



Management Systems, Inc.



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

**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 D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

***EXCEL Management Systems, Inc.***

691 North High Street, 2<sup>nd</sup> Floor  
COLUMBUS, OH 43215  
614-224-4007  
[www.emsi.com](http://www.emsi.com)

Contract Number: GS-35F-4735G  
Period Covered by Contract: July 25, 1997 through July 24, 2017

**General Services Administration  
Federal Supply Service**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <https://www.gsadvantage.gov/>

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## **EXCEL Management Systems, Inc. Service Description**

*EXCEL* is a small, Minority Veteran-Owned, professional, full lifecycle Information Technology (IT) company that provides high-quality, innovative solutions to Commercial, State and Federal customers, including EPA, NIH, DISA, and the Air Force. *EXCEL* is headquartered in Columbus Ohio, and has employed up to 120 full-time IT professionals. *EXCEL* has 26 years of experience successfully supporting mission critical programs similar in size, scope and complexity to IT Support Services. *EXCEL* has received many awards and recognition for our excellent service for our Federal customers.

*EXCEL* has been so successful over the years because of the high level of value and quality that we deliver to our customers. We have dedicated our attention and resources to serve several major federal government customers including: Environmental Protection Agency (EPA), National Institute of Environmental Health Sciences (NIEHS), and US Air Force (USAF). Our relationship with many of these customers has lasted for well over twenty years including many long term projects, extensions, and renewals. This excellent record of customer retention is a reflection of our dedication to successful project execution and high quality performance. This GSA Schedule represents services provided by *EXCEL* Management Systems Inc.

### **EXCEL's Capabilities**

#### **EXCEL Enterprise Network Management (ENM)**

*EXCEL*'s ENM services are designed to ensure that customer network and system services are available and increasingly reliable by providing varying levels of network and systems monitoring and management. Our services range from simple fault management to complete configuration management of the customer's network.

#### **Database Administration and Management**

*EXCEL* has had staff trained and certified in administering Oracle, DB2, ADABAS, and CA/DATACOM. We provide these support services in EPA, Air Force, and for our commercial customers.

#### **Applications Integration, Development, and Deployment**

*EXCEL* has 17 years of experience in life-cycle system development of large mainframe, client-server, and web-based systems. We follow structured development processes including those by Software Engineering Institute (SEI). The subject matters of these systems include logistics, financial management, election systems, public safety, and environment management.



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## 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 micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

#### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

EXCEL Management Systems, Inc.  
691 North High Street, 2<sup>nd</sup> Floor  
Columbus, Ohio 43215  
Tel: 614-224-4007 Ext. 226  
Fax: 614-224-4995  
ATTN: GSA SALES



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Contractors must accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payments by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

614-224-4007 Ext 226

**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. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

- Block 9: G. Order/Modification Under Federal Schedule Contract
- Block 16: Data Universal Numbering System (DUNS) Number: **61-3795921**
- Block 30: Type of Contractor - **B. Other Small Business**
- Block 31: Woman-Owned Small Business - **NO**
- Block 37: Contractor's Taxpayer Identification Number (TIN): **31-1270344**

- 4a. CAGE Code: **0XV80**
- 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:

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)	DELIVERY TIME (DAYS ARO)
132-51	As negotiated between the ordering agency and <i>EXCEL</i> Management Systems

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.



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

- |    |                                      |              |
|----|--------------------------------------|--------------|
| a. | Prompt Payment:                      | None Offered |
| b. | Quantity:                            | None Offered |
| c. | Dollar Volume:                       | None Offered |
| d. | Government Educational Institutions: | None Offered |
| e. | Other:                               | None Offered |

**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: N/A**

**10. REQUIREMENTS:** The minimum dollar value of orders to be issued is **\$100.00**

**11. MAXIMUM ORDER**

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

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

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

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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



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### **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, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

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



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- (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.: Internet Explorer). 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 provided**

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



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ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

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

## **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.emsi.com](http://www.emsi.com)

The EIT standard can be found at: [www.Section508.gov/](http://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**



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

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

**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**



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- 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.



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(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



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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 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.

## **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**

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



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

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

### Information Technology Schedule Pricelist

	Labor Category	On-Site GSA Rate with IFF CFY 2013	Off-Site GSA Rate with IFF CFY 2013	On-Site GSA Rate with IFF CFY 2014	Off-Site GSA Rate with IFF CFY 2014
1.0	<b>Program Management and Support</b>				
1.1	Senior Program Manager/Site Manager	\$ 148.62	\$ 170.36	\$ 153.82	\$ 176.33
1.2	Program Manager/Site Manager	\$ 117.04	\$ 134.16	\$ 121.14	\$ 138.86
1.3	Senior Project Manager/Task Leader	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.23
1.4	Project Manager/Task Leader	\$ 92.89	\$ 106.48	\$ 96.14	\$ 110.21
1.5	Senior Project Control Analyst	\$ 80.50	\$ 92.28	\$ 83.32	\$ 95.51
1.6	Project Control Analyst	\$ 71.21	\$ 81.63	\$ 73.70	\$ 84.49
1.7	Associate Project Control Analyst	\$ 61.92	\$ 70.99	\$ 64.09	\$ 73.47
2.0	<b>Quality Assurance</b>				
2.1	Senior Quality Assurance Analyst/Manager	\$ 105.27	\$ 120.67	\$ 108.95	\$ 124.89
2.2	Quality Assurance Analyst	\$ 76.79	\$ 88.02	\$ 79.48	\$ 91.10
2.3	Associate Quality Assurance Analyst	\$ 66.88	\$ 76.66	\$ 69.22	\$ 79.34
3.0	<b>Change Management</b>				
3.1	Change Management Specialist	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
3.2	Senior Bus Plan and Manager Specialist	\$ 94.74	\$ 108.61	\$ 98.06	\$ 112.41
4.0	<b>Configuration Management</b>				
4.1	Senior Configuration Management Analyst	\$ 78.64	\$ 90.15	\$ 81.40	\$ 93.31
4.2	Configuration Management Analyst	\$ 72.45	\$ 83.05	\$ 74.99	\$ 85.96
4.3	Associate Configuration Management Analyst	\$ 66.88	\$ 76.66	\$ 69.22	\$ 79.35
5.0	<b>IT Security</b>				
5.1	Information Security Specialist	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22



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	<b>Labor Category</b>	<b>On-Site GSA Rate with IFF CFY 2013</b>	<b>Off-Site GSA Rate with IFF CFY 2013</b>	<b>On-Site GSA Rate With IFF CFY 2014</b>	<b>Off-Site GSA Rate With IFF CFY 2014</b>
6.0	<b>Testing/IV&amp;V</b>				
6.1	Senior Tester	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
6.2	Tester	\$ 86.69	\$ 99.38	\$ 89.73	\$ 102.86
6.3	Associate Tester	\$ 68.12	\$ 78.08	\$ 70.50	\$ 80.82
7.0	<b>Training</b>				
7.1	Senior Trainer	\$ 66.88	\$ 76.66	\$ 69.22	\$ 79.35
7.2	Trainer	\$ 59.45	\$ 68.15	\$ 61.53	\$ 70.53
8.0	<b>Documentation/Technical Writer</b>				
8.1	Senior Technical Writer	\$ 81.12	\$ 92.99	\$ 83.96	\$ 96.25
8.2	Technical Writer	\$ 71.21	\$ 81.63	\$ 73.70	\$ 84.49
8.3	Associate Technical Writer	\$ 47.68	\$ 54.66	\$ 49.35	\$ 56.57
9.0	<b>Business Process Reengineering (BPR)</b>				
9.1	Principal BPR Specialist	\$ 161.00	\$ 184.56	\$ 166.64	\$ 191.02
9.2	Senior BPR Specialist	\$ 105.89	\$ 121.38	\$ 109.60	\$ 125.63
9.3	BPR Specialist	\$ 81.12	\$ 92.99	\$ 83.96	\$ 96.25
10.0	<b>Information Engineering</b>				
10.1	Senior Information Engineer	\$ 123.85	\$ 141.97	\$ 128.18	\$ 146.94
10.2	Information Engineer	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
11.0	<b>Systems Architecture and Design</b>				
11.1	Senior Systems Architect	\$ 117.04	\$ 134.16	\$ 121.13	\$ 138.86
11.2	Systems Architect	\$ 106.51	\$ 122.09	\$ 110.24	\$ 126.37
11.3	Senior Systems Engineer	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
11.4	Systems Engineer	\$ 86.07	\$ 98.67	\$ 89.09	\$ 102.12
11.5	Associate Systems Engineer	\$ 74.31	\$ 85.18	\$ 76.91	\$ 88.16
12.0	<b>Sys. Adm. and Operations Management</b>				
12.1	Operations Manager	\$ 81.12	\$ 92.99	\$ 83.96	\$ 96.25
12.2	Senior Systems Administrator	\$ 81.12	\$ 92.99	\$ 83.96	\$ 96.25
12.3	Systems Administrator	\$ 66.88	\$ 76.66	\$ 69.22	\$ 79.35
12.4	Associate Systems Administrator	\$ 58.83	\$ 67.44	\$ 60.89	\$ 69.80
13.0	<b>Functional &amp; Subject Matter Analyst</b>				
13.1	Subject Matter Expert	\$ 142.42	\$ 163.27	\$ 147.41	\$ 168.98
13.2	Senior Systems Analyst	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
13.3	Systems Analyst	\$ 94.74	\$ 108.61	\$ 98.06	\$ 112.41
13.4	Associate Systems Analyst	\$ 73.07	\$ 83.76	\$ 75.63	\$ 86.69
14.0	<b>Telecommunication</b>				
14.1	Senior Telecommunication Engineer	\$ 142.42	\$ 163.27	\$ 147.41	\$ 168.98
14.2	Telecommunication Engineer	\$ 105.27	\$ 120.67	\$ 108.95	\$ 124.89
14.3	Associate Telecommunication Engineer	\$ 71.21	\$ 81.63	\$ 73.70	\$ 84.49
14.4	Senior Telecommunication Technician	\$ 105.27	\$ 120.67	\$ 108.95	\$ 124.90



