

Booz Allen Hamilton Engineering Services, LLC

FEDERAL SUPPLY SERVICE

AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICE LIST

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 D308 Millennium Conversion Services (Y2K)

FPDS Code D310 IT Backup and Security Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

FPDS Code D316 IT Network Management Services

FPDS Code D317 Automated News Services, Data Services, or Other Information Services

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

General Services Administration Federal Supply Service

Products and ordering information in this Authorized Information Technology Schedule Price List are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing GSA's home page on the Internet at <http://www.gsa.gov>

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AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL
PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule 76)
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.

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Contract Number: GS-35F-4825G

Period Covered by Contract: September 28, 2012 through September 27, 2017

General Services Administration
Federal Acquisition Service
Pricelist current through Modification No. PO-0030, dated August 3, 2012.

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

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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 Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

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.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

- a. For computer-to-computer EDI orders, the contact person is:

Frank Kozlowski
900 Elkridge Landing Road
Linthicum, MD 21090

- b. For orders by facsimile transmission, the contact person is:

Eileen Smith, GSA Contract Specialist
Frank Kozlowski, Director of Contracts
Fax Number: 719-574-2594

c. For mailed orders, the address is:

Booz Allen Hamilton Engineering Services, LLC
900 Elkridge Landing Road
Linthicum, MD 21090

d. Contractor's Remittance Address:

Booz Allen Hamilton Engineering Services, LLC
900 Elkridge Landing Road
Linthicum, MD 21090

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

719-570-8602
Contracts Department

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 07-591-6762
Block 30: Type of Contractor – (C) Large Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2361711

4a. CAGE Code: 1WAV4

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

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

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Not applicable**

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

11. **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

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

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

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

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

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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:

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 or 132-9.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – 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 – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

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

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

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, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

LABOR CATEGORY PRICING

Off-Site: Booz Allen ES Facility (Plant) Rate

GSA Rate Summary for the Contract Period September 28, 2012 to September 27, 2017

CLIN	Labor Category	9/28/2012- 9/27/2013 Rate	9/28/2013- 9/27/2014 Rate	9/28/2014- 9/27/2015 Rate	9/28/2015- 9/27/2016 Rate	9/28/2016- 9/27/2017 Rate
001	Senior Manager/Technical Director	\$223.01	\$230.59	\$238.43	\$246.54	\$254.92
002	Program Manager	\$185.01	\$191.30	\$197.80	\$204.53	\$211.48
003	Task Manager	\$144.71	\$149.63	\$154.72	\$159.98	\$165.42
004	Communications Hardware Specialist	\$82.91	\$85.73	\$88.64	\$91.65	\$94.77
005	Communications Software Specialist	\$84.97	\$87.86	\$90.85	\$93.94	\$97.13
006	Application Programmer I	\$97.35	\$100.66	\$104.08	\$107.62	\$111.28
007	Application Programmer II	\$56.92	\$58.86	\$60.86	\$62.93	\$65.07
008	Database Analyst	\$82.91	\$85.73	\$88.64	\$91.65	\$94.77
009	Systems Analyst I	\$75.84	\$78.42	\$81.09	\$83.85	\$86.70
010	Systems Analyst II	\$56.61	\$58.53	\$60.52	\$62.58	\$64.71
011	Software Engineer I	\$125.79	\$130.07	\$134.49	\$139.06	\$143.79
012	Software Engineer II	\$113.53	\$117.39	\$121.38	\$125.51	\$129.78
013	Software Engineer III	\$90.24	\$93.31	\$96.48	\$99.76	\$103.15
014	Information Engineer I	\$112.62	\$116.45	\$120.41	\$124.50	\$128.73
015	Information Engineer II	\$107.34	\$110.99	\$114.76	\$118.66	\$122.69
016	Systems Engineer I	\$88.48	\$91.49	\$94.60	\$97.82	\$101.15
017	Systems Engineer II	\$86.62	\$89.57	\$92.62	\$95.77	\$99.03
018	Engineer I	\$127.46	\$131.79	\$136.27	\$140.90	\$145.69
019	Engineer II	\$113.53	\$117.39	\$121.38	\$125.51	\$129.78
020	Engineer III	\$100.28	\$103.69	\$107.22	\$110.87	\$114.64
021	Logistics Analyst I	\$117.30	\$121.29	\$125.41	\$129.67	\$134.08
022	Logistics Analyst II	\$66.02	\$68.26	\$70.58	\$72.98	\$75.46
023	Quality Assurance Specialist I	\$109.97	\$113.71	\$117.58	\$121.58	\$125.71
024	Quality Assurance Specialist II	\$89.79	\$92.84	\$96.00	\$99.26	\$102.63
025	Product Procurement Specialist	\$73.22	\$75.71	\$78.28	\$80.94	\$83.69
026	Functional Expert I	\$97.45	\$100.76	\$104.19	\$107.73	\$111.39
027	Functional Expert II	\$90.41	\$93.48	\$96.66	\$99.95	\$103.35
028	BPR Specialist I	\$142.57	\$147.42	\$152.43	\$157.61	\$162.97
029	BPR Specialist II	\$89.66	\$92.71	\$95.86	\$99.12	\$102.49
030	System Administrator	\$89.09	\$92.12	\$95.25	\$98.49	\$101.84
031	Network Operations Specialist	\$86.62	\$89.57	\$92.62	\$95.77	\$99.03
032	Computer Security Specialist	\$84.67	\$87.55	\$90.53	\$93.61	\$96.79
033	Assembly and Maintenance Technician	\$72.27	\$74.73	\$77.27	\$79.90	\$82.62
034	Technical Writer	\$37.26	\$38.53	\$39.84	\$41.19	\$42.59
035	Documentation Specialist	\$64.47	\$66.66	\$68.93	\$71.27	\$73.69
036	Clerk-Typist	\$47.27	\$48.88	\$50.54	\$52.26	\$54.04
037	Program Analyst I	\$155.71	\$161.00	\$166.47	\$172.13	\$177.98
038	Program Analyst II	\$117.28	\$121.27	\$125.39	\$129.65	\$134.06
039	Comm Systems Specialist	\$162.38	\$167.90	\$173.61	\$179.51	\$185.61

