network topologies and architectures. Able to design and plot network systems to include considerations in the area of facility wiring closets, equipment rack elevations, and office floor plan layouts. Develops build-to and as-built drawings and associated network databases as required. Proficient in all aspects of AutoCAD operations. Configures AutoCAD software, hardware, and peripherals.	Designs, engineers, installs, configures, and certifies cable plant infrastructure media backbone systems to meet complex system integration requirements.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
12	Computer Systems Analyst I	Bachelor's degree in an engineering or computer science discipline or Associates degree with industry or military certification in an engineering or computer science discipline, or two years of additional experience and industry certification such as Microsoft System Engineer or Novel Certified Network Engineer.	Two years of related working experience as a computer systems analyst or programmer. Experience includes implementing communication/computer systems in a phased approach; performing requirements analysis for a wide range of users in areas of command and control, office automation, finance, and inventory; producing and reviewing test steps for measuring product/system performance of computer networks; as well as interpreting test results and developing recommendations for unsatisfactory test results. Develops databases and performs other programming functions.	Responsible for assisting in maintaining current knowledge of communication/computer systems, Government planning, and existing/developing industry network and telecommunication standards that will meet DoD missions and related existing/planned communication systems to support those missions.
13	Computer Systems Analyst II	Bachelor's degree in an engineering or computer science discipline or Associates degree with industry or military certification in an engineering or computer science discipline, or two years of additional experience and industry certification such as Microsoft System Engineer or Novel Certified Network Engineer.	Over four years of working experience as a computer systems analyst or programmer. Experience includes implementing communication/computer systems in a phased approach; performing requirements analysis for a wide range of users in areas of command and control, office automation, finance, and inventory; producing and reviewing test steps for measuring product/system performance of computer networks; as well as interpreting test results and developing recommendations for unsatisfactory test results. Develops databases and performs other programming functions.	Responsible for maintaining current knowledge of communication/computer systems, Government planning, and existing/developing industry network and telecommunication standards that will meet DoD missions and related existing/planned communication systems to support those missions.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
14	Computer Systems Analyst III	Bachelor's degree in computer science or a related technical discipline	Over six years of working experience with a command knowledge as a computer systems analyst or programmer. Experience includes implementing communication/computer systems in a phased approach; performing requirements analysis for a wide range of users in areas of command and control, office automation, finance, and inventory; producing and reviewing test steps for measuring product/system performance of computer networks; as well as interpreting test results and developing recommendations for unsatisfactory test results. Develops databases and performs other programming functions.	Responsible for maintaining current knowledge of communication/computer systems, Government planning, and existing/developing industry network and telecommunication standards that will meet DoD missions and related existing/planned communication systems to support those missions.
15	Computer Science Specialist III	MS or Certification by Software Industry Recognized Organization	Twelve (12) years progressive Information Technology (IT) experience including at least six projects in technical areas. At least three projects must have occurred within the past six (6) years. Eight (8) years in supervision of substantial IT projects. Six (6) years of this experience must have been in supervising large IT services contracts, including people of various job categories and skills and must have occurred in the last twelve (12) years.	Ensures problem resolution and customer satisfaction for individual amendments; provides supervisory, technical, and administrative direction for personnel performing on an amendment. Responsible for a project's schedule and resource management. Reports orally and in writing to internal management and customer representatives.
16	Electronics Technician Class II	High school diploma (or GED equivalent) or technical certification in an electronic discipline.	At least three years of experience in installing and maintaining either electronic systems and components or networks and cable plants along with associated software. Experience includes training on test equipment and diagnostics.	Works under general supervision and installs, operates, maintains, or repairs complex electronic or integrated network systems. Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following instructions that may or may not cover all procedures. Assists higher or lower level technicians in performing such activities as replacing components, wiring circuits, taking test measurements, and performing preventive and corrective maintenance. Repairs complex electronic equipment and uses tools and test equipment that are more sophisticated than the routine pieces of equipment (e.g., spectrum analyzers, Q-meters, pulse generators, etc.). Performs procedures, observes results, and records information for evaluation. Performs operational checks and basic start-up procedures and conducts routine preventive maintenance in accordance with written procedures. Applies comprehensive technical knowledge to solve complex problems (i.e., those that typically can be solved solely by interpreting manufactures' manuals or similar documents) in working on electronic equipment. Determines work sequences and selects appropriate tools and test equipment for the maintenance and repair of electronic equipment and systems. Interprets the results found during testing sequences and evaluates test data against acceptance criteria.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
17	Electronics Technician Class III	High school diploma (or GED equivalent) or technical certification in an electronic discipline	Six years of experience in installing and maintaining either electronic systems and components or networks and cable plants along with associated software. Experience includes work with various network protocols, test equipment, and diagnostics.	Works independently to install, operate, maintain or repair highly complex electronic or integrated network systems. Applies working technical knowledge to perform routine or complex tasks in working on electronic equipment, following instructions that may or may not cover all procedures. Assists lower level technicians in performing such activities as replacing components, wiring circuits, and taking test measurements. Repairs simple and complex electronic equipment and uses tools and test equipment that are more sophisticated than the routine pieces of equipment. Performs procedures, observes results, and records information for evaluation. Performs operational checks and basic start-up procedures and conducts routine preventive maintenance in accordance with written procedures. Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically cannot be solved solely by interpreting manufacturers' manuals or similar documents) in working on electronic equipment. Exercises independent judgment in performing tasks such as making circuit analysis and tracing relationships in signal flow, and regularly uses complex test instruments.