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	<b>Labor Category</b>	<b>On-Site GSA Rate with IFF CFY 2013</b>	<b>Off-Site GSA Rate with IFF CFY 2013</b>	<b>On-Site GSA Rate With IFF CFY 2014</b>	<b>Off-Site GSA Rate With IFF CFY 2014</b>
14.5	Telecommunication Technician	\$ 80.50	\$ 92.28	\$ 83.32	\$ 95.51
14.6	Associate Telecommunication Technician	\$ 55.73	\$ 63.89	\$ 57.68	\$ 66.13
15.0	<b>Administration</b>				
15.1	Senior Administrative Assistant	\$ 61.92	\$ 70.99	\$ 64.09	\$ 73.47
15.2	Administrative Assistant	\$ 55.73	\$ 63.89	\$ 57.68	\$ 66.12
16.0	<b>Network Engineering</b>				
16.1	Senior Network Engineer	\$ 142.42	\$ 163.27	\$ 147.41	\$ 168.98
16.2	Network Engineer	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
16.3	Associate Network Engineer	\$ 80.50	\$ 92.28	\$ 83.32	\$ 95.51
17.0	<b>Data Base Engineering</b>				
17.1	Senior Database Management Specialist	\$ 120.13	\$ 137.71	\$ 124.34	\$ 142.53
17.2	Senior Database Engineer	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
17.3	Database Engineer	\$ 66.88	\$ 76.66	\$ 69.22	\$ 79.35
18.0	<b>Software Engineering</b>				
18.1	Senior Software Engineer	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
18.2	Software Engineer	\$ 86.07	\$ 98.67	\$ 89.09	\$ 102.12
18.3	Associate Software Engineer	\$ 66.88	\$ 76.66	\$ 69.22	\$ 79.35
19.0	<b>Software Programming</b>				
19.1	Senior Software Programmer	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
19.2	Software Programmer	\$ 81.12	\$ 92.99	\$ 83.96	\$ 96.24
19.3	Associate Software Programmer	\$ 73.07	\$ 83.76	\$ 75.63	\$ 86.69
20.0	<b>Network Administration</b>				
20.1	Senior Network Administrator/Manager	\$ 81.12	\$ 92.99	\$ 83.96	\$ 96.25
20.2	Network Administrator	\$ 67.50	\$ 77.37	\$ 69.86	\$ 80.08
20.3	Associate Network Administrator	\$ 49.54	\$ 56.79	\$ 51.27	\$ 58.78
21.0	<b>Service Management</b>				
21.1	Senior Service Manager	\$ 92.89	\$ 106.48	\$ 96.14	\$ 110.20
21.2	Service Manager	\$ 74.31	\$ 85.18	\$ 76.91	\$ 88.16
21.3	Associate Service Manager	\$ 55.73	\$ 63.89	\$ 57.68	\$ 66.12
22.0	<b>Field Technical Support Services</b>				
22.1	Senior Field Technician	\$ 99.08	\$ 113.58	\$ 102.55	\$ 117.55
22.2	Field Technician	\$ 76.79	\$ 88.02	\$ 79.48	\$ 91.10
22.3	Associate Field Technician	\$ 43.35	\$ 49.69	\$ 44.87	\$ 51.43
23.0	<b>Help Desk Support</b>				
23.1	Senior Help Desk Analyst/Manager	\$ 105.27	\$ 120.67	\$ 108.95	\$ 124.90
23.2	Help Desk Analyst	\$ 55.73	\$ 63.89	\$ 57.68	\$ 66.12
23.3	Associate Help Desk Analyst	\$ 37.15	\$ 42.59	\$ 38.45	\$ 44.08
24.0	<b>Database Administration</b>				
24.1	Senior Database Administrator	\$ 102.17	\$ 117.13	\$ 105.75	\$ 121.22
24.2	Database Administrator	\$ 81.12	\$ 92.99	\$ 83.96	\$ 96.25



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	<b>Labor Category</b>	On-Site GSA Rate with IFF CFY 2013	Off-Site GSA Rate with IFF CFY 2013	On-Site GSA Rate With IFF CFY 2014	Off-Site GSA Rate With IFF CFY 2014
25.0	<b>Software Maintenance</b>				
25.1	Maintenance Programmer	\$ 81.12	\$ 92.99	\$ 83.96	\$ 83.96
26.0	<b>Web Development</b>				
26.1	Principal Web Tech/Apps Developer	\$ 81.12	\$ 92.99	\$ 83.96	\$ 83.96
26.2	Web Tech/Applications Developer	\$ 66.88	\$ 76.66	\$ 69.22	\$ 69.22
26.3	Associate Web Tech/Apps Developer	\$ 61.92	\$ 70.99	\$ 64.09	\$ 64.09

	<b>Labor Category</b>	On-Site GSA Rate with IFF CFY 2015	Off-Site GSA Rate with IFF CFY 2015	On-Site GSA Rate with IFF CFY 2016	Off-Site GSA Rate with IFF CFY 2016
1.0	<b>Program Management and Support</b>				
1.1	Senior Program Manager/Site Manager	\$ 159.20	\$ 182.50	\$ 164.77	\$ 188.89
1.2	Program Manager/Site Manager	\$ 125.38	\$ 143.72	\$ 129.76	\$ 148.75
1.3	Senior Project Manager/Task Leader	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
1.4	Project Manager/Task Leader	\$ 99.51	\$ 114.06	\$ 102.99	\$ 118.06
1.5	Senior Project Control Analyst	\$ 86.23	\$ 98.85	\$ 89.25	\$ 102.31
1.6	Project Control Analyst	\$ 76.28	\$ 87.45	\$ 78.95	\$ 90.51
1.7	Associate Project Control Analyst	\$ 66.33	\$ 76.04	\$ 68.66	\$ 78.70
2.0	<b>Quality Assurance</b>				
2.1	Senior Quality Assurance Analyst/Manager	\$ 112.77	\$ 129.26	\$ 116.71	\$ 133.79
2.2	Quality Assurance Analyst	\$ 82.26	\$ 94.29	\$ 85.14	\$ 97.59
2.3	Associate Quality Assurance Analyst	\$ 71.64	\$ 82.12	\$ 74.15	\$ 84.99
3.0	<b>Change Management</b>				
3.1	Change Management Specialist	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
3.2	Senior Bus Plan and Manager Specialist	\$ 101.49	\$ 116.34	\$ 105.04	\$ 120.41
4.0	<b>Configuration Management</b>				
4.1	Senior Configuration Management Analyst	\$ 84.24	\$ 96.57	\$ 87.19	\$ 99.95
4.2	Configuration Management Analyst	\$ 77.61	\$ 88.97	\$ 80.33	\$ 92.08
4.3	Associate Configuration Management Analyst	\$ 71.64	\$ 82.12	\$ 74.15	\$ 85.00
5.0	<b>IT Security</b>				
5.1	Information Security Specialist	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
6.0	<b>Testing/IV&amp;V</b>				
6.1	Senior Tester	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
6.2	Tester	\$ 92.87	\$ 106.46	\$ 96.12	\$ 110.18
6.3	Associate Tester	\$ 72.97	\$ 83.65	\$ 75.52	\$ 86.57
7.0	<b>Training</b>				
7.1	Senior Trainer	\$ 71.64	\$ 82.12	\$ 74.15	\$ 85.00
7.2	Trainer	\$ 63.68	\$ 73.00	\$ 65.91	\$ 75.55



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	<b>Labor Category</b>	<b>On-Site GSA Rate with IFF CFY 2015</b>	<b>Off-Site GSA Rate with IFF CFY 2015</b>	<b>On-Site GSA Rate with IFF CFY 2016</b>	<b>Off-Site GSA Rate with IFF CFY 2016</b>
8.0	<b>Documentation/Technical Writer</b>				
8.1	Senior Technical Writer	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
8.2	Technical Writer	\$ 76.28	\$ 87.45	\$ 78.95	\$ 90.51
8.3	Associate Technical Writer	\$ 51.08	\$ 58.55	\$ 52.87	\$ 60.60
9.0	<b>Business Process Reengineering (BPR)</b>				
9.1	Principal BPR Specialist	\$ 172.47	\$ 197.71	\$ 178.51	\$ 204.63
9.2	Senior BPR Specialist	\$ 113.43	\$ 130.03	\$ 117.40	\$ 134.58
9.3	BPR Specialist	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
10.0	<b>Information Engineering</b>				
10.1	Senior Information Engineer	\$ 132.67	\$ 152.08	\$ 137.31	\$ 157.40
10.2	Information Engineer	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
11.0	<b>Systems Architecture and Design</b>				
11.1	Senior Systems Architect	\$ 125.37	\$ 143.72	\$ 129.76	\$ 148.75
11.2	Systems Architect	\$ 114.09	\$ 130.79	\$ 118.09	\$ 135.37
11.3	Senior Systems Engineer	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
11.4	Systems Engineer	\$ 92.20	\$ 105.70	\$ 95.43	\$ 109.40
11.5	Associate Systems Engineer	\$ 79.60	\$ 91.25	\$ 82.39	\$ 94.44
12.0	<b>Sys. Adm. and Operations Mgmt</b>				
12.1	Operations Manager	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
12.2	Senior Systems Administrator	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
12.3	Systems Administrator	\$ 71.64	\$ 82.12	\$ 74.15	\$ 85.00
12.4	Associate Systems Administrator	\$ 63.02	\$ 72.24	\$ 65.22	\$ 74.77
13.0	<b>Functional &amp; Subject Matter Analyst</b>				
13.1	Subject Matter Expert	\$ 152.57	\$ 174.89	\$ 157.91	\$ 181.02
13.2	Senior Systems Analyst	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
13.3	Systems Analyst	\$ 101.49	\$ 116.34	\$ 105.04	\$ 120.41
13.4	Associate Systems Analyst	\$ 78.27	\$ 89.73	\$ 81.01	\$ 92.87
14.0	<b>Telecommunication</b>				
14.1	Senior Telecommunication Engineer	\$ 152.57	\$ 174.89	\$ 157.91	\$ 181.02
14.2	Telecommunication Engineer	\$ 112.77	\$ 129.26	\$ 116.71	\$ 133.79
14.3	Associate Telecommunication Engineer	\$ 76.28	\$ 87.44	\$ 78.95	\$ 90.50
14.4	Senior Telecommunication Technician	\$ 112.77	\$ 129.27	\$ 116.72	\$ 133.79
14.5	Telecommunication Technician	\$ 86.23	\$ 98.85	\$ 89.25	\$ 102.31
14.6	Associate Telecommunication Technician	\$ 59.70	\$ 68.44	\$ 61.79	\$ 70.84
15.0	<b>Administration</b>				
15.1	Senior Administrative Assistant	\$ 66.33	\$ 76.04	\$ 68.66	\$ 78.70
15.2	Administrative Assistant	\$ 59.70	\$ 68.44	\$ 61.79	\$ 70.83
16.0	<b>Network Engineering</b>				
16.1	Senior Network Engineer	\$ 152.57	\$ 174.89	\$ 157.91	\$ 181.02
16.2	Network Engineer	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
16.3	Associate Network Engineer	\$ 86.23	\$ 98.85	\$ 89.25	\$ 102.31



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	<b>Labor Category</b>	<b>On-Site GSA Rate with IFF CFY 2015</b>	<b>Off-Site GSA Rate with IFF CFY 2015</b>	<b>On-Site GSA Rate with IFF CFY 2016</b>	<b>Off-Site GSA Rate with IFF CFY 2016</b>
17.0	<b>Data Base Engineering</b>				
17.1	Senior Database Management Specialist	\$ 128.69	\$ 147.52	\$ 133.19	\$ 152.68
17.2	Senior Database Engineer	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
17.3	Database Engineer	\$ 71.64	\$ 82.12	\$ 74.15	\$ 85.00
18.0	<b>Software Engineering</b>				
18.1	Senior Software Engineer	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
18.2	Software Engineer	\$ 92.20	\$ 105.70	\$ 95.43	\$ 109.40
18.3	Associate Software Engineer	\$ 71.64	\$ 82.12	\$ 74.15	\$ 85.00
19.0	<b>Software Programming</b>				
19.1	Senior Software Programmer	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
19.2	Software Programmer	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
19.3	Associate Software Programmer	\$ 78.27	\$ 89.73	\$ 81.01	\$ 92.87
20.0	<b>Network Administration</b>				
20.1	Senior Network Administrator/Manager	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
20.2	Network Administrator	\$ 72.30	\$ 82.88	\$ 74.83	\$ 85.79
20.3	Associate Network Administrator	\$ 53.07	\$ 60.83	\$ 54.92	\$ 62.96
21.0	<b>Service Management</b>				
21.1	Senior Service Manager	\$ 99.50	\$ 114.06	\$ 102.98	\$ 118.05
21.2	Service Manager	\$ 79.60	\$ 91.25	\$ 82.39	\$ 94.44
21.3	Associate Service Manager	\$ 59.70	\$ 68.44	\$ 61.79	\$ 70.83
22.0	<b>Field Technical Support Services</b>				
22.1	Senior Field Technician	\$ 106.13	\$ 121.67	\$ 109.85	\$ 125.92
22.2	Field Technician	\$ 82.26	\$ 94.29	\$ 85.14	\$ 97.59
22.3	Associate Field Technician	\$ 46.44	\$ 53.23	\$ 48.06	\$ 55.09
23.0	<b>Help Desk Support</b>				
23.1	Senior Help Desk Analyst/Manager	\$ 112.77	\$ 129.27	\$ 116.72	\$ 133.79
23.2	Help Desk Analyst	\$ 59.70	\$ 68.44	\$ 61.79	\$ 70.83
23.3	Associate Help Desk Analyst	\$ 39.80	\$ 45.62	\$ 41.19	\$ 47.22
24.0	<b>Database Administration</b>				
24.1	Senior Database Administrator	\$ 109.45	\$ 125.47	\$ 113.28	\$ 129.86
24.2	Database Administrator	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
25.0	<b>Software Maintenance</b>				
25.1	Maintenance Programmer	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
26.0	<b>Web Development</b>				
26.1	Principal Web Tech/Apps Developer	\$ 86.90	\$ 99.61	\$ 89.94	\$ 103.10
26.2	Web Tech/Applications Developer	\$ 71.64	\$ 82.12	\$ 74.15	\$ 85.00
26.3	Associate Web Tech/Apps Developer	\$ 66.33	\$ 76.04	\$ 68.66	\$ 78.70