CLIN	Labor Category	9/28/2012- 9/27/2013 Rate	9/28/2013- 9/27/2014 Rate	9/28/2014- 9/27/2015 Rate	9/28/2015- 9/27/2016 Rate	9/28/2016- 9/27/2017 Rate
040	Comm Systems Analyst	\$127.11	\$131.43	\$135.90	\$140.52	\$145.30
041	Subject Matter Expert	\$193.29	\$199.86	\$206.66	\$213.69	\$220.96
042	Sr. Logistics Analyst	\$139.48	\$144.22	\$149.12	\$154.19	\$159.43
043	Engineering Technician	\$108.37	\$112.05	\$115.86	\$119.80	\$123.87
044	Sr. Scientist	\$200.35	\$207.16	\$214.20	\$221.48	\$229.01
045	Sr. Principal Engr/Analyst	\$164.58	\$170.18	\$175.97	\$181.95	\$188.14
046	Staff Principal Engr/Analyst	\$144.14	\$149.04	\$154.11	\$159.35	\$164.77
047	Principal Analyst	\$128.76	\$133.14	\$137.67	\$142.35	\$147.19
048	Sr. Analyst	\$105.88	\$109.48	\$113.20	\$117.05	\$121.03
049	Staff Analyst	\$86.03	\$88.96	\$91.98	\$95.11	\$98.34
050	Analyst	\$72.56	\$75.03	\$77.58	\$80.22	\$82.95
051	Assoc. Analyst I	\$70.19	\$72.58	\$75.05	\$77.60	\$80.24
052	Assoc. Analyst II	\$64.23	\$66.41	\$68.67	\$71.00	\$73.41
053	Program/Systems Analyst I	\$129.06	\$133.25	\$137.58	\$142.05	\$146.67
054	Program/Systems Analyst II	\$186.44	\$192.50	\$198.76	\$205.22	\$211.89
055	Program/Systems Analyst III	\$211.05	\$217.91	\$224.99	\$232.30	\$239.85
056	Computer Specialist I	\$96.04	\$99.16	\$102.38	\$105.71	\$109.15
057	Computer Specialist II	\$137.54	\$142.01	\$146.63	\$151.40	\$156.32
058	Computer Specialist III	\$229.23	\$236.68	\$244.37	\$252.31	\$260.51
059	Systems Engineering Technician I	\$73.29	\$75.67	\$78.13	\$80.67	\$83.29
060	Systems Engineering Technician II	\$87.23	\$90.06	\$92.99	\$96.01	\$99.13
061	Systems Engineering Technician III	\$99.01	\$102.23	\$105.55	\$108.98	\$112.52
062	General IT Engineering Specialist II	\$137.79	\$142.27	\$146.89	\$151.66	\$156.59
063	General IT Engineering Specialist III	\$187.62	\$193.72	\$200.02	\$206.52	\$213.23
064	Testing Specialist I	\$99.95	\$103.20	\$106.55	\$110.01	\$113.59
065	Testing Specialist II	\$131.66	\$135.94	\$140.36	\$144.92	\$149.63
066	Testing Specialist III	\$168.21	\$173.68	\$179.32	\$185.15	\$191.17
067	Executive Program Manager	\$228.51	\$235.94	\$243.61	\$251.53	\$259.70

NOTE: Any non-professional services proposed must be incidental to and in direct support of the proposed professional services.

On-Site: Government Facility (Field) Rate

GSA Rate Summary for the Contract Period September 28, 2012 to September 27, 2017

CLIN	Labor Category	9/28/2012- 9/27/2013 Rate	9/28/2013- 9/27/2014 Rate	9/28/2014- 9/27/2015 Rate	9/28/2015- 9/27/2016 Rate	9/28/2016- 9/27/2017 Rate
001	Senior Manager/Technical Director	\$162.31	\$167.83	\$173.54	\$179.44	\$185.54
002	Program Manager	\$134.99	\$139.58	\$144.33	\$149.24	\$154.31
003	Task Manager	\$105.17	\$108.75	\$112.45	\$116.27	\$120.22
004	Communications Hardware Specialist	\$59.84	\$61.87	\$63.97	\$66.14	\$68.39
005	Communications Software Specialist	\$63.82	\$65.99	\$68.23	\$70.55	\$72.95
006	Application Programmer I	\$70.99	\$73.40	\$75.90	\$78.48	\$81.15
007	Application Programmer II	\$42.08	\$43.51	\$44.99	\$46.52	\$48.10
008	Database Analyst	\$60.27	\$62.32	\$64.44	\$66.63	\$68.90

CLIN	Labor Category	9/28/2012- 9/27/2013 Rate	9/28/2013- 9/27/2014 Rate	9/28/2014- 9/27/2015 Rate	9/28/2015- 9/27/2016 Rate	9/28/2016- 9/27/2017 Rate
009	Systems Analyst I	\$55.58	\$57.47	\$59.42	\$61.44	\$63.53
010	Systems Analyst II	\$41.89	\$43.31	\$44.78	\$46.30	\$47.87
011	Software Engineer I	\$91.93	\$95.06	\$98.29	\$101.63	\$105.09
012	Software Engineer II	\$82.95	\$85.77	\$88.69	\$91.71	\$94.83
013	Software Engineer III	\$66.34	\$68.60	\$70.93	\$73.34	\$75.83
014	Information Engineer I	\$81.98	\$84.77	\$87.65	\$90.63	\$93.71
015	Information Engineer II	\$78.11	\$80.77	\$83.52	\$86.36	\$89.30
016	Systems Engineer I	\$65.12	\$67.33	\$69.62	\$71.99	\$74.44
017	Systems Engineer II	\$63.50	\$65.66	\$67.89	\$70.20	\$72.59
018	Engineer I	\$92.34	\$95.48	\$98.73	\$102.09	\$105.56
019	Engineer II	\$83.13	\$85.96	\$88.88	\$91.90	\$95.02
020	Engineer III	\$72.95	\$75.43	\$77.99	\$80.64	\$83.38
021	Logistics Analyst I	\$85.45	\$88.36	\$91.36	\$94.47	\$97.68
022	Logistics Analyst II	\$48.12	\$49.76	\$51.45	\$53.20	\$55.01
023	Quality Assurance Specialist I	\$80.87	\$83.62	\$86.46	\$89.40	\$92.44
024	Quality Assurance Specialist II	\$65.16	\$67.38	\$69.67	\$72.04	\$74.49
025	Product Procurement Specialist	\$52.88	\$54.68	\$56.54	\$58.46	\$60.45
026	Functional Expert I	\$70.84	\$73.25	\$75.74	\$78.32	\$80.98
027	Functional Expert II	\$66.22	\$68.47	\$70.80	\$73.21	\$75.70
028	BPR Specialist I	\$103.50	\$107.02	\$110.66	\$114.42	\$118.31
029	BPR Specialist II	\$65.12	\$67.33	\$69.62	\$71.99	\$74.44
030	System Administrator	\$65.12	\$67.33	\$69.62	\$71.99	\$74.44
031	Network Operations Specialist	\$63.44	\$65.60	\$67.83	\$70.14	\$72.52
032	Computer Security Specialist	\$61.43	\$63.52	\$65.68	\$67.91	\$70.22
033	Assembly and Maintenance Technician	\$52.87	\$54.67	\$56.53	\$58.45	\$60.44
034	Technical Writer	\$27.81	\$28.76	\$29.74	\$30.75	\$31.80
035	Documentation Specialist	\$47.03	\$48.63	\$50.28	\$51.99	\$53.76
036	Clerk-Typist	\$35.05	\$36.24	\$37.47	\$38.74	\$40.06
037	Program Analyst I	\$113.65	\$117.51	\$121.51	\$125.64	\$129.91
038	Program Analyst II	\$85.45	\$88.36	\$91.36	\$94.47	\$97.68
039	Comm Systems Specialist	\$118.06	\$122.07	\$126.22	\$130.51	\$134.95
040	Comm Systems Analyst	\$93.23	\$96.40	\$99.68	\$103.07	\$106.57
041	Subject Matter Expert	\$141.47	\$146.28	\$151.25	\$156.39	\$161.71
042	Sr. Logistics Analyst	\$101.20	\$104.64	\$108.20	\$111.88	\$115.68
043	Engineering Technician	\$79.59	\$82.30	\$85.10	\$87.99	\$90.98
044	Sr. Scientist	\$146.44	\$151.42	\$156.57	\$161.89	\$167.39
045	Sr. Principal Engr/Analyst	\$119.78	\$123.85	\$128.06	\$132.41	\$136.91
046	Staff Principal Engr/Analyst	\$104.93	\$108.50	\$112.19	\$116.00	\$119.94
047	Principal Analyst	\$93.75	\$96.94	\$100.24	\$103.65	\$107.17
048	Sr. Analyst	\$81.88	\$84.66	\$87.54	\$90.52	\$93.60
049	Staff Analyst	\$62.47	\$64.59	\$66.79	\$69.06	\$71.41
050	Analyst	\$52.88	\$54.68	\$56.54	\$58.46	\$60.45
051	Assoc. Analyst I	\$51.26	\$53.00	\$54.80	\$56.66	\$58.59
052	Assoc. Analyst II	\$46.72	\$48.31	\$49.95	\$51.65	\$53.41