18	Electronics/Network Engineer I	Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.	Over two years of experience in system and network implementation. Able to work with assistance in a computer-based system or network environment. Capable of installing, configuring, integrating, and testing hubs/concentrators, bridges, routers, servers, gateways, network switching devices and/or multiplexed information systems and command and control systems. Possesses basic experience in configuring Microsoft, Novel, Banyan, or similar software products. Knowledgeable in data communication protocols and standards including IEEE 802.3, Token Ring, AppleTalk, TCP/IP, and DoD Standards. With guidance the individual is able to analyze capabilities and deficiencies in existing networks and is able to analyze devices and components from multiple vendors and identify devices that best satisfy customer goals and objectives.	Performs research and installs, configures, and integrates network components and systems.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
19	Electronics/Network Engineer II	Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.	Over four years of experience in system and network implementation. Able to work independently and possesses working knowledge of network media in the representative areas of ISDN, FDDI, SONET, ATM, Ethernet, Token Ring, and similar modern network topologies and protocols. Capable of installing, configuring, integrating, and testing hubs/concentrators, bridges, routers, servers, gateways, network switching devices, and/or multiplexed information systems and command and control systems. Proficient in configuring Microsoft, Novel, Banyan, or similar system or network software products. Possesses a working knowledge of network and computer security practices, processes, and procedures. Experienced in practical application of physical security, personnel security, administrative security and other processes that effect network/system security. Under supervision, the individual has the ability to identify and assess network/system security risks and recommend solutions. Proficient in data communication protocols and standards including IEEE 802.3, Token Ring, AppleTalk, TCP/IP, and/or DoD Standards. Able to analyze capabilities and deficiencies in existing systems and networks. Able to analyze devices and components from multiple vendors and identify devices that best satisfy customer goals and objectives.	Performs as the lead integration engineer on projects. Installs, configures, and integrates network components and computer-based systems.
20	Electronics/Network Engineer III	Bachelor's degree in an engineering or computer science discipline	Over six years of experience in system and network design, integration, and implementation. Senior system/network engineer with extensive networking experience in representative areas of ISDN, FDDI, SONET, ATM, Ethernet, Token Ring, and similar modern network topologies and protocols. Knowledge of installing, configuring, integrating, and testing hubs/concentrators, bridges, routers, servers, gateways, network switching devices, and/or multiplexed information systems and command and control systems. Proficient in configuring Microsoft, Novel, Banyan, or similar system or network software products. Thorough knowledge of network and computer security practices, processes, and procedures. Experienced in practical application of physical security, personnel security, administrative security and other processes that effect network/system security. Ability to identify and assess network/system security risks and recommend solutions.	Minimum Education: Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer. Proficient in data communication protocols and standards including IEEE 802.3, Token Ring, AppleTalk, TCP/IP, and/or DoD Standards. Able to analyze capabilities and deficiencies in existing networks. Able to analyze devices and components from multiple vendors and identify devices that best satisfy customer goals and objectives. Excellent oral and written communication skills. Experience presenting alternatives and justifying recommendations.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
21	Systems Engineer I	Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.	Entry level technical position that requires exercising independent judgment and technical discretion when providing technical support in any of the following areas: system architecture, system/equipment design, system integration, technical management, and direct interface with customer management personnel for the solution of emergent engineering and technical problems. Assists in evaluating and developing technical input to the systems engineering process. Typical products include identification of customer/user needs and objectives. Provides requirements analysis for systems missions and environments to identify functional definitions and designs for system hardware and software architecture. Provides progress measurement, assessment, and decision mechanisms required to evaluate design capabilities and document system design and decision data. Develops, maintains, and performs quality assurance reviews of engineering data, e.g., specifications, equipment technical manuals, system level manuals, and engineering drawings. Provides other support in related acquisition and engineering elements, including reliability/ maintainability modeling and evaluation, safety engineering, human factors engineering, and quality assurance.	: Provides input for engineering management plans, monitors schedule execution; assists in the preparation of status reports; and provides technical contributions to hardware and software engineers for development of engineering designs and documentation.
22	Systems Engineer II	Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.	Over four years of experience in a mid level technical position that requires exercising independent judgment and technical discretion when providing technical support in any combination of the following areas: system architecture, system/equipment design, system integration, technical management, and direct interface with customer management personnel for the solution of emergent engineering and technical problems; and total quality management review of systems, hardware and computer software engineering products developed by more junior system engineers and hardware and software engineers.	Evaluates and develops technical input to the systems engineering process. Typical products include identification of customer/user needs and objectives; and requirements definition, including missions, measures of effectiveness, use environments, and constraints. Performs requirements analysis for systems missions and environments to identify functional definitions and designs for system hardware and software architecture. Defines performance and design constraints. Develops and/or reviews specifications, drawings and product descriptive data; and provides technical support to customer systems requirements analyses and participates in technical and management reviews. Defines and integrates functional architectures for which system products and processes can be designed. Performs functional analysis to the lower level functions required to accomplish the parent system requirement. Conducts interactive syntheses to: define the system elements for each logical set of functional and performance requirements; determine design completeness; refine physical and communications interfaces; and define system alternatives. Provides progress measurement, assessment, and decision mechanisms required to evaluate design capabilities and document system design and decision data. These mechanisms include trade-off studies; effectiveness analyses; risk management, configuration management, data management; and performance-based progress management.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
23	Systems Engineer III	Bachelor's degree in an engineering or computer science discipline	Over six years of experience in a senior level technical position that requires exercising independent judgment and technical discretion when providing technical support in any combination of the following areas: system architecture, system/equipment design, system integration, technical management, and direct interface with customer management personnel for the solution of emergent engineering and technical problems; and total quality management review of system (hardware and computer software). Evaluates and develops technical input to the systems engineering process. Typical products include identification of customer/user needs and objectives; requirements definition, including missions, measures of effectiveness, use environments, and constraints; evaluations of state of the art and emerging commercial technology base; and identification of applicable military and commercial specifications and standards. Performs requirements analysis for systems missions and environments to identify functional definitions and designs for system hardware and software architecture. Defines performance and design constraints. Develops and/or reviews specifications, drawings and product descriptive data; and provides technical support to customer systems requirements analyses and participates in technical and management reviews; develops content for contract technical packages (SOW, CDRL, Specifications); assists and advises junior engineering and technical personnel in the resolution of engineering issues. Defines and integrates functional architectures for system products and processes which are designed and implemented. Performs functional analysis to the lower level functions required to accomplish the parent system requirement. Defines internal and external functional interfaces; determines and allocates time requirements that are prerequisites for system functions and/or sets of functions.	Develops and delivers engineering management plans, monitors schedule execution, and integrates/develops recommendations for corrective and remedial action; prepares status reports reflecting engineering/technical milestones, progress, and problems; provides technical guidance and expertise to junior personnel for development/delivery of engineering designs and documentation. Defines and designs system products and process solutions in terms of design requirements that satisfy functional architecture and define and integrate the system and physical (hardware and software) architecture. Conducts interactive syntheses to: define the system elements for each logical set of functional and performance requirements; determine design completeness; refine physical and communications interfaces; and define system alternatives; develops detailed product and process solutions that enable design verification and provide the basis for specification trees, work breakdown structures, and progressive definitions of specification and configuration baselines. Provides progress measurement, assessment, and decision mechanisms required to evaluate design capabilities and document system design and decision data. These mechanisms include trade-off studies; effectiveness analyses; risk management, configuration management, data management; and performance-based progress management, including systems engineering master and detailed schedules, technical performance, design reviews and audits. Provides other support in related acquisition and engineering elements, including reliability/maintainability modeling and evaluation, safety engineering, human factors engineering, quality assurance.