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	<b>Labor Category</b>	<b>On-Site GSA Rate with IFF CFY 2017</b>	<b>Off-Site GSA Rate with IFF CFY 2017</b>
1.0	<b>Program Management and Support</b>		
1.1	Senior Program Manager/Site Manager	\$ 170.54	\$ 195.50
1.2	Program Manager/Site Manager	\$ 134.31	\$ 153.95
1.3	Senior Project Manager/Task Leader	\$ 117.24	\$ 134.41
1.4	Project Manager/Task Leader	\$ 106.59	\$ 122.19
1.5	Senior Project Control Analyst	\$ 92.38	\$ 105.89
1.6	Project Control Analyst	\$ 81.72	\$ 93.68
1.7	Associate Project Control Analyst	\$ 71.06	\$ 81.46
2.0	<b>Quality Assurance</b>		
2.1	Senior Quality Assurance Analyst/Manager	\$ 120.80	\$ 138.47
2.2	Quality Assurance Analyst	\$ 88.12	\$ 101.00
2.3	Associate Quality Assurance Analyst	\$ 76.75	\$ 87.97
3.0	<b>Change Management</b>		
3.1	Change Management Specialist	\$ 117.25	\$ 134.40
3.2	Senior Bus Plan and Manager Specialist	\$ 108.72	\$ 124.63
4.0	<b>Configuration Management</b>		
4.1	Senior Configuration Management Analyst	\$ 90.24	\$ 103.45
4.2	Configuration Management Analyst	\$ 83.14	\$ 95.30
4.3	Associate Configuration Management Analyst	\$ 76.74	\$ 87.97
5.0	<b>IT Security</b>		
5.1	Information Security Specialist	\$ 117.25	\$ 134.40
6.0	<b>Testing/IV&amp;V</b>		
6.1	Senior Tester	\$ 117.25	\$ 134.40
6.2	Tester	\$ 99.48	\$ 114.04
6.3	Associate Tester	\$ 78.16	\$ 89.60
7.0	<b>Training</b>		
7.1	Senior Trainer	\$ 76.74	\$ 87.97
7.2	Trainer	\$ 68.22	\$ 78.20
8.0	<b>Documentation/Technical Writer</b>		
8.1	Senior Technical Writer	\$ 93.09	\$ 106.71
8.2	Technical Writer	\$ 81.72	\$ 93.68
8.3	Associate Technical Writer	\$ 54.72	\$ 62.72
9.0	<b>Business Process Reengineering (BPR)</b>		
9.1	Principal BPR Specialist	\$ 184.75	\$ 211.79
9.2	Senior BPR Specialist	\$ 121.51	\$ 139.29
9.3	BPR Specialist	\$ 93.09	\$ 106.71
10.0	<b>Information Engineering</b>		
10.1	Senior Information Engineer	\$ 142.12	\$ 162.91
10.2	Information Engineer	\$ 117.25	\$ 134.40
11.0	<b>Systems Architecture and Design</b>		
11.1	Senior Systems Architect	\$ 134.30	\$ 153.95



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	<b>Labor Category</b>	<b>On-Site GSA Rate with IFF CFY 2017</b>	<b>Off-Site GSA Rate with IFF CFY 2017</b>
11.2	Systems Architect	\$ 122.22	\$ 140.11
11.3	Senior Systems Engineer	\$ 117.25	\$ 134.40
11.4	Systems Engineer	\$ 98.77	\$ 113.23
11.5	Associate Systems Engineer	\$ 85.27	\$ 97.75
12.0	<b>Sys. Adm. and Operations Management</b>		
12.1	Operations Manager	\$ 93.09	\$ 106.71
12.2	Senior Systems Administrator	\$ 93.09	\$ 106.71
12.3	Systems Administrator	\$ 76.74	\$ 87.97
12.4	Associate Systems Administrator	\$ 67.51	\$ 77.38
13.0	<b>Functional &amp; Subject Matter Analyst</b>		
13.1	Subject Matter Expert	\$ 163.44	\$ 187.35
13.2	Senior Systems Analyst	\$ 117.25	\$ 134.40
13.3	Systems Analyst	\$ 108.72	\$ 124.63
13.4	Associate Systems Analyst	\$ 83.85	\$ 96.12
14.0	<b>Telecommunication</b>		
14.1	Senior Telecommunication Engineer	\$ 163.44	\$ 187.35
14.2	Telecommunication Engineer	\$ 120.80	\$ 138.47
14.3	Associate Telecommunication Engineer	\$ 81.72	\$ 93.67
14.4	Senior Telecommunication Technician	\$ 120.80	\$ 138.48
14.5	Telecommunication Technician	\$ 92.38	\$ 105.89
14.6	Associate Telecommunication Technician	\$ 63.95	\$ 73.32
15.0	<b>Administration</b>		
15.1	Senior Administrative Assistant	\$ 71.06	\$ 81.46
15.2	Administrative Assistant	\$ 63.95	\$ 73.31
16.0	<b>Network Engineering</b>		
16.1	Senior Network Engineer	\$ 163.44	\$ 187.35
16.2	Network Engineer	\$ 117.25	\$ 134.40
16.3	Associate Network Engineer	\$ 92.38	\$ 105.89
17.0	<b>Data Base Engineering</b>		
17.1	Senior Database Management Specialist	\$ 137.85	\$ 158.03
17.2	Senior Database Engineer	\$ 117.25	\$ 134.40
17.3	Database Engineer	\$ 76.74	\$ 87.97
18.0	<b>Software Engineering</b>		
18.1	Senior Software Engineer	\$ 117.25	\$ 134.40
18.2	Software Engineer	\$ 98.77	\$ 113.23
18.3	Associate Software Engineer	\$ 76.74	\$ 87.97
19.0	<b>Software Programming</b>		
19.1	Senior Software Programmer	\$ 117.25	\$ 134.40
19.2	Software Programmer	\$ 93.09	\$ 106.71



Management Systems, Inc.



	<b>Labor Category</b>	<b>On-Site GSA Rate with IFF CFY 2017</b>	<b>Off-Site GSA Rate with IFF CFY 2017</b>
19.3	Associate Software Programmer	\$ 83.85	\$ 96.12
20.0	<b>Network Administration</b>		
20.1	Senior Network Administrator/Manager	\$ 93.09	\$ 106.71
20.2	Network Administrator	\$ 77.45	\$ 88.79
20.3	Associate Network Administrator	\$ 56.85	\$ 65.17
21.0	<b>Service Management</b>		
21.1	Senior Service Manager	\$ 106.59	\$ 122.19
21.2	Service Manager	\$ 85.27	\$ 97.75
21.3	Associate Service Manager	\$ 63.95	\$ 73.31
22.0	<b>Field Technical Support Services</b>		
22.1	Senior Field Technician	\$ 113.69	\$ 130.33
22.2	Field Technician	\$ 88.12	\$ 101.00
22.3	Associate Field Technician	\$ 49.75	\$ 57.02
23.0	<b>Help Desk Support</b>		
23.1	Senior Help Desk Analyst/Manager	\$ 120.80	\$ 138.48
23.2	Help Desk Analyst	\$ 63.95	\$ 73.31
23.3	Associate Help Desk Analyst	\$ 42.64	\$ 48.87
24.0	<b>Database Administration</b>		
24.1	Senior Database Administrator	\$ 117.25	\$ 134.40
24.2	Database Administrator	\$ 93.09	\$ 106.71
25.0	<b>Software Maintenance</b>		
25.1	Maintenance Programmer	\$ 93.09	\$ 106.71
26.0	<b>Web Development</b>		
26.1	Principal Web Tech/Apps Developer	\$ 93.09	\$ 106.71
26.2	Web Tech/Applications Developer	\$ 76.74	\$ 87.97
26.3	Associate Web Tech/Apps Developer	\$ 71.06	\$ 81.46

Notes:

**On-Site:** Rates charged when the customer provides the facility and infrastructure support for professionals.

**Off-Site:** Rates charged when the contractor (EXCEL) provides the facility and infrastructure support for professionals.



**INFORMATION TECHNOLOGY LABOR CATEGORY DESCRIPTIONS**

**1.0 Program Management and Support**

<b>Job Title:</b>	<b>1.1 Senior Program Manager / Site Manager</b>
<b>Minimum/General Experience:</b> This position requires a minimum of twelve (12) years' experience, of which at least ten (10) years must be specialized. Specialized experience may include complete management of information technology (IT) programs from development to deployment, demonstrated ability to provide total management guidance and direction to multiple projects and tasks covering all phases of systems integration, proven expertise in the management and control of funds and resources, and proven track records in managing multi-task contracts of high dollar volume and complexity. General experience includes increasing responsibilities in information systems integration, development, task/project management (PM), and program execution.	
<b>Functional Responsibility:</b> Functions as senior program manager, oversees the day-to-day operations, and provides overall direction and management of specific projects and tasks. This will include administrative responsibility, management, and technical guidance over all projects and tasks in the life cycle of the program including network engineering, systems engineering, integration engineering, network installation and testing methodologies, and performance schedules. Serves as the contractor's single point of contact for the contract and shall be the authorized interface with the government Contracting Officer (CO), the technical level Contracting Officer's Technical Representative (COTR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for overall program performance. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, or other related discipline. [B+12+10]	

<b>Job Title:</b>	<b>1.2 Program Manager / Site Manager</b>
<b>Minimum/General Experience:</b> This position requires a minimum of ten (10) years' experience, of which at least eight (8) years must be specialized. Specialized experience may include complete management of IT programs from development to deployment; demonstrated ability to provide total management guidance and direction to multiple projects and tasks covering all phases of systems integration, proven expertise in the management and control of funds and resources, and proven track records in managing multi-task contracts of significant dollar volume and complexity. General experience includes increasing responsibilities in information systems integration, development, and task/project management.	
<b>Functional Responsibility:</b> Functions as the program manager, oversees the day-to-day operations, and provides overall direction and management of specific projects and tasks. This will include administrative responsibility, management, and technical guidance over all projects and tasks in the life cycle of the program including network engineering, systems engineering, integration engineering, network installation and testing methodologies, and performance schedules. Serves as the contractor's single point of contact for the contract and shall be the authorized interface with the government Contracting Officer (CO), the technical level Contracting Officer's Technical Representative (COTR), government management personnel, and customer agency representatives. Responsible for overall program performance. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, or other related discipline. [B+10+8]	