**LABOR CATEGORY
EDUCATION AND SKILL MATRIX AND SUBSTITUTIONS**

CLIN	Labor Category	Required Ed. and Exp.	Substitutions
001	Senior Manager/Technical Director	MS + 10	BA/BS + 12 or PHD + 7
002	Program Manager	BS + 10	MA/MS + 8 or PHD + 5
003	Task Manager	BS + 12	MA/MS + 10, PHD + 7, or HS + 16
004	Communications Hardware Specialist	BS + 2	AA+4, or HS + 6
005	Communications Software Specialist	BS + 4	MA/MS + 2, or HS + 8
006	Application Programmer I	BS + 10	MA/MS + 8, PHD + 5, AA + 12, or HS + 14
007	Application Programmer II	BS + 5	MA/MS + 3, PHD + 1, AA + 7, or HS + 9
008	Database Analyst	BA + 6	MA/MS + 4, or HS + 10
009	Systems Analyst I	BS + 10	MA/MS + 8, or HS + 14
010	Systems Analyst II	BS + 6	MA/MS + 2, or HS + 10
011	Software Engineer I	BS + 10	MA/MS + 8, PHD + 5, AA + 12, or HS + 14
012	Software Engineer II	BS + 6	MA/MS + 4, PHD + 1, AA + 8, or HS + 10
013	Software Engineer III	BS + 4	MA/MS + 2, AA + 6, or HS + 8
014	Information Engineer I	MS + 7	BA/BS + 9, PHD + 4, AA + 11 or HS + 13
015	Information Engineer II	BS + 8	MA/MS + 6, PHD + 3, AA + 10, or HS + 12
016	Systems Engineer I	BS + 5	MA/MS + 3, PHD + 1, AA + 7, or HS + 9
017	Systems Engineer II	BS + 2	HS + 6
018	Engineer I	BS + 10	MA/MS + 8, PHD + 5, AA + 12, or HS + 14
019	Engineer II	BS + 5	MA/MS + 3, PHD + 1, AA + 7, or HS + 9
020	Engineer III	BS + 4	MA/MS + 2, AA + 6, or HS + 8
021	Logistics Analyst I	BA + 6	MA/MS + 4, PHD + 1, AA + 8, or HS + 10
022	Logistics Analyst II	BA + 4	MA/MS + 2, AA + 6, or HS + 8
023	Quality Assurance Specialist I	HS + 20	AA + 16, or BA/BS + 12
024	Quality Assurance Specialist II	HS + 10	AA + 6, or BA/BS + 2
025	Product Procurement Specialist	BA + 0	AA + 2 or HS + 4
026	Functional Expert I	BA + 10	MA/MS + 8, PHD + 5, AA + 12, or HS + 14
027	Functional Expert II	BA + 7	MA/MS + 5, PHD + 2, AA + 9 or HS + 11
028	BPR Specialist I	MA + 10	BA/BS + 12, PHD + 7, AA + 13 or HS + 17
029	BPR Specialist II	BA + 10	MA/MS + 8, PHD + 5, AA + 12, or HS + 14
030	Systems Administrator	BA + 4	MA/MS + 2, AA + 6, or HS + 8
031	Network Operations Specialist	AA + 0	HS + 2
032	Computer Security Specialist	BS + 10	MA/MS + 8, PHD + 5, AA + 12, or HS + 14
033	Assembly and Maintenance Technician	HS/GED + 1	
034	Technical Writer	BA + 3	AA + 5 or HS + 7
035	Documentation Specialist	BA + 0	AA + 2 or HS + 4
037	Program Analyst I	BA + 8	MA/MS + 6, PHD + 3, AA + 10, or HS + 12
038	Program Analyst II	MA + 6	BA/BS + 8, AA + 10, HS + 12, or PHD + 3
039	Communications Systems Specialist	MA + 7	BA/BS + 9 or PHD + 4
040	Communications Systems Analyst	MA + 7	BA/BS + 9, PHD + 4, AA + 11 or HS + 13
041	Subject Matter Expert	MA + 8	BA/BS + 10 or PHD + 5
042	Senior Logistics Analyst	MA + 7	BA/BS + 9, PHD + 4, AA + 11 or HS + 13
043	Engineering Technician	HS/GED + 8	AA + 6 or BA/BS + 4
044	Senior Scientist	PHD + 15	MA/MS + 18 or BS/BA + 20
045	Senior Principal Engineer/Analyst	MA + 13	PHD + 10, or BA/BS + 15
046	Staff Principal Engineer/Analyst	MA + 10	PHD + 7 or BA/BS + 12
047	Principal Analyst	MA + 8	BA/BS + 10, HS + 14, or PHD + 5
048	Senior Analyst	MA + 4	BA/BS + 6, HS + 10, or PHD + 1
049	Staff Analyst	BA + 2	AA + 4, HS + 6
050	Analyst	BA + 0	AA + 2 or HS + 4
051	Associate Analyst I	85 credits + 4	BA/BS + 5
052	Associate Analyst II	AA + 3	BA/BS + 5

LABOR CATEGORY DESCRIPTIONS

Senior Manager/Technical Director		001
Functional responsibility	<ul style="list-style-type: none"> • Plans, directs, coordinates, and controls technical and administrative activities for several programs or one large program. • Supervises program managers in the execution of their assigned duties. • Reviews and maintains quality of technical work done on the program. • Makes technical judgments and provides advice on the resolution of technical problems. 	
Minimum education	MS	
Minimum/general experience	10 years or more directly related experience including <ul style="list-style-type: none"> • supervision of technical program execution, • executive management, • work planning, • control of budget, schedule, and task execution, • contract & subcontract management, • personnel management and supervision. 	