24	Senior Systems Engineer	MS or Certification by Software Industry Recognized Organization	Ten (10) years of progressive Information Technology (IT) experience including at least six projects. At least two projects must have occurred within the past four (4) years. Seven (7) years of this experience must have been in performing large IT projects related to the individual's subject matter expertise.	Serves as a subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, earned value, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, market surveys, and training. Interfaces with management personnel. Reports orally and in writing to internal management and customer representatives.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
25	Principal Systems Engineer/Architect	Masters degree in an engineering or computer science discipline.	Over ten years of progressive experience in principal/lead engineering positions investigating cutting-edge information technology related concepts, architectures and processes. Must have experience associated with logical planning and integration and independent verification and validation (IV&V) of complex enterprise-wide operational, technical and systems architectures. Experience in architecture analyses and studies will have considered the structure of components, their relationships, and the principles governing their design over time including emerging technology insertion. Provides expert services as required by customer senior technical and management personnel to investigate, conceptualize, analyze and/or formulate Operational, Technical or Systems reference models, considering the context of the DoD Joint Technical Architecture (JTA) framework. Performs analyses, as required, associated with the development of Operational Reference Models (ORM) which identify the set of process sub-tasks in an enterprise and their logical relationships. These process 'activity models' may be developed and documented using IDEF 0 modeling techniques.	<p>Responsible for performing direct interface with customer senior technical, and management personnel for investigating sophisticated emerging information technology system architecture concepts and processes. Provides analyses involving the logical planning and integration of information technology into system concept alternatives; and/or formulating operational, technical, and system reference models and architectures as required in initiating the systems engineering process.</p> <p>As required, performs analyses associated with the conceptualization of Subordinate Activity 'data models' which are developed to identify the structure, content, and logical relationships of data and information available within the enterprise activity.</p> <p>These data models' may be developed and documented using IDEF 1 modeling techniques. Performs analyses associated with the development of Technical Reference Models (TRM) which identify technical migration road-maps leading to the incorporation of emerging information technology and protocol standards. Performs analyses associated with the formulation of System Reference Models (SRM) which are developed to allocate functions and identify interfaces (physical and logical) providing the basis for development of a subsequent performance specification. Provides direct customer interface as required to analyze, recommend, and implement information technology based design tools. This includes investigations associated with creating an integrated electronic design and management environment (IED&ME) providing for the capture, development, and management of architectural objects and instances of design. Analyses of distributed IED&ME capabilities include formulating features such as "intra-nets", collaborative WEB-sites, and relational databases.</p>

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
26	IT Engineering Principal	Masters degree in engineering, computer science, or appropriate technical discipline	<p>Must have senior expertise to understand, analyze, and structure (at the CIO, IRM, and/or major agency site level) the IT enterprise architecture/system, addressing planner, enterprise, system, and system allocated design levels. Must have extensive experience and familiarity with operation and/or design of IT system infrastructure frameworks such as at the federal enterprise level or at the DOD/Navy C4ISR, Treasury, DOT, and State Department agency levels. Twenty years of experience in a principal/lead engineering position associated with large, complex IT project development and management, from inception to deployment, as well as quality management, strategic planning, technology expertise, and applied business process improvement. Fifteen years of experience in information systems development, functional and data requirements analysis, systems analysis and design, program design and documentation. Extensive knowledge and familiarity with leading edge IT software and hardware standard technology systems and tools being used by government and industry. Extensive experience with defining, managing, and resolving high-level technical issues for IT-based programs that can be applied to solve major internal and customer program/project issues. Experienced with CASE and IE tools and methods (Oracle CASE, IEF CASE, I-CASE). Familiar with various methodologies such as IDEF 0 process modeling and IDEF 1X data modeling. Has designed or conducted seminars/courses related to software and program development and risk assessment. Experienced in supervising large IT services contracts, including supervising people of various job categories and skills. Proven managerial and supervisory skills and exceptional written and oral communications skills.</p>	<p>Must have senior expertise to understand, analyze, and structure (at the CIO, IRM, and/or major agency site level) the IT enterprise architecture/system, addressing planner, enterprise, system, and system allocated design levels. Must have extensive experience and familiarity with operation and/or design of IT system infrastructure frameworks such as at the federal enterprise level or at the DOD/Navy C4ISR, Treasury, DOT, and State Department agency levels. Twenty years of experience in a principal/lead engineering position associated with large, complex IT project development and management, from inception to deployment, as well as quality management, strategic planning, technology expertise, and applied business process improvement. Fifteen years of experience in information systems development, functional and data requirements analysis, systems analysis and design, program design and documentation. Extensive knowledge and familiarity with leading edge IT software and hardware standard technology systems and tools being used by government and industry. Extensive experience with defining, managing, and resolving high-level technical issues for IT-based programs that can be applied to solve major internal and customer program/project issues. Experienced with CASE and IE tools and methods (Oracle CASE, IEF CASE, I-CASE). Familiar with various methodologies such as IDEF 0 process modeling and IDEF 1X data modeling. Has designed or conducted seminars/courses related to software and program development and risk assessment. Experienced in supervising large IT services contracts, including supervising people of various job categories and skills. Proven managerial and supervisory skills and exceptional written and oral communications skills.</p>
27	IT Principal	MS or Equivalent	<p>Twenty (20) years experience in IT project development and management from inception to deployment, quality management, strategic planning, technology expertise and applied business process improvement experience. IT Principals are authors and leaders in their field and practice leaders in the firm. Twelve (12) years in supervision of substantial IT projects. Ten (10) years of this experience must have been in supervising large IT services contracts, including people of various job categories and skills and must have occurred in the last twelve (12) years.</p>	<p>Provides commercial industry leadership and technology perspectives. Performs overall contract support operations. Negotiates and makes binding decisions for the firm.</p>

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
28	Executive Management Consultant	MS or Equivalent	Fifteen (15) years of experience in complete information technology and project development expertise from inception to deployment, specialized experience in systems design, system analysis, systems engineering. Develops and applies IT solutions. Performs reengineering and applies methodologies and IT principles. Ten (10) years in supervision of substantial IT projects. Eight (8) years of this experience must have been in supervising large IT services contracts, including people of various job categories and skills and must have occurred in the last twelve (12) years.	Demonstrated ability to perform senior level systems engineering and/or ADP tasks across multiple technical areas. Capable of translating mission requirements and information problems into technology solutions. Performs delivery order management.