<b>Job Title:</b>	<b>1.3 Senior Project Manager / Task Leader</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) year's experience, of which at least six (6) years must be specialized. Specialized experience may include complete management of IT projects from development to deployment, demonstrated ability to provide total management guidance and direction to multiple tasks covering all phases of systems integration, proven expertise in the management and control of funds and resources, and proven track records in managing multi-task projects. General experience includes increasing responsibilities in information systems integration, development, and task/project management.
<b>Functional Responsibility:</b>	Serves as the project manager for a large, complex project with multiple tasks of significant technical and management challenges. Supervises task leaders and all project personnel. May report to a higher level program manager. Serves as the contractor's single point of contact for the contract and shall be the authorized interface with the government Contracting Officer (CO), the technical level Contracting Officer's Technical Representative (COTR), government management personnel, and customer agency representatives. Responsible for overall project performance.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, or other related discipline. [B+8+6]

<b>Job Title:</b>	<b>1.4 Project Manager / Task Leader</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of six (6) years' experience, of which at least four (4) years must be specialized. Specialized experience may include complete management of IT projects from development to deployment, demonstrated ability to provide total management guidance and direction to multiple tasks covering all phases of systems integration, proven expertise in the management and control of funds and resources, and proven track records in managing multi-task projects. General experience includes increasing responsibilities in information systems integration, development, and task/project management.
<b>Functional Responsibility:</b>	Serves as the project manager for a large, complex project with multiple tasks of significant technical and management challenges. Supervises task leaders and all project personnel. May report to a higher level program manager. Serves as the contractor's single point of contact for the contract and shall be the authorized interface with the government Contracting Officer (CO), the technical level Contracting Officer's Technical Representative (COTR), government management personnel, and customer agency representatives. Responsible for overall project performance. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, or other related discipline. [B+6+4]

<b>Job Title:</b>	<b>1.5 Senior Project Control Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of six (6) years' experience in information systems, engineering, business, accounting, or other related scientific or technical discipline, of which at least four (4) years must be specialized. Specialized experience may include preparation and analysis of financial statements, development of project schedules and labor-reporting systems, and working with contract and subcontract management. Must be proficient in the use of spreadsheets and project management tools. General experience includes increasing responsibilities in controlling and monitoring projects.
<b>Functional Responsibility:</b>	Manages financial and/or administrative aspects of assigned projects and deliverables. Tracks and validates all contractual financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active project task orders. Uses automated systems to track deliverables, financial transactions, and management information. Provides daily supervision and direction to other control analysts. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, or other related discipline. [B+6+4]



<b>Job Title:</b>	<b>1.6 Project Control Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of four (4) years' experience in information systems, engineering, business, accounting, or other related scientific or technical discipline, of which at least two (2) years must be specialized. Specialized experience may include preparation and analysis of financial statements and development of complex project schedules. General experience includes increasing responsibilities in general accounting, financial management activities, and controlling and monitoring projects. Must demonstrate the ability to work both independently and under general direction.
<b>Functional Responsibility:</b>	Performs financial management and administrative activities for projects or tasks, such as budgeting, manpower and resource accounting, and financial reporting. Performs documentation of existing procedures, processes, techniques, models, and/or systems; identifies project control and monitoring problems or contractual issues; and formulates the initial problem reports and recommend solutions. Assists in developing work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing problems.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4+2]

<b>Job Title:</b>	<b>1.7 Associate Project Control Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of three (3) years' experience in information systems, engineering, business, accounting, or other related scientific or technical discipline. Must demonstrate the ability to work with limited supervision and direction. Requires the use of sound judgment and initiative in problem solving.
<b>Functional Responsibility:</b>	Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and integrated process review (IPR) preparation. Performs analysis, development, and review of program administrative operating procedures.
<b>Minimum Education:</b>	Associate degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [A+3]

## 2.0 Quality Assurance

<b>Job Title:</b>	<b>2.1 Senior Quality Assurance Analyst / Manager</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) years' experience, of which at least five (5) years must be specialized. Specialized experience may include configuration management (CM), verification and validation, software testing and integration, and software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance (QA), quality control, and the proven ability to manage a team of analysts.
<b>Functional Responsibility:</b>	Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8+5]



<b>Job Title:</b>	<b>2.2 Quality Assurance Analyst</b>
<b>Minimum/General Experience:</b> This position requires a minimum of six (6) years' experience, of which at least three (3) years must be specialized. Specialized experience may include configuration management, verification and validation, software testing and integration, and software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and the ability to work with minimal supervision.	
<b>Functional Responsibility:</b> Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6+3]	

<b>Job Title:</b>	<b>2.3 Associate Quality Assurance Analyst</b>
<b>Minimum/General Experience:</b> This position requires a minimum of four (4) years' experience, of which at least two (2) years must be specialized. Specialized experience may include configuration management, verification and validation, software testing and integration, and software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and the ability to work with minimal supervision.	
<b>Functional Responsibility:</b> Assists in quality control processes of the project, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure compliance with government standards/requirements, and monitor progress in accordance with schedules.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4+2]	

### 3.0 Change Management

<b>Job Title:</b>	<b>3.1 Change Management Specialist</b>
<b>Minimum/General Experience:</b> This position requires a minimum of eight (8) years relevant experience in change management and experience in organizational design for overall effectiveness and efficiencies during adaptation of new processes and enabling technologies. Experience may include providing organizational change services in enterprise resources planning (ERP), such as SAP, Oracle, PeopleSoft, or other information technology system implementation projects. Must be able to communicate, demonstrate credibility, and build trust. This position requires a seasoned professional with the necessary people, communication, and technical skills to create project change plans with clear deadlines and deliverables while working at all levels in the organization. Experience managing teams of stakeholders toward successful execution of deliverables and achievement of benefits is preferred.	
<b>Functional Responsibility:</b> Facilitates the adaptation of new or improved processes and/or procedures and technologies across the organization, including technology implementations, workforce/human resources transformations, and corporate policies. Oversees the development and deployment of change management methodologies and procedures to guide the adaptation process. Applies proven communication, analytical, and problem-solving skills to help maximize the benefit of organizational change directives to reach business goals. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8]	



<b>Job Title:</b>	<b>3.2 Senior Business Plan and Manager Specialist</b>
<b>Minimum/General Experience:</b> This position requires a minimum of ten (10) years' experience in information systems, engineering, physical sciences, management sciences, or other related scientific or technical discipline, of which at least eight (8) years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, information system development methods and practices, and supervision of other process engineers and management specialists.	
<b>Functional Responsibility:</b> Applies strategic and business planning methodologies, processes and principles to develop organizational strategic, tactical and operational business plans based on best industry standards and practices. Duties include organizational analysis, best practices identification, strategy and goal formulation, resource analysis, strategy evaluation and alternative analysis. Executes the plans while leading other staff. Facilitates and trains engineers and managers in strategic business concepts, planning, execution, and control. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+10+8]	

## 4.0 Configuration Management

<b>Job Title:</b>	<b>4.1 Senior Configuration Management Analyst</b>
<b>Minimum/General Experience:</b> This position requires a minimum of eight (8) years' experience, which may include specifying configuration management (CM) standards and requirements for all system components; developing baselines for all components; performing configuration identification, control, status accounting, and audits; and accomplishing data management requirements. Experience with automated tools and understanding of IT technical concepts and practices is also required.	
<b>Functional Responsibility:</b> Manages and specifies configuration management requirements and standards; performs configuration identification, control, status accounting, and audits; and manages/accomplishes all data management requirements. Works closely with configuration control boards (CCBs) to ensure all changes to the baseline are understood and approved. Reviews change requests to assess impacts. Maintains CM records and documentations and establishes close working relationship with QA and PM functions. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8]	

<b>Job Title:</b>	<b>4.2 Configuration Management Analyst</b>
<b>Minimum/General Experience:</b> This position requires a minimum of six (6) years' experience, which may include specifying configuration management standards and requirements for all system components; developing baselines for all components; performing configuration identification, control, status accounting, and audits; and accomplishing data management requirements. Experience with automated tools and understanding of IT technical concepts and practices is also required.	
<b>Functional Responsibility:</b> Manages and specifies configuration management requirements and standards; performs configuration identification, control, status accounting, and audits; and manages/accomplishes all data management requirements. Works closely with CCBs to ensure all changes to the baseline are understood and approved. Reviews change requests to assess impacts. Maintains CM records and documentations and establishes close working relationship with QA and PM functions.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6]	



<b>Job Title:</b>	<b>4.3 Associate Configuration Management Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of four (4) years' experience, which may include specifying configuration management requirements and standards; performing configuration identification, control, status accounting, and audits; and accomplishing data management requirements.
<b>Functional Responsibility:</b>	Assists in specifying configuration management requirements and standards; performing configuration identification, control, status accounting, and audits; and accomplishing all data management requirements.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4]

## 5.0 IT Security

<b>Job Title:</b>	<b>5.1 Information Security Specialist</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) years' experience, of which at least three (3) years must be specialized. Specialized experience may include analysis and installation of communications systems, vulnerability assessments, firewall management, threat mitigation techniques, and the use of engineering documentation, network configurations, and topologies, such as X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes all aspects of communication network planning, installation, support, analysis; design and installation of local area networks; and increasing responsibilities in technical management.
<b>Functional Responsibility:</b>	Analyzes and defines security requirements for multilevel security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Implements and monitors computer security policies/procedures covering data communications networks and other computer platforms. Reports on possible breaches of computer security. Requires knowledge of programming languages, database systems, operating systems, and communications environments. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8+3]

## 6.0 Testing/Independent Verification & Validation

<b>Job Title:</b>	<b>6.1 Senior Tester</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of seven (7) years of software systems testing experience, of which at least five (5) years must be specialized. Specialized experience may include solid experience with systems independent verification and validation (IV&V), design analysis, and operational assessments. Prior experience with systems development lifecycle (including requirements identification, analysis, quality assurance, test development, documentation, data conversion, and implementation planning and management) is desired. General experience includes strong time management, organization, and written/verbal communication skills. Must be able to work well both independently and as part of a team. Supervisory experience is highly desired.
<b>Functional Responsibility:</b>	Leads operational assessments, integration testing, and system test and evaluation (including security certification and accreditation) for developing systems. Provides IV&V through the monitoring and evaluation of software development life cycle, including requirements validation, peer reviews, code walkthroughs, software verification, process and procedure audits, performance testing, and independent software reviews. May involve managing complex efforts while supervising other testers and associate testers. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+7+5]



<b>Job Title:</b> 6.2 Tester
<b>Minimum/General Experience:</b> This position requires a minimum of five (5) years of software systems testing experience, including solid experience with systems independent verification and validation (IV&V), design analysis, and operational assessments. Prior experience with systems development lifecycle (including requirements identification, analysis, quality assurance, test development, documentation, data conversion, and implementation planning and management) is desired. General experience includes strong time management, organization, and written/verbal communication skills. Must be able to work well both independently and as part of a team.
<b>Functional Responsibility:</b> Supports operational assessments, integration testing, and system test and evaluation (including security certification and accreditation) for developing systems. Provides IV&V through the monitoring and evaluation of software development life-cycle, including requirements validation, peer reviews, code walkthroughs, software verification, process and procedure audits, performance testing, and independent software reviews.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+5]

<b>Job Title:</b> 6.3 Associate Tester
<b>Minimum/General Experience:</b> This position requires a minimum of three (3) years of software systems administration or other operational experience. Some measurable experience with systems IV&V, design analysis, and operational assessments are required. Prior experience with systems development lifecycle (including requirements identification, analysis, quality assurance test development, documentation, data conversion, and implementation planning and management) is desired. Strong time management, organizational, and written/verbal communication skills are essential.
<b>Functional Responsibility:</b> Assists operational assessments, integration testing, and system test and evaluation (including security certification and accreditation) for developing systems. Provides IV&V through the monitoring and evaluation of software development life-cycle, including requirements validation, peer reviews, code walkthroughs, software verification, process and procedure audits, performance testing, and independent software reviews.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+3]