Program Manager		002
Functional responsibility	<ul style="list-style-type: none"> • Plans, directs, coordinates, and controls technical and administrative activities for an entire program. • Supervises task managers in the execution of their assigned duties. • Reviews and maintains quality of technical work done on the program. • Makes technical judgments and provides advice on the resolution of technical problems. 	
Minimum education	BS in a technical field	
Minimum/general experience:	10 years or more directly related experience including <ul style="list-style-type: none"> • system engineering, • requirements definition, • work planning, • control of budget, schedule, and task execution, • contract & subcontract management, • personnel management and supervision. 	

Task Manager		003
Functional responsibility	<ul style="list-style-type: none"> Plans, directs, coordinates, and controls technical and administrative activities for an entire program. Reviews and maintains quality of technical work done on the program. Makes technical judgments and provides advice on the resolution of technical problems. 	
Minimum education	BS in a technical field	
Minimum/general experience	12 years or more directly related experience including <ul style="list-style-type: none"> system engineering, requirements definition, work planning, control of budget, schedule, and task execution, contract & subcontract management, personnel management and supervision. 	

Communications Hardware Specialist		004
Functional responsibility	<ul style="list-style-type: none"> Recommends equipment acquisitions, replacements, and upgrades based on user requirements and network demand. Helps plan the installation, configuration, and continuing operation of telecommunications equipment to support network operations. Coordinates with other specialists regarding the implementation of telecommunications standards and protocols. 	
Minimum education	BS	
Minimum/general experience	At least 2 years' experience in the selection and application of telecommunications hardware.	

Communications Software Specialist		005
Functional responsibility	<ul style="list-style-type: none"> Recommends software acquisitions, replacements, and upgrades based on user requirements and network demand. Helps plan the installation, configuration, and continuing operation of telecommunications software to support network operations. Coordinates with other specialists regarding the implementation of telecommunications standards and protocols. 	
Minimum education	BS	
Minimum/general experience	At least 4 years' experience in the selection and application of telecommunications software.	

Application Programmer I		006
Functional responsibility	<ul style="list-style-type: none"> • 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 defines 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 or improve efficiency. • Where necessary, supervises the efforts of other application programmers and technical staff. 	
Minimum education	BS (computer science or related)	
Minimum/general experience	<ul style="list-style-type: none"> • At least 10 years' applicable experience as an applications programmer on large-scale information technology systems, • Knowledge of computer equipment and ability to develop complex software to satisfy design objectives. • Demonstrated ability to work independently or under only general direction. 	

Application Programmer II		007
Functional responsibility	<ul style="list-style-type: none"> • 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 defines 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 or improve efficiency. 	
Minimum education	BS (computer science or related)	
Minimum/general experience	<ul style="list-style-type: none"> • At least 5 years' applicable experience as an applications programmer on large-scale information technology systems, • Knowledge of computer equipment and ability to develop complex software to satisfy design objectives. 	

Database Analyst		008
Functional responsibility	<ul style="list-style-type: none"> • Manages and/or develops data base projects. • Provides highly technical expertise in the use of database management systems (DBMS) concepts. • Evaluates and recommends available DBMS products and services to support validated user requirements. • Defines file organization, indexing methods, and security procedures for specific user applications. 	
Minimum education	BA	
Minimum/general experience	At least 6 years' experience in the development, use, modification, and maintenance of medium to large databases, including experience with current database management systems.	

Systems Analyst I		009
Functional responsibility	<ul style="list-style-type: none"> • Leads other systems analysts, programmers, and other specialists in the development of complex ADP, EC, and EDI systems. • Translates user requirements into functional, performance, and interface requirements suitable for the development or integration of ADP, EC, and EDI systems, including system requirements specifications, interface descriptions, solicitation documents, and development plans. • Develops, refines, and reviews with users alternative designs for ADP, EC, and EDI systems, assisting in the finalizing of requirements and designs. 	
Minimum education	BS	
Minimum/general experience	At least 10 years' experience in the translation of user requirements for engineering, business, and records management ADP, EC, and EDI functions into overall system designs, including significant managerial experience.	

Systems Analyst II		010
Functional responsibility	<ul style="list-style-type: none"> • Leads other systems analysts, programmers, and other specialists in the development of complex ADP, EC, and EDI systems. • Translates user requirements into functional, performance, and interface requirements suitable for the development or integration of ADP, EC, and EDI systems, including system requirements specifications, interface descriptions, solicitation documents, and development plans. • Develops, refines, and reviews with users alternative designs for ADP, EC, and EDI systems, assisting in the finalizing of requirements and designs. 	
Minimum education	BS	
Minimum/general experience	At least 6 years' experience in the translation of user requirements for engineering, business, and records management ADP, EC, and EDI functions into overall system designs, including some managerial experience.	

Software Engineer I		011
Functional responsibility	<ul style="list-style-type: none"> Leads other software engineers, programmers, and other specialists in the development of complex ADP, EC, and EDI systems. Applies engineering techniques and tools to the development and integration of ADP, EC, and EDI systems. Develops, refines, and reviews with users alternative designs for ADP, EC, and EDI systems, assisting in the finalizing of requirements and designs. 	
Minimum education	BS	
Minimum/general experience	At least 10 years' experience in the design and development of complex software systems, including significant managerial experience.	

Software Engineer II		012
Functional responsibility	<ul style="list-style-type: none"> Leads other software engineers, programmers, and other specialists in the development of complex ADP, EC, and EDI systems. Applies engineering techniques and tools to the development and integration of ADP, EC, and EDI systems. Develops, refines, and reviews with users alternative designs for ADP, EC, and EDI systems, assisting in the finalizing of requirements and designs. 	
Minimum education	BS	
Minimum/general experience	At least 6 years' experience in the design and development of complex software systems, including some managerial experience.	

Software Engineer III		013
Functional responsibility	<ul style="list-style-type: none"> Supports other software engineers, programmers, and other specialists in the development of complex ADP, EC, and EDI systems. Applies engineering techniques and tools to the development and integration of ADP, EC, and EDI systems. Develops, refines, and reviews with users alternative designs for ADP, EC, and EDI systems, assisting in the finalizing of requirements and designs. 	
Minimum education	BS	
Minimum/general experience	At least 4 years' experience in the design and development of complex software systems, including some managerial experience.	

Information Engineer I		014
Functional responsibility	<ul style="list-style-type: none"> • Collects information about organizational mission and user needs, and uses this information to develop information system requirements. • Uses analytical and computational techniques to solve problems and make decisions in the design of information systems. • Supports enterprise-wide strategic systems planning efforts. • Provides technical guidance in the application of software engineering techniques and automated support tools • Where required, supervises the efforts of other information engineers and technical personnel in the accomplishment of assigned tasks. 	
Minimum education	MS (computer science or related)	
Minimum/general experience	At least 7 years' experience in the planning, analysis, design and construction of large-scale information systems.	