29	Junior Project Specialist	Bachelor's or associates degree in a business discipline	Entry level experience in Government Agency/DoD IT program management and acquisition policy procedures. Staff position that supports project execution including functions of electronic commerce and Internet transactions/search. The duties are technical and/or analytical and are performed under the general supervision of a Project Specialist. Provides support in the areas of monitoring program budgeting and funding baselines, tracking project expenditures, monitoring project milestones, coordinating procurement packages, coordinating program briefings, implementing project control measures, and performing status reporting and action item tracking.	Responsible for the support of project management functions to include acquisition coordination and research, electronic commerce and Internet transactions/search, and project cost/schedule status monitoring.
30	Associate Budget Analyst	High School Diploma	Three (3) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. One (1) year experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with FEDSIM standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
31	Associate Project Coordinator	High School Diploma	Three (3) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. One (1) year experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with FEDSIM standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
32	Budget Analyst	Bachelor's Degree	Five (5) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Three (3) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
33	Senior Budget Analyst	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Five (5) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
34	AUTOCAD Operator I	High school diploma plus one year of experience as an AutoCAD operator creating engineering and technical drawings.	Under supervision, able to prepare architectural, mechanical, building, and/or floor plan drawings, including detailed diagrams of duct work, telephone equipment, computer equipment, cabling, racks, electrical, lighting, and/or construction blue prints. Familiar with proper use of printers, plotters, and other AutoCAD peripheral devices. Familiar with AutoCAD quality assurance standards. Familiar with standard telecommunications terminology, including terms such as hubs, concentrators, routers, servers, LANs, WANs, Ethernet, Token Ring, UTP, coaxial, and cable.	Creates original AutoCAD drawings from sketches or red-lined architectural drawings. Creates electrical and telecommunications network schematics that accurately depict copper and fiber optic cable, security systems voice networks, broadband, baseband, CCTV, audio networks, etc. Modifies existing AutoCAD drawings to reflect as-built red line changes.
35	AUTOCAD Operator II	Associates degree in an engineering discipline, systems design, or computer science; or high school diploma plus two years of experience as an AutoCAD operator creating engineering and technical drawings.	Over two years of experience in preparing architectural, mechanical, building, and/or floor plan drawings, including detailed diagrams of duct work, telephone equipment, computer equipment, LAN/WAN, cabling, racks, electrical, lighting, and/or construction blue prints. Able to create multiple building, campus, laboratory, or shipboard drawings that properly depict physical facilities and network connectivity. Proficient in proper use of printers, plotters, and other AutoCAD peripheral devices. Proficient in AutoCAD quality assurance standards. Proficient with standard telecommunications terminology, including terms such as hubs, concentrators, routers, servers, LANs, WANs, Ethernet, Token Ring, UTP, coaxial, and fiber.	Creates original AutoCAD drawings from sketches or red-lined architectural drawings. Creates electrical and telecommunications network schematics that accurately depict copper and fiber optic cable, voice networks, broadband, baseband, CCTV, audio networks, etc. Modifies existing AutoCAD drawings to reflect as-built red line changes.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
36	Associate Graphics Designer	High School Diploma	Three (3) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. One (1) year experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with FEDSIM standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
37	Graphics Designer	Bachelor's Degree	Five (5) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Three (3) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
38	Senior Graphics Designer	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Five (5) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
39	Junior Logistician	High school diploma (or GED equivalent) or technical certification in a logistic discipline.	Entry level experience in logistics, configuration management, or a directly related field. This is an entry-level staff position that supports professional services business operations. The duties are technical and are performed in an office environment under the general supervision of a senior logistician The junior logistician is required to exercise independent judgment and technical discretion to provide service in the areas of logistic and configuration management planning and execution, logistics product development and maintenance, configuration control, and logistics supportability problems.	Contributes to the development of management and technical content for sections and subsections of logistics plans to support acquisition and life cycle support of electronic, electromechanical, and other military or commercial systems/equipment; monitors the execution of planning schedules and develops recommendations for remedial or corrective action; and assists with the development of status reports reflecting support goals, progress, and problems.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
40	Senior Logistician	BS or BA in engineering, business administration, logistics management or a related academic discipline or industry certification as a Certified Logistician.	Over six years of experience in logistics, configuration management, or a directly related field. Performs independent judgment and technical leadership to provide services in the areas of logistics and configuration management planning and execution, logistics product development and maintenance, and direct interface with customer management personnel for the solution of emergent configuration control and logistic supportability problems; and total quality management review of logistics and configuration management products developed by more junior logistics analysts.	Responsible for development of logistics management plans to support acquisition and life cycle support of electronic, electromechanical and other military or commercial systems/equipment; monitors planning schedule execution and integrates/develops recommendations for corrective or remedial action; develop status reports reflecting support milestone progress and problems; and provides technical guidance to junior logistician personnel for development of logistics management documentation. Performs MIL-STD-1388-1/2 logistics support analyses and develops maintenance concepts for military systems/equipment; documents supporting resource requirement using automated and manual databases; develops/reviews logistics support analysis record and reports. Provides management expertise for planning and implementing proposed changes to system/equipment hardware and/or software configuration items; develops and/or reviews configuration management plans. Supports engineering change proposals; provides technical support to customer configuration control boards and participates in technical reviews and functional and physical configuration audits; develops content for contract technical packages (SOW, CDRL, Specifications); and assists and advises junior logistics personnel in the resolution of configuration control issues.