## 7.0 Training

<b>Job Title:</b> 7.1 Senior Trainer
<b>Minimum/General Experience:</b> This position requires a minimum of seven (7) years' experience, of which at least five (5) years must be specialized. Specialized experience may include experience in developing and providing technical and end-user training on computer hardware, application software, and other IT infrastructure components. Must have demonstrated the ability to communicate orally and in writing. Must have demonstrated experience working independently or under only general direction. Supervisory experience is highly desirable.
<b>Functional Responsibility:</b> Conducts the research necessary to develop and conduct training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to other trainers. Works closely with government personnel to determine training and scheduling requirements. Is responsible for the development and quality of course material. Reviews and provides inputs for training documentation. May have supervisory responsibility.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific, technical, or liberal arts discipline. [B+7+5]



<b>Job Title:</b>	<b>7.2 Trainer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of five (5) years' experience, of which at least two (2) years must be specialized. Specialized experience may include experience in developing and providing technical and end-user training on computer hardware, application software, and other IT infrastructure components. General experience includes information systems development, training, or related fields. Must have demonstrated the ability to communicate orally and in writing. Must have demonstrated experience working under the direction of senior staff.	
<b>Functional Responsibility:</b> Conducts the research necessary to develop and conduct training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Prepares training documentation and conducts IT/ADP training classes.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific, technical, or liberal arts discipline. [B+5+2]	

## 8.0 Documentation/Technical Writer

<b>Job Title:</b>	<b>8.1 Senior Technical Writer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of six (6) years' experience, of which at least four (4) years must be specialized. Specialized experience may include preparing technical documentation that adheres to applicable government and industry documentation standards and meeting project requirements. General experience includes technical writing and documentation experience pertaining to all aspects of automatic data processing (ADP). Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, and any other customer deliverables and documents. Prepares and edits IT/ADP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Is responsible for writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Provides incidental support for other approved requirements. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific, technical or liberal arts discipline. [B+6+4]	

<b>Job Title:</b>	<b>8.2 Technical Writer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of four (4) years' experience, of which at least two (2) years must be specialized. Specialized experience may include demonstrated experience in editing documents, including technical documents. Must have a substantial knowledge of the capabilities of computer systems. Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, and any other customer deliverables and documents. Prepares and edits IT/ADP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Is responsible for writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Provides incidental support for other approved requirements.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4+2]	



<b>Job Title:</b>	<b>8.3 Associate Technical Writer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of two (2) years' experience in technical writing, with demonstrated experience in editing documents, tabulating documents, and producing final draft quality submission technical documents. Must have demonstrated experience working independently or under only general direction.
<b>Functional Responsibility:</b>	Is responsible for writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+2]

## 9.0 Business Processing Reengineering

<b>Job Title:</b>	<b>9.1 Principal Business Process Reengineering Specialist</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of twelve (12) years' experience in information systems, engineering, business, education, management sciences, psychology, human resources development/management, or other related scientific or technical discipline, of which at least seven (7) years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, and process reengineering across all phases; identifying best practices, change management strategies, business management techniques, organizational development methods, and activity and data modeling strategies; or planning for information system development methods and practices. Supervision of lower level process and information engineers is preferred. General experience includes serving as functional analyst, information engineer, system integrator/developer, and domain expert. Must show increasing responsibility as a process engineer through the years.
<b>Functional Responsibility:</b>	Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Is responsible for effective transitioning of existing enterprise as-is environment to the new to-be environment and the facilitation of project/task teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Serves as key coordinator between multiple project/task teams to ensure enterprise-wide integration of reengineering efforts and results. May have supervisory responsibility.  Uses incremental development, rapid prototyping, and computer-aided software engineering (CASE) technology concepts and techniques. Applies business analysis methodology and business case analysis definition language to conduct business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. Develops and executes organization-wide information models for use in designing and building integrated, shared software and database management systems. Applies knowledge and the guiding principles of corporate information management concepts, costs and benefits analysis, object-oriented methodology, and open system architecture objectives.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+12+7]



<b>Job Title:</b> 9.2 Senior Business Process Reengineering Specialist
<b>Minimum/General Experience:</b> This position requires a minimum of eight (8) years' experience in information systems, engineering, business, education, management sciences, psychology, human resources development/management, or other related scientific or technical discipline, of which at least four (4) years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, and process reengineering across all phases; identifying best practices, change management strategies, business management techniques, organizational development methods, and activity and data modeling strategies; or planning for information system development methods and practices. General experience includes serving as functional analyst, information engineer, system integrator/developer, and domain expert. Must show increasing responsibility as a process engineer through the years.
<b>Functional Responsibility:</b> Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Is responsible for activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently. May have supervisory responsibility.  Uses incremental development, rapid prototyping, and CASE technology concepts and techniques. Applies business analysis methodology and business case analysis definition language to conduct business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. Develops and executes organization-wide information models for use in designing and building integrated, shared software and database management systems. Applies knowledge and guiding principles of the corporate information management concepts, costs and benefits analysis, object-oriented methodology, and open system architecture objectives.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8+4]

<b>Job Title:</b> 9.3 Business Process Reengineering Specialist
<b>Minimum/General Experience:</b> This position requires a minimum of four (4) years' experience in information systems, engineering, business, education, management sciences, psychology, human resources development/management, or other related scientific or technical discipline, of which at least two (2) years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, and process reengineering across all phases; identifying best practices, change management strategies, business management techniques, organizational development methods, and activity and data modeling strategies; and planning for information system development methods and practices.
<b>Functional Responsibility:</b> Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Is responsible for activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. May have supervisory responsibility.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4+2]



## 10.0 Information Engineering

<b>Job Title:</b>	<b>10.1 Senior Information Engineer</b>
<b>Minimum/General Experience:</b> This position requires at least ten (10) years' experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming using computer-aided software engineering (CASE) and information engineering (IE) tools and methods, with at least five (5) years specialized experience, which may include information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation. Must be capable of applying business process improvement practices to modernization projects.	
<b>Functional Responsibility:</b> Applies, as appropriate, activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Assists in establishing standards for information system procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+10+5]	

<b>Job Title:</b>	<b>10.2 Information Engineer</b>
<b>Minimum/General Experience:</b> This position requires at least seven (7) years' experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming using CASE and IE tools and methods, with at least three (3) years specialized experience, which may include information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation. Must be capable of applying business process improvement practices to modernization projects.	
<b>Functional Responsibility:</b> Applies, as appropriate, activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Assists in establishing standards for information system procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+7+3]	

## 11.0 Systems Architecture and Design

<b>Job Title:</b>	<b>11.1 Senior Systems Architect</b>
<b>Minimum/General Experience:</b> This position requires a minimum of twelve (12) years' experience in computer science, information systems, engineering, business, or other related scientific or technical discipline, of which at least eight (8) years must be specialized. Specialized experience may include supervision of system architects; use of structured analysis, design methodologies, design tools, and object-oriented principles; and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering.	
<b>Functional Responsibility:</b> Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide, Web-based, or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures that these systems are compatible and in compliance with the standards and reference models for open systems architectures, including the International Standards Organization's (ISO) Open Systems Interconnection (OSI) and the Institute of Electrical and Electronic Engineers' (IEEE) Open Systems Environment (OSE). Analytically and systematically evaluates problems of workflows, organization, and planning and develops appropriate corrective action. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+12+8]	



<b>Job Title:</b>	<b>11.2 Systems Architect</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of ten (10) years' experience in computer science, information systems, engineering, business, or other related scientific or technical discipline, of which at least six (6) years must be specialized. Specialized experience may include supervision of system architects; use of structured analysis, design methodologies, design tools, design techniques, and object-oriented principles; and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.
<b>Functional Responsibility:</b>	Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures that these systems are compatible and in compliance with the standards and reference models for open systems architectures, including the International Standards Organization's (ISO) Open Systems Interconnection (OSI) and the Institute of Electrical and Electronic Engineers' (IEEE) Open Systems Environment (OSE). Analytically evaluates problems of work flow, organization, and planning and develops appropriate corrective action. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+10+6]

<b>Job Title:</b>	<b>11.3 Senior Systems Engineer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of ten (10) years' experience in information systems, engineering, business, or other related scientific or technical discipline, of which at least six (6) years must be specialized. Specialized experience may include information systems development, functional and data requirements analysis, systems analysis and design, hardware and networking planning and design, programming, program design, and documentation preparation. Other required experience includes managing the implementation of information engineering projects using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Experience in the client/server environment and proven managerial and supervisory skills are essential.
<b>Functional Responsibility:</b>	Applies an enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE). Applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents. Provides management and technical guidance for systems engineers. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+10+6]

<b>Job Title:</b>	<b>11.4 Systems Engineer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) years' experience in information systems, engineering, business, or other related scientific or technical discipline, of which at least four (4) years must be specialized. Specialized experience may include information systems development, functional and data requirements analysis, systems analysis and design, hardware and networking planning and design, programming, program design, and documentation preparation. Other required experience includes managing the implementation of information engineering projects using CASE and IE tools and methods, systems planning, business information planning, and analysis. Experience in the client/server environment and proven managerial and supervisory skills are desired.
<b>Functional Responsibility:</b>	Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning and business information planning and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as I-CASE tools. Applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents. Provides technical guidance in software engineering techniques and automated support tools.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8+4]



<b>Job Title:</b>	<b>11.5 Associate Systems Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of five (5) years' experience in information systems, engineering, business, or other related scientific or technical discipline, of which at least two (2) years must be specialized. Specialized experience may include information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Other required experience includes managing the implementation of information and system engineering projects using CASE and IE tools and methods, systems planning, business information planning, and analysis. Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, modern business methods, and performance measurement techniques. Assists in establishing standards for information systems procedures. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares alternative analysis studies and evaluations for vendor equipment.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+5+2]	

## 12.0 System Administration and Operations Management

<b>Job Title:</b>	<b>12.1 Operations Manager</b>
<b>Minimum/General Experience:</b> This position requires a minimum of seven (7) years' experience, of which at least five (5) years must be specialized. Specialized experience may include supervision and operations experience on a large-scale computer system and knowledge of hardware, software, and operating systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.	
<b>Functional Responsibility:</b> Manages computer operations and ensures that computer system resources are used effectively. Ensures that production schedules are met and coordinates the resolution of production-related problems. Ensures that proper relationships are established among customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+7+5]	

<b>Job Title:</b>	<b>12.2 Senior Systems Administrator</b>
<b>Minimum/General Experience:</b> This position requires a minimum of six (6) years' experience in information systems, engineering, business, or other related scientific or technical discipline, of which at least four (4) years must be specialized. Specialized experience may include administrating UNIX, SQL, and other types of open systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.	
<b>Functional Responsibility:</b> Manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization. Performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6+4]	



<b>Job Title:</b>	<b>12.3 Systems Administrator</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of four (4) years' experience in information systems, engineering, business, or other related scientific or technical discipline, of which at least three (3) years must be specialized. Specialized experience may include administrating UNIX, SQL, and other types of open systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.
<b>Functional Responsibility:</b>	Manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization. Performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4+3]

<b>Job Title:</b>	<b>12.4 Associate Systems Administrator</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of two (2) years' experience in information systems, engineering, business, or other related scientific or technical discipline, with specialized experience in administrating UNIX, SQL, and other types of open systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.
<b>Functional Responsibility:</b>	Supports the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization. Performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.
<b>Minimum Education:</b>	Associate degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [A+2]