Information Engineer II		015
Functional responsibility	<ul style="list-style-type: none"> • Collects information about organizational mission and user needs, and uses this information to develop information system requirements. • Uses analytical and computational techniques to solve problems and make decisions in the design of information systems. • Supports enterprise-wide strategic systems planning efforts. • Provides technical guidance in the application of software engineering techniques and automated support tools 	
Minimum education	BS (computer science or related)	
Minimum/general experience	At least 8 years' experience in the planning, analysis, design and construction of large-scale information systems.	

Systems Engineer I		016
Functional responsibility	<ul style="list-style-type: none"> • Oversees the design, development, and implementation of complex information technology systems. • Where required, supervises the technical efforts of other systems engineers and technical personnel in achieving the objectives of the assigned task. 	
Minimum education	BS	
Minimum/general experience	<ul style="list-style-type: none"> • At least 5 years' experience in the design of communications networks, ADP, or other information technology systems, including significant managerial experience. • Has detailed knowledge of one or more specialized engineering fields (e.g., radio communications, optics, computers, command-control-communications (C³) systems). 	

Systems Engineer II		017
Functional responsibility	<ul style="list-style-type: none"> Oversees the design, development, and implementation of complex information technology systems. Where required, supervises the technical efforts of other systems engineers and technical personnel in achieving the objectives of the assigned task. 	
Minimum education	BS	
Minimum/general experience	<ul style="list-style-type: none"> At least 2 years' experience in the design of communications networks, ADP, or other information technology systems. Is familiar with one or more specialized engineering fields (e.g., radio communications, optics, computers, command-control-communications (C³) systems). 	

Engineer I		018
Functional responsibility	<ul style="list-style-type: none"> Applies engineering methods and tools to the solution of specific technical problems. As required, supervises the efforts of other engineers and technical staff in the accomplishment of assigned tasks. 	
Minimum education	BS (engineering)	
Minimum/general experience	At least 10 years' experience relevant to assigned tasks including significant management experience.	

Engineer II		019
Functional responsibility	<ul style="list-style-type: none"> Applies engineering methods and tools to the solution of specific technical problems. Works alone or with other engineers and technical staff in the accomplishment of assigned tasks. 	
Minimum education	BS (engineering)	
Minimum/general experience	At least 5 years' experience relevant to assigned tasks, including some managerial experience.	

Engineer III		020
Functional responsibility	<ul style="list-style-type: none"> Applies engineering methods and tools to the solution of specific technical problems. Works alone or with other engineers and technical staff in the accomplishment of assigned tasks. 	
Minimum education	BS (engineering)	
Minimum/general experience	At least 4 years experience relevant to assigned tasks.	

Logistics Analyst I		021
Functional responsibility	<ul style="list-style-type: none"> • Creates and helps execute plans for the integrated logistics support (ILS) of complex systems. • Analyzes adequacy and effectiveness of current and proposed logistics support provisions for complex systems. • Where required, supervises the efforts of other logistics personnel in the execution of assigned tasks. 	
Minimum education	BA	
Minimum/general experience	At least 6 years' experience in ILS planning and analysis.	

Logistics Analyst II		022
Functional responsibility	<ul style="list-style-type: none"> • Creates and helps execute plans for the integrated logistics support (ILS) of complex systems. • Develops ILS requirements for new systems based upon user needs and missions. • Analyzes adequacy and effectiveness of current and proposed logistics support provisions for complex systems. • Where required, supervises the efforts of other logistics personnel in the execution of assigned tasks. 	
Minimum education	BA	
Minimum/general experience	At least 4 years' experience in ILS planning and analysis.	

Quality Assurance Specialist I		023
Functional responsibility	<ul style="list-style-type: none"> • Develops and applies quality measurement procedures to hardware and software and other products of the organization. • Plans and participates in quality assurance reviews. • Develops and executes quality assurance plans. 	
Minimum education	High School diploma or GED	
Minimum/general experience	At least 20 years' experience in the application of quality assurance standards and practices to systems development and integration environments, including significant managerial experience.	

Quality Assurance Specialist II		024
Functional responsibility	<ul style="list-style-type: none"> • Develops and applies quality measurement procedures to hardware and software and other products of the organization. • Plans and participates in quality assurance reviews. • Develops and executes quality assurance plans. 	
Minimum education	High School diploma or GED	
Minimum/general experience	At least 10 years' experience in the application of quality assurance standards and practices to systems development and integration environments, including significant managerial experience.	

Product Procurement Specialist		025
Functional responsibility	<ul style="list-style-type: none"> • Helps develop program procurement documentation such as acquisition plans, decision memoranda, • Helps develop solicitation materials such as work statements, specifications, line item listings, data requirements listings, etc. • Helps select and tailor standard contractual clauses for incorporation into solicitations and contracts. • Develops and helps execute source selection procedures, including evaluation plans, criteria, and worksheets. 	
Minimum education	BA	
Minimum/general experience	Familiar with relevant acquisition procedures and processes.	

Functional Expert I		026
Functional responsibility	<ul style="list-style-type: none"> • Works with users to determine their needs and to derive corresponding system requirements. • Develops and evaluates alternatives for the fulfillment of specialized requirements. • Where required, supervises other functional experts in the accomplishment of assigned tasks. • Advises managers and technical personnel on questions related to the field of expertise. 	
Minimum education	BA	
Minimum/general experience	<ul style="list-style-type: none"> • At least 10 years' experience in the area of expertise. • Sufficient documented education, experience, and peer recognition to be qualified as an expert in the relevant specialized fields of study. • Significant managerial experience. 	

Functional Expert II		027
Functional responsibility	<ul style="list-style-type: none"> • Works with users to determine their needs and to derive corresponding system requirements. • Develops and evaluates alternatives for the fulfillment of specialized requirements. • Advises managers and technical personnel on questions related to the field of expertise. 	
Minimum education	BA	
Minimum/general experience	<ul style="list-style-type: none"> • At least 7 years' experience in the area of expertise. • Sufficient documented education, experience, and peer recognition to be qualified as an expert in the relevant specialized fields of study. • Significant managerial experience. 	

Business Process Reengineering Specialist I		028
Functional responsibility	<ul style="list-style-type: none"> • Assists organizations to determine requirements for, and potential benefits of, process reengineering efforts. • Uses group facilitation, training, interviews, and other tools to identify and develop business process reengineering opportunities. • Where required, supervises a business process reengineering staff to carry out the assigned tasks. • Prepares plans for the implementation of business process reengineering, and assists management in the execution and (where required) update of these plans. • Works with project teams to effect transitions to the new processes. Facilitates the reorganization of existing teams or the establishment of new teams as required. • Coordinates among personnel and project teams to ensure that business process reengineering efforts are successful and effective. 	
Minimum education	MA (computer science or related)	
Minimum/general experience	At least 10 years' applicable experience in techniques of business process reengineering, with significant managerial experience.	