41	Project Manager - Cable Plant	High school diploma or trade school certification. Manufacturer certification for multiple product lines such as Siecor, AMP, Sumitomo, Ortronics, Mohawk, Belden, Panduit, etc. ACC Fiber Optic, UTP, and Coaxial Installation Certification; ACC Fiber Optic, UTP, and Coaxial Testing Certification.	Over four years of experience in cable plant installation and developed skills to manage a cable plant installation team with a crew size of 2 to 20 personnel. Able to plan and schedule team activities to complete fiber optic and copper cable installation projects per established schedules and budgets. Inspects completed work to verify compliance with project requirements and quality assurance standards. Establishes and maintains liaison with customers, general contractors, and other trades to coordinate overall project schedules and objectives.	Manages time line schedules and related work activities. Orders materials, tools, and test equipment. Determines and schedules manpower resources needed to complete projects per project schedules. Meets project schedules. Installs, terminates, tests, and certifies fiber optic cable systems and support structures. Inspects work to verify compliance with project requirements and quality assurance standards. Proficient in proper installation of twisted-pair, coaxial, and fiber optic cable to include support structures including conduit, cable trays, racks, patch panels, cable management systems, outlets, and jacks. Proficient in installation of cable support systems, such as Hilti clips and D-rings. Proficient in pulling and securing fiber optic and copper cable systems. Understands fiber optic and copper cable terms and concepts including FDDI, fast Ethernet, and switched Ethernet. Working knowledge of network integration concepts including Ethernet, Token Ring, hubs, routers, etc. Assists with hardware configurations such as properly installing modules and setting switches in chassis per project drawings and specifications. Proficient with installation codes, practices and procedures including EIA/TIA standards, manufacturer recommendations, and OSHA standards. Proficient in inside and outside plant environments.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
42	Project Manager - Systems Integration	Bachelor's degree in a technical or management discipline, or Associates Degree with a technical certification in a management discipline.	Over eight years of work experience in a technical management, engineering management, and/or project management discipline. At least five years is in the management of computer-based system design and integration; and/or network design and integration; and/or cable plant design and installation. Individuals are knowledgeable of and experienced in cost, schedule, and control of projects, including subcontractor management as required. Individuals possess a working knowledge of Microsoft Office (Word, Excel, Project, PowerPoint, and Schedule) as required. Demonstrated leadership skills of planning, organizing, leading, and controlling the activities of a project. Ability to access, interpret, and apply Government and industry standards, specifications, and handbooks to the unique requirement of the task order. Individual possesses excellent oral and written communication skills.	Responsible for overall direction and management of projects. Provides technical guidance over engineering and project implementation to include life cycle support. Responsible for the development of planning documents, instructions, and standards that are needed for each project. Supervises, leads, and directs technical teams and project activities. Manages project schedules, resources, and budgets. Performs site surveys. Prepares project plans including schedules with major and minor milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, tools, and test equipment needed to complete projects.
43	Project Manager	MS or Certification by Software Industry Recognized Organization	Ten (10) years progressive Information Technology (IT) experience including at least four projects in technical areas. At least two projects must have occurred within the past five (5) years. Six (6) years in supervision of substantial Government IT projects. Four (4) years of this experience must have been in supervising large IT services contracts, including people of various job categories and skills.	Ensures problem resolution and customer satisfaction for individual task orders; provides supervisory, technical, and administrative direction for personnel performing on a TO. Responsible for the project schedule and resource management as well as providing this information to the Contracting Officer's Representative (COR) and clients as frequently as indicated in individual task orders.
44	Program Manager	MS or Certification by Software Industry Recognized Organization	Twelve (12) years progressive Information Technology (IT) experience including at least six projects in technical areas. At least three projects must have occurred within the past six (6) years. Eight (8) years in supervision of substantial IT projects. Six (6) years of this experience must have been in supervising large IT services contracts, including people of various job categories and skills and must have occurred in the last twelve (12) years.	Ensures problem resolution and customer satisfaction for individual amendments; provides supervisory, technical, and administrative direction for personnel performing on an amendment. Responsible for a project's schedule and resource management. Reports orally and in writing to internal management and customer representatives.
45	Associate Researcher	High School Diploma	Three (3) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. One (1) year experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with FEDSIM standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
46	Researcher	Bachelor's Degree	Five (5) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Three (3) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
47	Senior Researcher	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Five (5) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
48	Purchasing Specialist	High school diploma (or GED equivalent).	Five years of experience in IT or computer-based electronic/ electromechanical systems wholesale/retail supply or purchasing operations. May be required to be knowledgeable of NICP/NMP operations to include cataloging, requisitioning procedures, provisioning, depot operations, and stock accounting. Required to be knowledgeable of the Government Agency/DoD acquisition process, including the regulations and procedures pertaining to logistics functions/milestones in small purchase procedures and shipping regulations. May be required by DoD to be knowledgeable of the Logistics Intelligence Files (LIF) and capable of obtaining current status of requisitioned items.	Responsible for support in wholesale/retail supply to include cataloging, requisitioning, provisioning, and stock accounting. Follows Government Agency/DoD acquisition processes, including regulations pertaining to logistics functions to include shipping and handling of material and equipment.
49	Clerical	High school diploma or business school certification	Eighteen months of on-the-job experience. Proficient in PC-based systems. Proficient in selected application software packages such as Microsoft Office, LOTUS Smart Suite, Perfect Office, etc.	Monitors, manages, and manipulates routine administrative computer operations such as word processing. Properly prepares, formats, and prints administrative correspondence. Conducts operator level computer configuration functions. Proofreads, edits, and corrects correspondence. Operates computer equipment. Operates basic telecommunications equipment, including telephones and facsimile machines. Operates basic office equipment, including reproduction machines and GBC binder systems.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
50	Property Mgt/Inventory Control Specialist	Bachelor's degree, or in lieu of degree for property administrator function, must have served at least four years as an appointed property administrator.	Seven years of specialized IT/ADP or computer-based electronic or electro-mechanical industrial property management or inventory control experience with knowledge of and ability to evaluate, monitor, administer or coordinate industrial management or inventory control programs; or to develop and implement policies and procedures for property or inventory control systems. Must have knowledge of modern techniques in business, property or inventory management and control, including, e.g., manual and automated production, accounting, planning, purchasing, inventory and record systems; or the ability to use statistical techniques and methods in evaluating property and inventory control systems. Must have practical knowledge of machinery tools, materials or other specialized equipment or real property; and may require the ability to understand and evaluate business and industrial organizations and practices relating to the acquisition, use, maintenance and disposition of property.	Responsible for the development and/or execution of property management programs or inventory control systems; implementation of policies and procedures for property management or inventory control systems; and for support aspects of manual and automated production, accounting, purchasing, inventory and record or statistical data and supporting evaluations of data collection efforts. Other responsibilities include interpreting contract clauses and government procurement regulations pertaining to government property and inventory control.