### 3.0 Functional & Subject Matter Analyst

<b>Job Title:</b>	<b>13.1 Subject Matter Expert</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of twelve (12) years' experience, of which at least ten (10) years must be specialized. Specialized experience may include supervision, use of structured analysis and design methodologies, and solid project management. Specialized experience may also include business rules analysis, best practices identification, strategy and goal formulation, resource analysis, and strategy evaluation and control. Must have demonstrated experience as a strong communicator, recognized authority, and practitioner in each subject of expertise.
<b>Functional Responsibility:</b>	Provides extensive knowledge and capabilities in specific areas of information technology. Applies strategic and business planning methodologies, processes, and principles in the development and direction of enterprise-wide or large-scale information systems. Analytically and systematically evaluates problems of change management, work flows, organization, and planning and develops appropriate corrective action. Develops organizational strategic, tactical, and operational business plans based on best industry practices. Identifies interfaces to other control systems such as decision support, budgeting, financial, information, and performance systems. Provides mentoring and direction to staff. Provides facilitation and training of leadership and management groups in strategic thinking, business planning, execution, and control. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+12+10]



<b>Job Title:</b>	<b>13.2 Senior Systems Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of ten (10) years' experience in computer science, information systems, engineering, business, or other related scientific or technical discipline, of which at least eight (8) years must be specialized. Specialized experience may include analysis and design of business applications on complex systems for large-scale computers, database management, and use of programming languages. Must have demonstrated knowledge of database management systems (DBMS) and current storage and retrieval methods. Must have demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs and database interfaces. General experience includes increasing responsibilities in assignments of a technical nature. Must have demonstrated experience working independently or under only general direction on complex application problems involving all phases of systems analysis.
<b>Functional Responsibility:</b>	Provides technical and administrative direction for personnel who perform software development tasks, including reviewing work products for correctness, ensuring adherence to the design concept and user standards, and monitoring progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. May have supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+10+8]

<b>Job Title:</b>	<b>13.3 Systems Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) years' experience in computer science, information systems, engineering, business, or other related scientific or technical discipline, of which at least four (4) years must be specialized. Specialized experience may include analysis and design of business applications on complex systems for large-scale computers, database management, and use of programming languages. Must have demonstrated knowledge of DBMSs and current storage and retrieval methods. Must have demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs and database interfaces. General experience includes increasing responsibilities in assignments of a technical nature. Must have demonstrated experience working independently or under only general direction on complex application problems involving all phases of systems analysis.
<b>Functional Responsibility:</b>	Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8+4]

<b>Job Title:</b>	<b>13.4 Associate Systems Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of four (4) years' experience in computer science, information systems, engineering, business, or other related scientific or technical discipline, of which at least one (1) year must be specialized. Specialized experience may include analysis and design of business applications on complex systems for large-scale computers, database management, and use of programming languages. Must have demonstrated knowledge of DBMSs and current storage and retrieval methods. Must have demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs and database interfaces. General experience includes increasing responsibilities in assignments of a technical nature. Must have demonstrated experience working independently or under only general direction on complex application problems involving all phases of systems analysis.
<b>Functional Responsibility:</b>	Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4+1]



## 14.0 Telecommunication

<b>Job Title:</b>	<b>14.1 Senior Telecommunication Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of eight (8) years' experience in telecommunications, of which at least four (4) years must be specialized. Specialized experience may include telecommunications systems design, wired or wireless network design, programming, configuration, testing and maintenance of telecommunication hardware and software, fiber optic and copper cabling, and data and voice switches. Experience with federal sector telecommunications networks and global solutions are preferred. Experience in a lead engineering or supervisory role is desired.	
<b>Functional Responsibility:</b> Designs, implements, installs, configures, programs, and repairs telecommunications systems, including telephone systems, wired and wireless networks, fiber optic and copper cabling systems, and data and voice switches. Creates and maintains records on cable assignments, terminations, directory headings, telephone, circuit, and other communications equipment. Certifies telecommunications system performance reads and interprets blueprints and wiring diagrams, and operates specialized test equipment. Interacts and manages relationships with commercial carriers, service providers, and other vendors, as required. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelors' degree in mechanical or electrical engineering, telecommunications, computer information systems, or a related technical discipline. [B+8+4]	

<b>Job Title:</b>	<b>14.2 Telecommunication Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of four (4) years' experience in telecommunications, of which at least two (2) years must be specialized. Specialized experience may include telecommunications systems design, wired or wireless network design, programming, configuration, testing and maintenance of telecommunication hardware and software, and fiber optic and copper cabling. Experience with federal sector telecommunications networks and global solutions are preferred.	
<b>Functional Responsibility:</b> Designs, implements, installs, configures, programs, and repairs telecommunications systems, including telephone systems, wired and wireless networks, fiber optic and copper cabling systems, and data and voice switches. Creates and maintains records on cable assignments, terminations, directory headings, telephone, circuit, and other communications equipment. Certifies telecommunications system performance reads and interprets blueprints and wiring diagrams, and operates specialized test equipment.	
<b>Minimum Education:</b> Bachelors' degree in mechanical or electrical engineering, telecommunications, computer information systems, or a related technical discipline. [B+4+2]	

<b>Job Title:</b>	<b>14.3 Associate Telecommunication Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of two (2) years' experience in telecommunications, which may include experience in wired and wireless networks, telephone systems, and fiber optic and copper wire systems design, installation, and maintenance.	
<b>Functional Responsibility:</b> Designs, implements, installs, configures, programs, and repairs telecommunications systems, including telephone systems, wired and wireless networks, fiber optic and copper cabling systems, and data and voice switches. Creates and maintains records on cable assignments, terminations, directory headings, telephone, circuit, and other communications equipment. Reads and interprets blueprints and wiring diagrams and operates specialized test equipment.	
<b>Minimum Education:</b> Bachelors' degree in mechanical or electrical engineering, telecommunications, computer information systems, or a related technical discipline. [B+2]	



<b>Job Title:</b>	<b>14.4 Senior Telecommunication Technician</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) years' experience in telecommunications, of which at least four (4) years must be specialized. Specialized experience may include programming, configuration, testing, and maintenance of telecommunication hardware and software, fiber optic and copper cabling, and data and voice switches. Experience with federal sector telecommunications networks and global solutions are preferred. Experience in a lead technical or supervisory role is desired.
<b>Functional Responsibility:</b>	Supervises telecommunications installation teams. Installs, troubleshoots, repairs, and maintains telecommunications equipment. Ensures that equipment runs at optimal levels and performs routine repairs and maintenance. Performs installation, termination, splicing, and testing of fiber optic and copper cable systems. Documents all inspections and servicing, as required. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications to data and voice switches, tests trunks, tests links, and installs communication circuits. May be required to supervise junior staff members.
<b>Minimum Education:</b>	High school diploma or GED certificate. [H+8+4]

<b>Job Title:</b>	<b>14.5 Telecommunication Technician</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of four (4) years' experience in telecommunications, which may include installation, programming, configuration, testing and maintenance of telecommunication hardware and software and fiber optic and copper cabling.
<b>Functional Responsibility:</b>	Installs, troubleshoots, repairs, and maintains telecommunications equipment. Ensures that equipment runs at optimal levels and performs routine repairs and maintenance. Performs installation, termination, splicing, and testing of fiber optic and copper cable systems. Documents all inspections and servicing, as required. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications to data and voice switches, tests trunks, tests links, and installs communication circuits.
<b>Minimum Education:</b>	High school diploma or GED certificate. [H+4]

<b>Job Title:</b>	<b>14.6 Associate Telecommunication Technician</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of one (1) year experience in telecommunications, which may include experience in wired and wireless networks, telephone systems, fiber optic and copper wire systems, installation, and maintenance.
<b>Functional Responsibility:</b>	Installs, troubleshoots, repairs, and maintains telecommunications equipment. Ensures that equipment runs at optimal levels and performs routine repairs and maintenance. Performs installation, termination, and testing of fiber optic and copper cable systems. Documents all inspections and servicing, as required. Provides reports, completes requests for new service, and installs telephone service and communication circuits. Works independently or as a member of a team.
<b>Minimum Education:</b>	High school diploma or GED certificate. [H+1]



**15.0 Administration**

<b>Job Title:</b>	<b>15.1 Senior Administrative Assistant</b>
<b>Minimum/General Experience:</b> This position requires a minimum of eight (8) years administrative assistant or office management experience. Must have demonstrated knowledge of modern office methods and practices including filing, proofreading, formatting, report writing, basic bookkeeping, and fiscal management; proper English usage, spelling, vocabulary, and grammar; and computer software programs including word processing, spreadsheet, and database tools. Must have demonstrated experience performing clerical and administrative work with accuracy and speed, composing correspondence and reports, performing mathematical calculations with accuracy, maintaining statistical records, and interacting with internal and external customers in a courteous and professional manner. Experience in a technology-based environment is preferred.	
<b>Functional Responsibility:</b> Performs administrative duties requiring proficiency in office and/or fiscal management, including day-to-day administrative support. Organizes, prioritizes, and completes tasks in a timely manner; keyboards reports, correspondence, memos, minutes, and other documents; proofreads documents for accuracy and completeness; compiles statistical information and prepares reports as requested; schedules meetings and conferences, takes notes, and prepares minutes as requested; and maintains a complete and accurate filing system. May require monitoring a budget, preparing purchase orders, and overseeing maintenance and repair of office equipment.	
<b>Minimum Education:</b> High school diploma or GED equivalent. [H+ 8]	

<b>Job Title:</b>	<b>15.2 Administrative Assistant</b>
<b>Minimum/General Experience:</b> This position requires a minimum of five (5) years administrative assistant or office management experience. Must have demonstrated knowledge of modern office methods and practices including filing, proofreading, formatting, report writing, basic bookkeeping, and fiscal management; proper English usage, spelling, vocabulary, and grammar; and computer software programs including word processing, spreadsheet, and database tools. Must have demonstrated experience performing clerical and administrative work with accuracy and speed, composing correspondence and reports, performing mathematical calculations with accuracy, maintaining statistical records, and interacting with internal and external customers in a courteous and professional manner. Experience in a technology-based environment is preferred.	
<b>Functional Responsibility:</b> Performs administrative duties requiring proficiency in office and/or fiscal management, including day-to-day administrative support. Organizes, prioritizes, and completes tasks in a timely manner; keyboards reports, correspondence, memos, minutes, and other documents; proofreads documents for accuracy and completeness; compiles statistical information and prepares reports as requested; schedules meetings and conferences, takes notes, and prepares minutes as requested; and maintains a complete and accurate filing system. May require monitoring a budget, preparing purchase orders, and overseeing maintenance and repair of office equipment.	
<b>Minimum Education:</b> High school diploma or GED equivalent. [H+ 5]	



## 16.0 Network Engineering

### Job Title: 16.1 Senior Network Engineer

**Minimum/General Experience:** This position requires a minimum of eight (8) years' experience in LAN/WANs, of which at least four (4) years must be specialized. Specialized experience may include in-depth knowledge of wired or wireless network design, configuration, testing and maintenance, and router and switch technologies. A working knowledge is required in several of the following: Unix, Windows, DOS, Novell, HP OpenView, OSI7 Layer Model, IP Addressing, Systems Network Architecture, and Telco Hierarchical Multiplexing. A working knowledge is required in several of the following protocols: IP, IPX, TCP, SNMP/MIB/MIB ETHERNET, PPP, Frame Relay, ATM, and SDLC. A working knowledge is desired in several of the following hardware devices: Cisco Routers, 3 Com, hubs, switches, SNA, DSU/CSU, and T-1/T-3. Demonstrated supervisory or leadership experience is required. Experience with federal or DoD networks and project management is desired.