Business Process Reengineering Specialist II		029
Functional responsibility	<ul style="list-style-type: none"> • Assists organizations to determine requirements for, and potential benefits of, process reengineering efforts. • Uses group facilitation, training, interviews, and other tools to identify and develop business process reengineering opportunities and goals. • Prepares plans for the implementation of business process reengineering, and assists management in the execution and (where required) update of these plans. • Works with project teams to effect transitions to the new processes. Facilitates the reorganization of existing teams or the establishment of new teams as required. • Coordinates among personnel and project teams to ensure that business process reengineering efforts are successful and effective. 	
Minimum education	BA (computer science or related)	
Minimum/general experience	At least 10 years' applicable experience in techniques of business process reengineering	

System Administrator		030
Functional responsibility	<ul style="list-style-type: none"> • Supervises the configuration, operation, and day-to-day use of multi-user computer systems. • Optimizes system capacity and resources to meet current demands, and makes plans for reconfiguration or expansion to meet future demands. • Implements measures to manage system integrity, ensure adequate system security, and maintain adequate system reliability and availability. • Diagnoses system problems and effects solutions. • Supervises junior system administrators and other operations staff. • Provides specific or detailed assistance to system users. 	
Minimum education	BA	
Minimum/general experience	4 years' experience in the configuration, operation, and diagnosis of multi-user computer systems or local networks, including some managerial experience.	

Network Operations Specialist		031
Functional responsibility	<ul style="list-style-type: none"> • Operates and maintains distributed communications networks. • Uses automated tools to manage network configuration, integrity, and security. • Diagnoses network problems and effects solutions. • Optimizes network resources to meet current demands, and makes plans for reconfiguration or expansion of the network to meet future demands. • Provides assistance to network users. 	
Minimum education	AA (technical)	
Minimum/general experience	<ul style="list-style-type: none"> • Understands the setup, operation and diagnosis of large communications networks. • Is familiar with the configuration and use of multiplexers, modems, network interfaces, and other components of distributed communications networks. 	

Computer Security Specialist		032
Functional responsibility	<ul style="list-style-type: none"> Analyzes organizational mission and user needs, and develops requirements, systems, and procedures that provide appropriate levels of system security against sabotage, subversion, tampering, or other undesired use. Analyzes systems to identify security risks or concerns, and recommends appropriate remedies. 	
Minimum education	BS (technical)	
Minimum/general experience	At least 10 years' experience in the evaluation of security threats to ADP systems, and in technologies and procedures that mitigate such threats.	

Assembly and Maintenance Technician		033
Functional responsibility	<ul style="list-style-type: none"> Performs installations and upgrades of electronic equipment. Performs preventive and corrective maintenance on electronic equipment. Performs electrical and mechanical assembly of prototypes and other equipment. 	
Minimum education	High School diploma or GED	
Minimum/general experience	One year experience in the assembly, installation, and maintenance of complex electronic equipment.	

Technical Writer		034
Functional role	<ul style="list-style-type: none"> Reviews and edits highly complex written and graphical technical materials, including system configuration, studies, documentation, reports and other presentation graphics. Ensures compliance with standards of style and format, proper English usage, and overall structure and organization of material. 	
Typical education	BA	
Typical experience	<p>At least 3 years' applicable experience in:</p> <ul style="list-style-type: none"> Developing, editing, and producing technical and graphical documentation for Government ADP systems. Use of automated tools to prepare, update, store, and distribute technical and program documentation. Writing and proofreading technical and contractual language as used in program documentation. 	

Documentation Specialist		035
Functional responsibility	<ul style="list-style-type: none"> Assists technical personnel in the preparation of formal documents (e.g., specifications, data item descriptions, plans) according to established standards for such documentation. Supervises the collection, filing, distribution, and historical tracking of review comments and change proposals. Works with change control boards to ensure accurate recording of resolutions, action items, decisions, etc. Supervises the maintenance of key project baseline documentation. 	
Minimum education	BA	
Minimum/general experience	<ul style="list-style-type: none"> Is extensively experienced with general and specific documentation practices and standards appropriate to the assigned task. Is experienced and knowledgeable in the use of automated tools to prepare, update, store, and distribute technical and program documentation. 	

Clerk Typist		036
Functional responsibility	<ul style="list-style-type: none"> Prepares final copy from draft materials and recorded dictation, using word processing and basic charting and graphics capabilities. Establishes and maintains routine office files. Is skilled in use of a variety of office equipment to produce work rapidly and accurately. Works with technical personnel to ensure accuracy and completeness of materials prepared. 	
Minimum education	High school diploma or GED	
Minimum/general experience	One year experience in required clerical skills and operation of office equipment.	

Program Analyst I		037
Functional responsibility	Analyzes projects to ensure that implementation and prescribed activities are carried out in accordance with specified cost, schedule, and technical performance objectives	
Minimum education	BA in relevant discipline.	
Minimum/general experience	At least 8 years' applicable experience in project acquisition/management support, with extensive working knowledge/familiarity with Government acquisition and funding policies and procedures.	

Program Analyst II		038
Functional responsibility	<ul style="list-style-type: none"> • Performs a variety of budgetary and programming functions that support the areas of budget and finance. • Develops and produces schedules of varying complexity from the top level detailed master schedule to the lowest level detailed milestone charts. • Monitors and evaluates acquisition/integration contract performance from the perspectives of technical performance, cost, and schedule. 	
Minimum education	MA in relevant discipline.	
Minimum/general experience	At least 6 years' applicable experience in project acquisition/management support, with extensive working knowledge/familiarity with Government acquisition and funding policies and procedures.	

Communications Systems Specialist		039
Functional responsibility	<ul style="list-style-type: none"> • Provides support documentation for system communications capabilities meeting user requirements. • Evaluates viability of design approaches and ability of acquisition/integration contractors to meet technical objective(s); reviews, evaluates, and comments on communications aspects of acquisition/integration contractor's reports; identifies problems and recommends alternatives to the Government program office. • Provides technical support to the Government for various contract reviews. 	
Minimum education	MA in a relevant discipline	
Minimum/general experience	<ul style="list-style-type: none"> • At least 7 year's applicable experience in a technical discipline relating to the task. • Working knowledge/familiarity with the DOD systems acquisition process ; frequency propagation theory; radio engineering design, system interface requirements, and control; processing gain enhancements to specific frequencies; Survivability and Vulnerability (S/V) requirements; NSA functional security requirements specifications and theory of compliance with TEMPEST and COMSEC engineering; custom integrated circuits and cell logic; nuclear hardness and assurance engineering; and strategic communications interoperability requirements. 	