51	Project Specialist	Bachelor's degree in business discipline.	Three years of IT-related experience associated with Government Agency/DoD project management support/execution as well as systems acquisition policy and procedures involving IT systems/components, C ⁴ I systems, or computer-based electronic systems. If required, experience is to include electronic commerce and Internet transactions/search. Provides services in the planning/monitoring of project budgets and schedules, the development of project control measures, the tracking of program deliverables, the development of procurement packages, the analysis of program strategies, and the preparation and review of program briefings. Must have knowledge of contract types, contract sections, funding types and sources, and contract processes.	Responsible for the support of project management functions to include systems acquisition planning and electronic commerce. Position is required to assist project managers in developing program strategies, documents, and briefings; as well as in planning, controlling and monitoring program execution status.
52	Associate Member Support Staff (AMSS)	High School Diploma	Three (3) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. One (1) year experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with FEDSIM standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
53	Member Support Staff (MSS)	Bachelor's Degree	Five (5) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Three (3) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
54	Project Coordinator II	Bachelor's Degree	Seven (7) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past three (3) years. Four (4) years of this experience must have been in performing large IT projects related to the technical area the individual will support.	Serves as a member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, and training.
55	Senior Member Support Staff (SMSS)	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Five (5) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
56	Configuration Mgt/Data Mgt Specialist	Bachelor's degree	Over four years of working experience in configuration management and configuration control or in data management, technical library, and technical editing fields associated with IT as relates to computer-based systems. Mid-level position with demonstrated ability to work independently or as a member of a task team. Experience includes using automated and manual databases, computer-assisted search functions, analyses and/or edit of records and/or technical documentation; and developing reports. In-depth understanding of administrative or technical functions related to computer system, electronic or mechanical hardware and/or computer programs configuration management and/or documentation management processes. May require a knowledge of drawings and the transition process from engineering design to full scale production of embedded computer military weapon/ warfare/training systems; a working knowledge of acquisition management systems and data requirements control lists, data item descriptions, DD form(s) 1423 preparation, data scrub and review board procedures.	Responsible for the implementation and administration of configuration management requirements or data management/control programs, or the technical editing and redaction of documentation, to support the acquisition and life cycle support of computer-based electronic, electromechanical and related military or commercial systems/equipment. Provides technical or administrative expertise for planning and implementing proposed changes to system/equipment hardware and/or software configuration items; develops and/or reviews configuration management plans, technical documentation, specifications or planning/management or logistics data. May develop content for contract technical packages (SOW, CDRL, Specifications) and assist and advise senior and junior logistics personnel in the resolution of configuration control issues. Also provides technical or administrative expertise for planning, managing and controlling technical documentation, to include library establishment/maintenance functions; establishment/maintenance of databases; performance of data search, research and analysis functions; editing and redaction of technical and planning documentation; and/or the development of action and reporting systems.
57	Associate Information Mgmt. Specialist	High School Diploma	Three (3) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. One (1) year experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with FEDSIM standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
58	Telecommunications Specialist	Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer.	Four years of experience in analysis, design, and/or integration of sophisticated Telecommunications Systems which may also include LAN/WAN/MAN systems, data and videoconferencing systems, distance learning, multimedia, telemedicine, laboratory information management systems, electronic messaging/electronic data interchange, etc. Provides systems analysis and assessments or performs the installation, upgrade, modification, configuration, documentation, and/or troubleshooting of specialized telecommunications systems, networks, or components.	Responsible for the analysis, design, installation, integration, configuration, operation, and/or troubleshooting of telecommunications systems.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
59	Information Management Specialist	Bachelor's Degree	Five (5) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Three (3) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
60	Media Technician	Bachelor's Degree	Five (5) years of progressive Information Technology (IT) experience including at least three projects in technical engineering areas. At least one project must have occurred within the past three (3) years. Two (2) years of this experience must have been in performing large IT projects related to the technical area the individual will support.	Serves as a member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, and training.
61	Member Technical Staff-1 (MTS-1)	Bachelor's Degree	Five (5) years of progressive Information Technology (IT) experience including at least three projects in technical engineering areas. At least one project must have occurred within the past three (3) years. Two (2) years of this experience must have been in performing large IT projects related to the technical area the individual will support.	Serves as a member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, and training.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
62	Design Engineer – Systems Integration	Bachelor's degree in engineering discipline or computer science; or certification in network systems design; or certified by the Building Industry Consulting Services International (BICSI) organization as a Registered Communications Distribution Designer (RCDD) and/or RCDD-LAN Specialist.	Four years of working experience in computer-based systems, LAN/WAN/MAN network architecture, and cable plant media systems. The experience shall include systems projects involving integration of user network applications on distribution systems conforming with or supporting multi-protocol applications. Possesses a sound knowledge of network topologies and architectures, hardware and software components, network standards, and installation techniques. Able to design and plot network systems to include considerations in the area of facility wiring closets, equipment rack elevations, and office floor plan layouts. Develops build-to and as-built drawings and associated network databases as required. Proficient in all aspects of AutoCAD operations. Configures AutoCAD software, hardware, and peripherals.	Designs, engineers, installs, configures, and certifies computer-based systems, network systems, and cable plant media to meet complex system integration requirements.
63	Member Technical Staff-2 (MTS-2)	Bachelor's Degree	Seven (7) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past three (3) years. Four (4) years of this experience must have been in performing large IT projects related to the technical area the individual will support.	Serves as a member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, and training.
64	Senior Information Mgmt. Specialist	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Five (5) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
65	Member Technical Staff-3 (MTS-3)	Bachelor's Degree	Nine (9) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past four (4) years. Six (6) years of this experience must have been in performing large IT projects related to the technical area the individual will support.	Serves as a member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, and training.
66	Information Technologist	Bachelor's Degree	Ten (10) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past four (4) years. Ten (10) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past four (4) years.	Serves as a senior member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, earned value, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, market surveys, and training. Interfaces with management personnel. Reports orally and in writing to internal management and customer representatives.