**Functional Responsibility:** Analyzes requirements and designs, installs, configures, implements, and supports network infrastructure, LAN/WAN operating systems, and information systems integration requirements. Analyzes and evaluates network performance and refines as needed. Consults with customers and non-technical sources on complex problems and acts as task leader to provide technical direction to supporting professional and technical staff. May operate in a federal, DoD, or commercial environment. May have supervisory responsibility.

**Minimum Education:** Bachelor's degree in telecommunications, computer information systems, or a related technical discipline. [B+8+4]

### Job Title: 16.2 Network Engineer

**Minimum/General Experience:** This position requires a minimum of four (4) years' experience in LAN/WANs, of which at least two (2) years must be specialized. Specialized experience may include wired or wireless network design, configuration, testing and maintenance, and router and switch technologies. A working knowledge is required in several of the following: Unix, Windows, DOS, Novell, HP OpenView, OSI7 Layer Model, IP Addressing, Systems Network Architecture, and Telco Hierarchical Multiplexing. A working knowledge is required in several of the following protocols: IP, IPX, TCP, SNMP/MIB/MIB ETHERNET, PPP, Frame Relay, ATM, and SDLC. A working knowledge is desired in several of the following hardware devices: Cisco Routers, 3 Com, hubs, switches, SNA, DSU/CSU, and T-1/T-3. Experience with federal or DoD networks and project management is desired.

**Functional Responsibility:** Installs, configures, implements, and supports network infrastructure, LAN/WAN operating systems, and information systems integration requirements. Analyzes and evaluates network performance and refines as needed. Reviews work and installation progress for accuracy, adherence to network design, and conformance to telecommunications standards. Consults with customers and non-technical personnel as required. May operate in a federal, DoD, or commercial environment.

**Minimum Education:** Bachelor's degree in telecommunications, computer information systems, or a related technical discipline. [B+4+2]



<b>Job Title:</b> 16.3 Associate Network Engineer
<b>Minimum/General Experience:</b> This position requires a minimum of two (2) years' experience in LAN/WANs, which may include wired or wireless network design, configuration, testing and maintenance, and router and switch technologies. A basic knowledge is required in several of the following: Unix, Windows, DOS, Novell, HP OpenView, OSI7 Layer Model, IP Addressing, Systems Network Architecture, and Telco Hierarchical Multiplexing. A basic knowledge is required in several of the following protocols: IP, IPX, TCP, SNMP/MIB/MIB Ethernet, PPP, Frame Relay, ATM, and SDLC. A working knowledge is desired in several of the following hardware devices: Cisco Routers, 3 Com, hubs, switches, SNA, DSU/CSU, T-1/T-3.
<b>Functional Responsibility:</b> Installs, configures, implements, and supports network infrastructure, LAN/WAN operating systems and information systems integration requirements. Analyzes and evaluates network performance and refines as needed. Reviews work and installation progress for accuracy, adherence to network design, and conformance to telecommunications standards. May operate in a federal, DoD or commercial environment. Works as a team member or as an individual under close supervision.
<b>Minimum Education:</b> Bachelor's degree in telecommunications, computer information systems, or a related technical discipline. [B+2]

## 17.0 Database Engineering

<b>Job Title:</b> 17.1 Senior Database Management Specialist
<b>Minimum/General Experience:</b> This position requires a minimum of ten (10) years' experience, of which at least eight (8) years must be specialized. Specialized experience may include demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of database systems.
<b>Functional Responsibility:</b> Specifies proper types of files organization, indexing methods, and security procedures. Recommends appropriate design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's database administrator documentation. Performs detailed comparisons of various database systems. Performs duties in a complex, distributed, heterogeneous computing environment, which may involve different types of hardware platforms, operating systems applications, and network environments. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. May have supervisory responsibility.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+10+8]

<b>Job Title:</b> 17.2 Senior Database Engineer
<b>Minimum/General Experience:</b> This position requires a minimum of eight (8) years' experience, of which at least four (4) years must be specialized. Specialized experience may include demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of database systems.
<b>Functional Responsibility:</b> Manages the development of database projects. Plans and budgets staff and database resources. Reallocates resources to maximize benefits, when necessary. Prepares and delivers presentations on DBMS concepts. Provides daily supervision and direction to support staff. May have supervisory responsibility.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8+4]



<b>Job Title:</b>	<b>17.3 Database Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of six (6) years' experience, of which at least three (3) years must be specialized. Specialized experience may include demonstrated experience using current DBMS technologies, utilizing various DBMSs for application design, and operating DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Performs administration tasks, such as installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching, and performance tuning. Implements software solutions for performance enhancement, operator interface, and increased user capability.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6+3]	

## 18.0 Software Engineering

<b>Job Title:</b>	<b>18.1 Senior Software Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of ten (10) years' experience managing or performing software engineering activities including knowledge of information systems, engineering, business, or other related scientific or technical discipline, of which at least eight (8) years must be specialized. Specialized experience may include demonstrated experience using DBMSs and third/fourth generation languages in the design and implementation of systems. General experience includes increasing responsibilities in software engineering activities. Knowledge and skills in government regulations, manuals, standards, and industry publications related to computer systems development are desired.	
<b>Functional Responsibility:</b> Analyzes and studies complex system requirements. Identifies reuse opportunities within and across projects, building generic domain models and architectures. Designs software tools and subsystems to support domain analyses and configuration management and manages implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and CASE tools. Estimates software development costs and schedules. Reviews existing programs and assists in making refinements to reduce operating time and improve current techniques. Performs studies, analyzes requirements, and recommends optimum approaches and solutions. Develops systems designs in an open systems architecture utilizing object-oriented design methodology. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+10+8]	

<b>Job Title:</b>	<b>18.2 Software Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of six (6) years' experience, of which at least four (4) years must be specialized. Specialized experience may include experience as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and improve efficiency. Provides technical direction to programmers to ensure that program deadlines are met. Leads software engineering and support projects using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedules. Reviews existing programs and assists in making refinements to reduce operating time and improve current techniques.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6+4]	



<b>Job Title:</b>	<b>18.3 Associate Software Engineer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of four (4) years' experience in information systems, engineering, business, or other related scientific or technical discipline, of which at least two (2) years must be specialized. Specialized experience may include experience as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and improve efficiency.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+4+2]	

## 19.0 Software Programming

<b>Job Title:</b>	<b>19.1 Senior Software Programmer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of six (6) years' experience in information systems, engineering, business, or other related scientific or technical discipline, of which at least four (4) years must be specialized. Specialized experience may include experience as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Performs design, programming, documentation, and implementation of applications that require knowledge of information systems and related systems concepts for effective development and deployment of software modules. Participates in all phases of software development with emphasis on the design, coding, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation.	
Plans and supervises multiple projects and/or delivery orders involving complex information systems software development. Manages software development and support tasks using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements to reduce operating time and improve current techniques. Meets with government and contractor personnel to formulate and review delivery order plans and deliverable items. May have supervisory responsibility.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6+4]	

<b>Job Title:</b>	<b>19.2 Software Programmer</b>
<b>Minimum/General Experience:</b> This position requires a minimum of five (5) years' experience, of which at least three (3) years must be specialized in information systems, engineering, business, or other related scientific or technical discipline. Specialized experience may include experience as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Must have demonstrated experience working independently or under only general direction.	
<b>Functional Responsibility:</b> Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and improve efficiency. Provides direction to programmers to ensure program deadlines are met.	
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+5+3]	



<b>Job Title:</b>	<b>19.3 Associate Software Programmer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of five (5) years' experience, of which at least three (3) years must be specialized in information systems, engineering, business, or other related scientific or technical discipline. Specialized experience may include experience as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Must have demonstrated experience working independently or under only general direction.
<b>Functional Responsibility:</b>	Performs assigned portions of design, programming, and documentation for IT/ADP systems. Participates in assigned phases of software development with emphasis on the programming, testing, and acceptance phases. Supports the preparation of technical reports and related documentation.
<b>Minimum Education:</b>	Associate degree computer science, information systems, engineering, business, or other related scientific or technical discipline. [A+5+3]

## 20.0 Network Administration

<b>Job Title:</b>	<b>20.1 Senior Network Administrator / Manager</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) years' experience in LAN/WANs, of which at least four (4) must be specialized. Specialized experience may include a working knowledge of several of the following software systems and architectures: Unix, Windows, DOS, Novell, HP OpenView, OSI7 Layer Model, IP Addressing, Systems Network Architecture, and Telco Hierarchical Multiplexing. A working knowledge of several of the following protocols is also required: IP, IPX, TCP, SNMP/MIB/MIB Ethernet, PPP, Frame Relay, ATM, and SDLC. A working knowledge of several of the following hardware devices is desired: Cisco Routers, 3 Com, hubs, switches, SNA, DSU/CSU, and T-1/T-3. Experience with federal or DoD networks are desired. May have supervisory responsibility.
<b>Functional Responsibility:</b>	Provides support for implementation, troubleshooting, and maintenance of LAN/WANs. Assists in designing and managing infrastructure and any processes related to the networks. Provides production support of the networks, including day-to-day operations, monitoring, and problem resolution. Provides Level 2 problem identification, diagnosis, and resolution. Provides support for the dispatch of circuit and hardware vendors involved in the resolution process. Provides support for the escalation and communication of status to management and internal customers. May require supervision of junior personnel.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline. [B+8+4]

<b>Job Title:</b>	<b>20.2 Network Administrator</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of four (4) years' experience, of which at least two (2) must be specialized. Specialized experience may include a working knowledge of two (2) or more of the following systems and architectures: Unix, Windows, DOS, Novell, HP OpenView, OSI7 Layer Model, IP Addressing, Systems Network Architecture, and Telco Hierarchical Multiplexing. A working knowledge of two (2) or more of the following protocols is also required: IP, IPX, TCP, SNMP/MIB/MIB Ethernet, PPP, Frame Relay, ATM, and SDLC. Experience with federal or DoD networks are desired.
<b>Functional Responsibility:</b>	Performs integration and testing of large-scale computer integrated networks. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components, network operating systems, and capabilities. May be required to oversee network control center. Supervises the installation and maintenance of network components. Optimizes network costs and performance, accounting, fault, and security management. Coordinates network requirements with users and sites. Works independently, as a lead, or as a member of a team.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline. [B+4+2]



<b>Job Title:</b> 20.3 Associate Network Administrator
<b>Minimum/General Experience:</b> This position requires a minimum of two (2) years' experience. Must demonstrate knowledge in several of the following software systems and architectures: Unix, Windows, DOS, HP OpenView, IP Addressing, and Systems Network Architecture. Must demonstrate knowledge in several of the following protocols: IP, IPX, TCP, SNMP/MIB/MIB Ethernet, PPP, Frame Relay, ATM, and SDLC.
<b>Functional Responsibility:</b> Performs integration and testing of computer integrated networks. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components, network operating systems, and capabilities. Installs and maintains network components. Monitors and recommends changes to optimize network costs and performance, accounting, fault, and security management. Coordinates network requirements with users and sites. Works as a member of a team.
<b>Minimum Education:</b> Associate degree in computer science, information systems, engineering, or other related scientific or technical discipline. [A+2]

## 21.0 Service Management

<b>Job Title:</b> 21.1 Senior Service Manager
<b>Minimum/General Experience:</b> This position requires a minimum of seven (7) years of progressively responsible related technical experience, of which at least three (3) years must be specialized. Specialized experience may include leadership and managerial and/or technical problem resolution skills required to ensure effective coordination of all client IT activities within a field services environment.
<b>Functional Responsibility:</b> Directs service personnel, who perform internal or on-site routine services, including installation, maintenance, and repair. Oversees the scheduling and training of service representatives. Handles service contracts, directs support services, and achieves performance metrics. Leads and directs the work of others and provides guidance and training to less experienced staff. Acts as a focal point for process and service improvements. Plans and implements programs that improve service delivery.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline. [B+7+3]