Communications Systems Analyst		040
Functional responsibility	<ul style="list-style-type: none"> • Provides support documentation for system communications capabilities meeting user requirements. • Evaluates viability of design approaches and ability of acquisition/integration contractors to meet technical objective(s); reviews, evaluates, and comments on communications aspects of acquisition/integration contractor's reports; identifies problems and recommends alternatives to the Government program office. • Provides technical support to the Government for various contract reviews 	
Minimum education	MA in a relevant discipline	
Minimum/general experience	At least 7 years' applicable experience in an appropriate technical field, developing as solid working knowledge/familiarity with DOD systems acquisition processes, and with communication technologies appropriate to the task.	

Subject Matter Expert		041
Functional responsibility	Provides unique subject matter expertise in a specific area which is not readily available to the government customer in areas of development planning and acquisition support.	
Minimum education	MA in a relevant discipline.	
Minimum/general experience	<ul style="list-style-type: none"> • At least 8 years' applicable experience in the applicable subject matter area • A recognized expert in his/her field. 	

Senior Logistics Analyst		042
Functional responsibility	<ul style="list-style-type: none"> • Evaluates and assists in the development of system design for supportability and the integrated logistics support elements (maintenance planning; manpower and personnel; training and training support; supply; support equipment; handling, storage, and transportability; and reliability and maintainability (R&M)). • Conducts and participates in evaluation of specified and operationally stated system R&M metrics. • Identifies and prioritizes deficiencies uncovered during test. • Plan for and provide implementation support in the areas of technical order verification and validation (T.O.V&V), deficiency reporting, and system/support equipment acquisition documentation. 	
Minimum education	MA	
Minimum/general experience	<ul style="list-style-type: none"> • At least 7 years' experience in the area of logistics support. • Knowledge of Government regulations, manuals, technical orders, standards, and industry publications related to logistics support required to perform the task. 	

Engineering Technician		043
Functional responsibility	Provides semiprofessional technical support to engineers and scientists working in research, design, development, testing, and/or manufacturing.	
Minimum education	High School diploma or GED	
Minimum/general experience	<ul style="list-style-type: none"> • At least 8 years' of technical support experience. • Practical knowledge of science/engineering. 	

Senior Scientist		044
Functional responsibility	<ul style="list-style-type: none"> • Assesses strategic technology issues with key government customer personnel. • Leads in enterprise-wide technical planning activities. • Performs the most complex, leading-edge technical tasks. • Solves the most difficult and unique types of technical problems. 	
Minimum education	PhD	
Minimum/general experience	At least 15 years' applicable experience in appropriate field, developing new concepts and approaches in one or more areas of expertise.	

Senior Principal Engineer/Analyst		045
Functional responsibility	<ul style="list-style-type: none"> • Independently defines and performs complex and challenging tasks involving leading-edge technology where little precedent exists. • Serves as critical technical interface, resolving major issues critical to program success. • Provides technical leadership across several organizational units. 	
Minimum education	MA in a relevant discipline	
Minimum/general experience	At least 13 years' applicable experience in appropriate field, modifying or adapting theoretical concepts or approaches in one or more areas to technical problem(s) at hand.	

Staff Principal Engineer/Analyst		046
Functional responsibility	<ul style="list-style-type: none"> • Independently defines and performs more complex tasks where some precedence exists. • Serves as significant technical interface, resolving major issues critical to program success. • Provides technical leadership within an organizational unit. 	
Minimum education	MA in a relevant discipline	
Minimum/general experience	At least 10 years' applicable experience in appropriate field, independently developing technical solutions in area(s) of expertise.	

Principal Analyst		047
Functional responsibility	<ul style="list-style-type: none"> Independently defines and performs highly complex tasks. Serves as frequent technical interface, resolving sensitive issues. Provides technical leadership within an organizational unit. 	
Minimum education	MA in a relevant discipline	
Minimum/general experience	At least 8 years' applicable experience in appropriate field, developing high qualifications in a broad technical area and a good working knowledge of related disciplines.	

Senior Analyst		048
Functional responsibility	<ul style="list-style-type: none"> Scopes and performs broadly-defined tasks that require the use of independence, judgment, and creativity. Serves as a technical interface in a defined area, maintaining and enhancing good working relationships with others participating in the interface. Provides technical guidance to less experienced personnel. 	
Minimum education	MA in a relevant discipline	
Minimum/general experience	At least 4 years' applicable experience in appropriate field, developing high qualifications in a well-defined technical area and familiarity with related disciplines.	

Staff Analyst		049
Functional responsibility	<ul style="list-style-type: none"> Performs tasks that require some judgment in the application of standard techniques and methods. Accomplishes some technical interface, maintaining rapport with other participating in the interface. May provide some guidance to less experienced personnel. 	
Minimum education	BA in a relevant discipline	
Minimum/general experience	At least 2 years' applicable experience in appropriate field, developing a solid knowledge of standard techniques and methods in relevant area.	

Analyst		050
Functional responsibility	<ul style="list-style-type: none"> Under monitoring by more senior personnel, performs basic technical tasks through the use of standard techniques and accepted methods. May accomplish technical interface. May provide technical guidance to peers. 	
Minimum education	BA in a relevant discipline	
Minimum/general experience	Basic practical or academic knowledge of standard techniques and methods.	

Associate Analyst I		051
Functional responsibility	<ul style="list-style-type: none"> • Develops, designs, and maintains simple databases. • Trains others on software packages and other computer applications. • Reviews/updates technical documentation. 	
Minimum education	<ul style="list-style-type: none"> • 85+ college credits in a technical discipline. 	
Minimum/general experience	<ul style="list-style-type: none"> • At least 4 years' applicable experience in appropriate field. • Intermediate programming and advanced working knowledge of various computer applications. • Clarification of technical requirements to produce technical reports. 	

Associate Analyst II		052
Functional responsibility	<ul style="list-style-type: none"> • Assists in writing, reviewing, revising, and editing technical documentation. • Assists in user training. 	
Minimum education	AA working towards a Bachelor's in a technical area.	
Minimum/general experience	<ul style="list-style-type: none"> • At least 3 years' applicable experience in appropriate field. • Simple programming and advanced working knowledge of various computer applications. • Clarification of technical requirements to produce technical reports. 	