67	Senior Member Technical Staff (SMTS)	Bachelor's Degree	Ten (10) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past four (4) years. Ten (10) years of progressive Information Technology (IT) experience including at least five projects in technical areas. At least two projects must have occurred within the past four (4) years.	Serves as a senior member of technical staff in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, earned value, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, market surveys, and training. Interfaces with management personnel. Reports orally and in writing to internal management and customer representatives.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
68	Subject Matter Expert-1 (SME-1)	MS or Certification by Software Industry Recognized Organization	Ten (10) years of progressive Information Technology (IT) experience including at least six projects. At least two projects must have occurred within the past four (4) years. Seven (7) years of this experience must have been in performing large IT projects related to the individual's subject matter expertise.	Serves as a subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, earned value, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, market surveys, and training. Interfaces with management personnel. Reports orally and in writing to internal management and customer representatives.
69	Subject Matter Expert-2 (SME-2)	MS or Certification by Software Industry Recognized Organization	Twelve (12) years of progressive Information Technology (IT) experience including at least four projects in technical areas. At least two projects must have occurred within the past six (6) years. Nine (9) years of this experience must have been in performing large IT projects related to the individual's subject matter expertise.	Serves as a senior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to: software acquisition best practices, systems design, system engineering best practices, system architecture, feasibility studies, risk assessment/management, configuration management, quality assurance, measurements/metrics, cost estimation, earned value, project planning and monitoring, implementation planning, system specifications, programming, computer system security, CASE/I-CASE tool assessments, technology assessments, market surveys, and training. Interfaces with management personnel. Reports orally and in writing to internal management and customer representatives.
70	Systems Management Specialist III	MS or Certification by Software Industry Recognized Organization	Twelve (12) years progressive Information Technology (IT) experience including at least six projects in technical areas. At least three projects must have occurred within the past six (6) years. Eight (8) years in supervision of substantial IT projects. Six (6) years of this experience must have been in supervising large IT services contracts, including people of various job categories and skills and must have occurred in the last twelve (12) years.	Ensures problem resolution and customer satisfaction for individual amendments; provides supervisory, technical, and administrative direction for personnel performing on an amendment. Responsible for a project's schedule and resource management. Reports orally and in writing to internal management and customer representatives.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
71	Training Instructor/Course Developer	Bachelor's degree in technical or educational field, or with 2 years of experience and an Associates degree in a related field with instructional technology certification.	Three years of experience in developing computer-based and/or multimedia training products or in the delivery of training curricula. A strong background in instructional design or course instruction with knowledge of digital video, CD-ROM and network delivery techniques. Applicable subspecialties are: Video Capture Specialist: Fully versed in the latest hardware/software. Knowledge of latest compression, video formats, and delivery technologies. Experience with Avid or Adobe software. Ability to work well with a team. Author: In-depth experience with Authorware, Director, Toolbook or C++ in an authoring environment-from storyboards to Beta testing. Ability to work well with a team.	The individual will be responsible for training course/curricula design and/or the authoring, media digitization, and graphics implementation of training products. Responsibilities may also include defining curricula, creating course content/materials (teacher's guides, grading schemes, student handouts, laboratory exercise, tests, and audiovisual presentation materials). Individuals are also responsible for setting up and conducting classes, soliciting student feedback, and reporting on student performance.
72	Associate Technical Writer	High School Diploma	Three (3) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. One (1) year experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with FEDSIM standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
73	Technical Writer	Bachelor's Degree	Five (5) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Three (3) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.
74	Senior Editor	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Five (5) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.

#	Labor Categories	Education	General/Specialized	Duties/Functional Responsibilities
75	Senior Technical Writer	Bachelor's Degree	Seven (7) years experience in one or more of the following areas: developing, editing, and producing technical and graphic documentation; performing budget analysis; providing research assistance; providing program coordination for IT systems. Five (5) years experience in specialized area of producing documentation, performing budget analysis, and/or providing research assistance for Government IT systems.	May include development, reviews, and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with GSA FSS standards of style and format, good usage of English, and overall structure and organization of material. May include budget analysis support, resource programming support, planning, coordination of project resources, and research assistance.

AMERICAN SYSTEMS

GSA AWARDED LABOR CATEGORY RATES

SIN 132-51: IT Professional Services and SIN 132-62: HSPD-12 Services



Labor Categories	Contractor Site (Off Site) (05/28/11 – 05/27/12)	Contractor Site (Off Site) 05/28/12 – 05/27/13	Contractor Site (Off Site) 05/28/13 – 05/27/14	Contractor Site (Off Site) 05/28/14 – 05/27/15	Contractor Site (Off Site) 05/28/15 – 05/27/16	Contractor Site (Off Site) 05/28/16 – 05/27/17