<b>Job Title:</b> 21.2 Service Manager
<b>Minimum/General Experience:</b> This position requires a minimum of four (4) years of progressively responsible related technical experience, of which at least one (1) year must be specialized. Specialized experience may include leadership and managerial and/or technical problem resolution skills required to ensure effective coordination of all client IT activities within a field services environment.
<b>Functional Responsibility:</b> Directs service personnel, who perform internal or on-site routine services, including installation, maintenance, and repair. Oversees the scheduling and training of service representatives. Handles service contracts, directs support services, and achieves performance metrics. Leads and directs the work of others and provides guidance and training to less experienced staff. Acts as a focal point for process and service improvements. Plans and implements programs that improve service delivery.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline. [B+4+1]



<b>Job Title:</b> 21.3 Associate Service Manager
<b>Minimum/General Experience:</b> This position requires a minimum of four (4) years' experience in technical problem resolution, with demonstrated skills to ensure effective coordination of all clients IT activities within a field services environment.
<b>Functional Responsibility:</b> Directs service personnel, who perform internal or on-site routine services, including installation, maintenance, and repair. Oversees the scheduling and training of service representatives. Handles service contracts, directs support services, and achieves performance metrics. Acts as a focal point for process and service improvements. Plans and implements programs that improve service delivery.
<b>Minimum Education:</b> Associate degree in computer science, information systems, engineering, or other related scientific or technical discipline. [A+4]

## 22.0 Field Technical Support Services

<b>Job Title:</b> 22.1 Senior Field Technician
<b>Minimum/General Experience:</b> This position requires a minimum of seven (7) years' experience in information systems, telecommunications, networking, electro-mechanical equipment, cabling, or other related technical discipline, of which at least four (4) years must be specialized. Specialized experience may include familiarity with field-support concepts, practices, and procedures within a particular technology.
<b>Functional Responsibility:</b> Responds to requests for services as assigned by a dispatcher or service manager. Provides advanced on-site support for hardware and software. Is responsible for high-level testing, troubleshooting, installing, configuring, repairing and modifying of computer, telecommunications, or other electronic equipment and systems. Performs on-site installations, routine maintenance, repairs, upgrades, and removal of equipment and software. Acts as a liaison with the customer on complex technical and service problems. Provides on-site training to users. May consult with engineers to solve complex problems. Works independently or may supervise a team.
<b>Minimum Education:</b> Associate degree in computer science, information systems, electrical or mechanical technology, or related discipline. [A+7+4]

<b>Job Title:</b> 22.2 Field Technician
<b>Minimum/General Experience:</b> This position requires a minimum of three (3) years' experience in information systems, telecommunications, networking, electro-mechanical equipment, cabling, or other related technical discipline. Must demonstrate experience with field-support concepts, practices, and procedures within a particular technology.
<b>Functional Responsibility:</b> Responds to requests for services as assigned by a dispatcher or service manager. Provides on-site support for hardware and software. Is responsible for testing, troubleshooting, installing, configuring, repairing and modifying of computer, telecommunications, or other electronic equipment and systems. Performs on-site installations, routine maintenance, repairs, upgrades, and removal of equipment and software. Acts as a liaison with the customer on technical and service problems. Provides on-site training to users. May consult with engineers to solve complex problems. Works independently or as a member of a team.
<b>Minimum Education:</b> Associate degree in computer science, information systems, electrical or mechanical technology, or related discipline. [A+3]



<b>Job Title:</b> 22.3 Associate Field Technician
<b>Minimum/General Experience:</b> This position requires a minimum of one (1) year experience in information systems, telecommunications, networking, electro-mechanical equipment, cabling, or other related technical discipline.
<b>Functional Responsibility:</b> Responds to requests for services as assigned by a dispatcher or service manager. Provides on-site support for hardware and software. Is responsible for testing, troubleshooting, installing, configuring, repairing and modifying of computer, telecommunications, or other electronic equipment and systems. Performs on-site installations, routine maintenance, repairs, upgrades, and removal of equipment and software. Acts as a liaison with the customer on technical and service problems. Provides on-site training to users. May consult with engineers to solve complex problems. Works as a member of a team.
<b>Minimum Education:</b> High school diploma or GED certificate. [H+1]

## 23.0 Help Desk Support

<b>Job Title:</b> 23.1 Senior Help Desk Analyst / Manager
<b>Minimum/General Experience:</b> This position requires a minimum of seven (7) years' experience in Help Desk operations or a related discipline, of which at least four (4) years must be specialized. Specialized experience may include familiarity with managing automatic call distribution systems, service management applications, service level agreements, and reporting tools.
<b>Functional Responsibility:</b> Provides daily supervision and direction to staff that are responsible for Help Desk operations and customer service support. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and resolved. Evaluates new information systems products or services and recommends changes to existing products to better aid the end user. Serves as the subject matter expert for customer service issues and for troubleshooting hardware and software issues for computers, peripherals, and other related equipment. May require supervisory responsibility.
<b>Minimum Education:</b> Bachelor's degree in a technical discipline. [B+7+4]

<b>Job Title:</b> 23.2 Help Desk Analyst
<b>Minimum/General Experience:</b> This position requires a minimum of three (3) years' experience in Help Desk operations or a related discipline. Must demonstrate experience with automatic call distribution systems, service management applications, service level agreements, and reporting tools.
<b>Functional Responsibility:</b> Provides Help Desk and customer service support. Identifies, researches, and resolves complex technical problems. Responds to telephone calls, email, and personnel requests for technical support. Ensures that escalation procedures and service levels are achieved. Observes policies and procedures regarding how problems are identified, received, documented, distributed, and resolved. Troubleshoots hardware and software issues for computers, peripherals, and other related equipment.
<b>Minimum Education:</b> Associate degree in a technical discipline. [A+3]



<b>Job Title:</b>	<b>23.3 Associate Help Desk Analyst</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of one (1) year experience in Help Desk operations or a related discipline.
<b>Functional Responsibility:</b>	Provides Help Desk and customer service support. Identifies, researches, and resolves technical problems. Responds to telephone calls, email, and personnel requests for technical support. Ensures that escalation procedures and service levels are achieved. Observes policies and procedures regarding how problems are identified, received, documented, distributed, and resolved. Troubleshoots hardware and software issues for computers, peripherals, and other related equipment.
<b>Minimum Education:</b>	High school diploma or GED certificate. [H+1]

## 24.0 Database Administration

<b>Job Title:</b>	<b>24.1 Senior Database Administrator</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of eight (8) years progressive experience administering various commercial DBMSs, of which six (6) years must be specialized. Specialized experience may include designing, deploying, and maintaining databases in a production environment; strong knowledge of SQL, PL/SQL, and Transact-SQL and scripting skills in Shell, Perl, or other equivalent scripting language; and experience with database backups, hot backups, export/import, dumps/loads, and cloning databases. Advanced knowledge of performance tuning and concepts is required. Must have experience in applying upgrades and patches.
<b>Functional Responsibility:</b>	Manages all aspects of the database system, including installation, administration, disaster recovery planning and testing, performance tuning, and security. Troubleshoots and resolves issues reported through telephone calls, verbal and written communication, automated system checkers, and problem tracking applications. Participates in planning and project support, as well as group peer management. May require supervisory responsibility.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+8+6]

<b>Job Title:</b>	<b>24.2 Database Administrator</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of six (6) years progressive experience administering various commercial DBMSs, of which four (4) years must be specialized. Specialized experience may include designing, deploying, and maintaining databases in a production environment; strong knowledge of SQL, PL/SQL, and Transact-SQL and scripting skills in Shell, Perl, or other equivalent scripting language; and experience with database backups, hot backups, export/import, dumps/loads, and cloning databases. Advanced knowledge of performance tuning and concepts is required. Must have experience in applying upgrades and patches.
<b>Functional Responsibility:</b>	Manages the database system, including installation, administration, disaster recovery planning and testing, performance tuning, and security. Troubleshoots and resolves issues reported through telephone calls, verbal and written communication, automated system checkers, and problem tracking applications. Participates in planning and project support.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6]



## 25.0 Software Maintenance

<b>Job Title:</b>	<b>25.1 Maintenance Programmer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of six (6) years' experience, of which at least three (3) years must be specialized. Specialized experience may include demonstrated ability as a maintenance applications programmer on large-scale systems; knowledge of computer equipment; and ability to test, modifies, or change complex software to satisfy original design objectives or new requirements. Experience in reviewing and auditing existing codes is desired. Must have demonstrated experience working independently or under only general direction.
<b>Functional Responsibility:</b>	Performs assigned portions of design revisions, programming, and documentation for IT systems. Participates in assigned phases of software maintenance, enhancement, and modifications. Supports the preparation of technical reports and related documentation.
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+6+3]

## 26.0 Web Development

<b>Job Title:</b>	<b>26.1 Principal Web Tech / Applications Developer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of seven (7) years' experience in the use of structured analysis, design methodologies, design tools, and object-oriented principles for the construction and implementation of website technical design or Web application; selection of Web applications hardware and software platforms; development of site navigation; design of application framework; and analysis of system volume and traffic patterns.
<b>Functional Responsibility:</b>	Plans, organizes, directs, and controls website technical design or Web application. Is responsible for design, development, updates, maintenance, and issue resolution. Investigates technical problems, recommends solutions, and implements appropriate solutions. Tracks issues and recommends long-term solutions for recurring issues. Performs assigned portions of design, documentation, and implementation of intra/inter/extranet capabilities that require knowledge of information systems, Web applications development, website construction, website administration, and related systems concepts for effective development of the intra/inter/extranet(s).
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+7]

<b>Job Title:</b>	<b>26.2 Web Tech / Applications Developer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of five (5) years' experience in the use of structured analysis, design methodologies, design tools, and object-oriented principles for the construction and implementation of website technical design or Web application; selection of Web applications hardware and software platforms; development of site navigation; design of application framework; and analysis of system volume and traffic patterns.
<b>Functional Responsibility:</b>	Plans, organizes, directs, and controls website technical design or Web application. Is responsible for design, development, updates, maintenance, and issue resolution. Investigates technical problems, recommends solutions, and implements appropriate solutions. Tracks issues and recommends long-term solutions for recurring issues. Performs assigned portions of design, documentation, and implementation of intra/inter/extranet capabilities that require knowledge of information systems, Web applications development, website construction, website administration, and related systems concepts for effective development of the intra/inter/extranet(s).
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. [B+5]



Management Systems, Inc.



<b>Job Title:</b>	<b>26.3 Associate Web Tech / Applications Developer</b>
<b>Minimum/General Experience:</b>	This position requires a minimum of three (3) years' experience in the use of structured analysis, design methodologies, design tools, and object-oriented principles for the construction and implementation of website technical design or Web application; selection of Web applications hardware and software platforms; development of site navigation; design of application framework; and analysis of system volume and traffic patterns.
<b>Functional Responsibility:</b>	Performs assigned portions of design, documentation, and implementation of intra/inter/extranet capabilities that require knowledge of information systems, Web applications development, website construction, website administration, and related systems concepts for effective development of the intra/inter/extranet(s).
<b>Minimum Education:</b>	Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline [B+3]

Education/Experience Substitutions:  
Associate degree = two (2) years' experience  
Bachelor's degree = four (4) years' experience  
Master's degree = six (6) years' experience



Management Systems, Inc.



## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

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

### COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Telephone: 614-224-4007 x 226, [seth.stearns@emsi.com](mailto:seth.stearns@emsi.com). Fax: 614-224-4995.



Management Systems, Inc.



BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date



Management Systems, Inc.



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL
BPA DISCOUNT/PRICE	

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
-------------	----------------------------

_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
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_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);



- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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

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

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

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

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

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

Here is a general outline on how it works:

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