Program/Systems Analyst I		053
Functional responsibility	<ul style="list-style-type: none"> • Support the management of IT, warfighter, and satellite related programs • Perform systems engineering, planning, performance management, capacity planning, testing and validation, benchmarking, and/or program analysis • Development and staffing of a systems engineering management plant • Analyzes and develops technical documentation detailing the integration and system performance • Perform program analysis support development, integration and fielding of IT, warfighter, or satellite systems 	
Minimum education	BS or BA	
Minimum/general experience	2 years or HS and 6 years system analyses and or program management experience	

Program/Systems Analyst II		054
Functional responsibility	<ul style="list-style-type: none"> • Support the management of IT, warfighter, and satellite related programs • Perform systems engineering, planning, performance management, capacity planning, testing and validation, benchmarking, and/or program analysis • Development and staffing of a systems engineering management plant • Analyzes and develops technical documentation detailing the integration and system performance • Perform program analysis support development, integration and fielding of IT, satellite, or warfighter systems 	
Minimum education	BS or BA	
Minimum/general experience	5 years or HS and 9 years or MS/MA and 2 years of system analyses and or program management experience	

Program/Systems Analyst III		055
Functional responsibility	<ul style="list-style-type: none"> • Lead the management of IT, warfighter, and satellite related programs • Perform program analysis support development, integration and fielding of IT systems 	
Minimum education	BS or BA	
Minimum/general experience	12 years or HS and 16 years or MS/MA and 8 years of system analyses and or program management experience	

Computer Specialist I		056
Functional responsibility	<ul style="list-style-type: none"> • Support software engineering, system integration, or programming for large computers, minicomputers and/or microprocessor base applications • Develop flow charts and associated documentation for computer-based operations 	
Minimum education	BS or BA and 1 years experience, or HS and 5 years experience	
Minimum/general experience	1 year or HS and experience in requirements analysis, design, coding methodologies, configuration management or computer systems requirements	

Computer Specialist II		057
Functional responsibility	<ul style="list-style-type: none"> • Perform software engineering, system integration, or programming for large computers, minicomputers and/or microprocessor base applications • Develop flow charts and associated documentation for computer-based operations • Experience supporting real-time operating systems, distributed systems, or satellite/warfighter systems and equipment 	
Minimum education	BS or BA	
Minimum/general experience	6 year or HS and 10 or MS and 3 years experience in requirements analysis, design, coding methodologies, configuration management or computer systems requirements	

Computer Specialist III		058
Functional responsibility	<ul style="list-style-type: none"> • Lead software engineering, system integration, or programming for large computers, minicomputers and/or microprocessor base applications • Develop flow charts and associated documentation for computer-based operations • Experience supporting real-time operating systems, distributed systems, or satellite/warfighter systems and equipment 	
Minimum education	BS or BA	
Minimum/general experience	6 year or HS and 10 or MS and 3 years experience in requirements analysis, design, coding methodologies, configuration management or computer systems requirements	

Systems Engineering Technician I		059
Functional responsibility	<ul style="list-style-type: none"> • Support maintenance testing and diagnostic routine for IT radio or satellite systems and equipment 	
Minimum education	HS	
Minimum/general experience	1 year experience in maintenance, testing and trouble shooting procedures in support of electronic, satellite, computer, or mechanical systems	

Systems Engineering Technician II		060
Functional responsibility	<ul style="list-style-type: none"> • Perform maintenance testing and diagnostic routine for IT communication or satellite systems and equipment • Perform tests and measurements and measurements of IT communication and satellite systems in accordance with military and commercial standards 	
Minimum education	HS	
Minimum/general experience	5 year or AA/AS and 2 years experience in maintenance, testing and trouble shooting procedures in support of electronic, satellite, computer, or mechanical systems	

Systems Engineering Technician III		061
Functional responsibility	<ul style="list-style-type: none"> • Perform and lead maintenance testing and diagnostic routine for IT radio or satellite systems and equipment • Perform tests and measurements and measurements of IT communication and satellite systems in accordance with military and commercial standards 	
Minimum education	HS	
Minimum/general experience	8 year or AA/AS and 5 years experience in maintenance, testing and trouble shooting procedures in support of electronic, satellite, computer, or mechanical systems	

General Engineering Specialist II		062
Functional responsibility	<ul style="list-style-type: none"> • Support IT, warfighter, satellite systems and equipment design, development, integration, fielding and documentation • Perform system requirement analysis and specification: modeling and tradeoff studies • Plan and conduct work requiring judgment in the independent evaluation, selection, and adaptation and modification of standard techniques, procedures, and criteria • Perform analysis, design, develop, test, or fielding in support of complex systems requirements • Review and analyze task statements, standards, and associated documents to determine engineering requirements 	
Minimum education	BS or BA	
Minimum/general experience	5 years experience or MS or MA and 2 years experience or HS and 10 years experience in performing all phases of design, development and documentation of IT, computer, satellite, warfighter, or information systems and equipment	

General Engineering Specialist III		063
Functional responsibility	<ul style="list-style-type: none"> • Perform and lead IT, warfighter, satellite systems and equipment design, development, integration, fielding and documentation • Perform system requirement analysis and specification: modeling and tradeoff studies • Plan and conduct work requiring judgment in the independent evaluation, selection, and adaptation and modification of standard techniques, procedures, and criteria • Perform analysis, design, develop, test, or fielding in support of complex systems requirements • Review and analyze task statements, standards, and associated documents to determine engineering requirements 	
Minimum education	BS or BA	
Minimum/general experience	10 years experience or MS or MA and 7 years experience or HS and 15 years experience in performing all phases of design, development and documentation of IT, computer, satellite, warfighter, or information systems and equipment	

Testing Specialist I		064
Functional responsibility	<ul style="list-style-type: none"> • Performs fundamental engineering and testing duties and assist senior engineers developing, integrating and fielding IT, satellite, warfighter, or information systems and equipment • Develop test plans and determine appropriate test criteria and procedures • Plan and conduct work requiring judgment in the independent evaluation, selection, and adaptation and modification of standard techniques, procedures, and criteria • Perform analysis, design, develop, test, or fielding in support of complex systems requirements 	
Minimum education	BS or BA	
Minimum/general experience	1 year or HS and 5 years experience in performing test and evaluation of IT, satellite, warfighter, or information systems and equipment systems and equipment	

Testing Specialist II		065
Functional responsibility	<ul style="list-style-type: none"> • Performs fundamental engineering and testing duties and assist senior engineers developing, integrating and fielding IT, satellite, warfighter, or information systems and equipment 	
Minimum education	BS or BA	
Minimum/general experience	5 years or HS and 10 or MS/MA and 2 years experience in performing test and evaluation of IT, satellite, warfighter, or information systems and equipment systems and equipment	

Testing Specialist III		066
Functional responsibility	<ul style="list-style-type: none"> • Performs fundamental engineering and testing duties and assist senior engineers developing, integrating and fielding IT, satellite, warfighter, or information systems and equipment 	
Minimum education	BS or BA	
Minimum/general experience	10 years or HS and 15 or MS/MA and 6 years experience in performing test and evaluation of IT, satellite, warfighter, or information systems and equipment systems and equipment	

Executive Program Manager		067
Functional responsibility	<ul style="list-style-type: none"> • Manage major and/or multiple IT programs 	
Minimum education	BS or BA	
Minimum/general experience	PHD and 8 years experience, MS or MA and 12 years experience, or BS or BA and 15 years experience managing substantial military design, development, integration, test, and documentation operations for multiple tasks	

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

PREAMBLE

Booz Allen Hamilton Engineering Services, LLC 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 demonstrate our support for awarding contracts and subcontracts to small business concerns.

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

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

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

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

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

Frank Kozlowski
Director of Contracts
900 Elkridge Landing Road
Linthicum, MD 21090
(p) 719-570-8602
(e) Kozlowski_Frank@bah.com

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (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.

<p style="text-align: center;">BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”</p>

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