IT Principal	\$316.19	\$325.67	\$335.44	\$345.51	\$355.87	\$366.55
Executive Management Consultant	\$264.48	\$272.42	\$280.59	\$289.01	\$297.68	\$306.61
IT Engineering Principal	\$270.20	\$278.31	\$286.66	\$295.26	\$304.11	\$313.24
Computer Science Specialist III	\$207.14	\$213.36	\$219.76	\$226.35	\$233.14	\$240.14
Program Manager	\$207.14	\$213.36	\$219.76	\$226.35	\$233.14	\$240.14
Systems Management Specialist III	\$207.14	\$213.36	\$219.76	\$226.35	\$233.14	\$240.14
Subject Matter Expert-2 (SME-2)	\$172.63	\$177.81	\$183.14	\$188.63	\$194.29	\$200.12
Principal Systems Engineer/Architect	\$177.21	\$182.53	\$188.00	\$193.65	\$199.45	\$205.44
Senior Systems Analyst	\$143.93	\$148.25	\$152.70	\$157.28	\$162.00	\$166.86
Senior Systems Engineer	\$143.93	\$148.25	\$152.70	\$157.28	\$162.00	\$166.86
Project Manager	\$143.93	\$148.25	\$152.70	\$157.28	\$162.00	\$166.86
Subject Matter Expert-1 (SME-1)	\$143.93	\$148.25	\$152.70	\$157.28	\$162.00	\$166.86
Systems Engineer III	\$123.44	\$127.14	\$130.95	\$134.88	\$138.93	\$143.10
Information Technologist	\$118.80	\$122.37	\$126.04	\$129.82	\$133.71	\$137.73
Senior Member Technical Staff (SMTS)	\$118.80	\$122.37	\$126.04	\$129.82	\$133.71	\$137.73
Project Manager - Systems Integration	\$119.20	\$122.78	\$126.46	\$130.26	\$134.16	\$138.19
Electronics/Network Engineer III	\$117.88	\$121.41	\$125.06	\$128.81	\$132.67	\$136.65
Project Manager - Cable Plant	\$106.42	\$109.61	\$112.90	\$116.29	\$119.78	\$123.37
Systems Analyst	\$102.29	\$105.36	\$108.52	\$111.78	\$115.13	\$118.58
Member Technical Staff-3 (MTS-3)	\$102.29	\$105.36	\$108.52	\$111.78	\$115.13	\$118.58

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Electronics/Network Engineer II	\$103.51	\$106.62	\$109.82	\$113.11	\$116.50	\$120.00
Computer Systems Analyst III	\$99.81	\$102.80	\$105.89	\$109.06	\$112.34	\$115.71
Junior Systems Analyst	\$88.63	\$91.29	\$94.03	\$96.85	\$99.76	\$102.75
Senior Budget Analyst	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Senior Graphics Designer	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Senior Researcher	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Project Coordinator II	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Senior Member Support Staff (SMSS)	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Member Technical Staff-2 (MTS-2)	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Senior Information Mgmt. Specialist	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Senior Editor	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Senior Technical Writer	\$88.63	\$91.29	\$94.02	\$96.84	\$99.75	\$102.74
Systems Engineer II	\$89.60	\$92.29	\$95.06	\$97.91	\$100.85	\$103.88
Design Engineer – Systems Integration	\$87.74	\$90.37	\$93.08	\$95.87	\$98.75	\$101.71
Electronics/Network Engineer I	\$80.43	\$82.84	\$85.32	\$87.88	\$90.52	\$93.24
Budget Analyst	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29
Graphics Designer	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29
Researcher	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29
Member Support Staff (MSS)	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29
Information Management Specialist	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29
Media Technician	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29
Member Technical Staff-1 (MTS-1)	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29
Technical Writer	\$77.03	\$79.34	\$81.72	\$84.17	\$86.69	\$89.29

Labor Categories	Contractor Site (Off Site) (05/28/11 – 05/27/12)	Contractor Site (Off Site) 05/28/12 – 05/27/13	Contractor Site (Off Site) 05/28/13 – 05/27/14	Contractor Site (Off Site) 05/28/14 – 05/27/15	Contractor Site (Off Site) 05/28/15 – 05/27/16	Contractor Site (Off Site) 05/28/16 – 05/27/17
Telecommunications Specialist	\$75.73	\$78.00	\$80.34	\$82.75	\$85.23	\$87.79
Computer Systems Analyst II	\$73.97	\$76.18	\$78.47	\$80.82	\$83.25	\$85.75
Training Instructor/Course Developer	\$71.96	\$74.12	\$76.34	\$78.63	\$80.99	\$83.42
Design Engineer – Cable Plant	\$70.54	\$72.66	\$74.84	\$77.08	\$79.39	\$81.77
Senior Member Admin. Staff (SMAS)	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Associate Budget Analyst	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Associate Project Coordinator	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Associate Graphics Designer	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Associate Researcher	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Associate Member Support Staff (AMSS)	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Associate Information Mgmt. Specialist	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Associate Technical Writer	\$66.63	\$68.63	\$70.69	\$72.81	\$74.99	\$77.24
Cable Foreman	\$65.34	\$67.30	\$69.32	\$71.40	\$73.54	\$75.75
Configuration Mgt/Data Mgt Specialist	\$63.79	\$65.71	\$67.68	\$69.71	\$71.80	\$73.95
AUTOCAD Operator II	\$62.04	\$63.90	\$65.82	\$67.79	\$69.83	\$71.92
Senior Logistician	\$60.46	\$62.27	\$64.14	\$66.07	\$68.05	\$70.09
Project Specialist	\$60.39	\$62.20	\$64.06	\$65.99	\$67.97	\$70.00
Computer Systems Analyst I	\$59.53	\$61.31	\$63.15	\$65.05	\$67.00	\$69.01
Data Communications Specialist	\$58.38	\$60.13	\$61.94	\$63.79	\$65.71	\$67.68
Member Administrative Staff (MAS)	\$56.67	\$58.37	\$60.12	\$61.93	\$63.78	\$65.70
Systems Engineer I	\$57.89	\$59.63	\$61.42	\$63.26	\$65.16	\$67.11
Cable Team Leader	\$56.34	\$58.03	\$59.78	\$61.57	\$63.42	\$65.32
Electronics Technician Class III	\$53.11	\$54.70	\$56.34	\$58.03	\$59.77	\$61.57
Installer	\$52.39	\$53.96	\$55.58	\$57.24	\$58.96	\$60.73

Labor Categories	Contractor Site (Off Site) (05/28/11 – 05/27/12)	Contractor Site (Off Site) 05/28/12 – 05/27/13	Contractor Site (Off Site) 05/28/13 – 05/27/14	Contractor Site (Off Site) 05/28/14 – 05/27/15	Contractor Site (Off Site) 05/28/15 – 05/27/16	Contractor Site (Off Site) 05/28/16 – 05/27/17
Property Mgt/Inventory Control Specialist	\$50.19	\$51.70	\$53.25	\$54.85	\$56.49	\$58.19
AUTOCAD Operator I	\$47.24	\$48.66	\$50.12	\$51.62	\$53.17	\$54.77
Electronics Technician Class II	\$45.42	\$46.78	\$48.18	\$49.63	\$51.12	\$52.65
Junior Logistician	\$40.96	\$42.19	\$43.46	\$44.76	\$46.10	\$47.49
Junior Project Specialist	\$40.49	\$41.71	\$42.96	\$44.25	\$45.58	\$46.94
Administrative Specialist	\$38.42	\$39.57	\$40.75	\$41.98	\$43.24	\$44.53
Clerical	\$28.71	\$29.57	\$30.46	\$31.37	\$32.31	\$33.28
Purchasing Specialist	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98