



# GSA AUTHORIZED FEDERAL SUPPLY SERVICE PRICELIST

**CONTRACT No. GS-35F-4904G**  
 Period Covered by Contract:  
 9/30/12 – 9/29/17

**SCHEDULE 70: General Purpose  
 Commercial Information  
 Technology Equipment, Software  
 and Services**

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General Services Administration (GSA) Federal Supply Service

Pricelist current through Modification PO-0014, dated 12/31/2012

Revision 1, 08/11/2008

Revision 2, 09/22/2009

Revision 3, 10/22/2012

Revision 4, 01/11/2013

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

## Special Item No. 132-51 – Information Technology (IT) Professional Services

FPDS Code D301  
 FPDS Code D302  
 FPDS Code D306  
 FPDS Code D307

FPDS Code D308  
 FPDS Code D310  
 FPDS Code D311  
 FPDS Code D313

FPDS Code D316  
 FPDS Code D317  
 FPDS Code D399

IT Facility Operation and Maintenance  
 IT Systems Development Services  
 IT Systems Analysis Services  
 Automated Information Systems Design and Integration Services  
 Programming Services  
 IT Backup and Security Services  
 IT Data Conversion Services  
 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
 IT Network Management Services  
 Automated News Services, Data Services, or Other Information Services  
 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 performed by the publisher or manufacturer or one of their authorized agents.

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# GSA Authorized Federal Supply Service

## SCHEDULE 70: GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

### INFORMATION FOR ORDERING OFFICES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

#### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

For orders exceeding the 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.
- [X] The Geographic Scope of Contract will be domestic delivery only.

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

ELECTRONIC ORDERS	MAIL ORDERS
<b>Mr. Donald Royal, Vice President/COO, CTAC</b> <b>Email:</b> <a href="mailto:gsacontracts@ctacorp.com">gsacontracts@ctacorp.com</a> <b>Facsimile:</b> (703) 359-0952	<b>Mr. Donald Royal, Vice President/COO, CTAC</b> 9302 Lee Highway, Suite 302 Fairfax, VA 22031

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

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: 703-289-3820, Ext 812

## 3. LIABILITY FOR INJURY OR DAMAGE

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

## 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: 956975809  
 Block 30: Type of Contractor - B. Other Small Business  
 Block 31: Woman-Owned Small Business – NO  
 Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1813861

**4A. CAGE CODE: OYXH7**

**4B. CONTRACTOR HAS REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION DATABASE.**

## 5. FOB DESTINATION

All items are FOB Destination to the 48 Contiguous states and the District of Columbia.

## 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 agreed to by the ordering agency and the contractor

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:**

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

- a. Prompt Payment: 5% - 5 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: Discounts/concessions may be considered and/or negotiated based on quantity.
- c. Dollar Volume: Discounts/concessions may be considered and/or negotiated based on volume.
- d. Government Educational Institutions: 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:**

N/A

**10. SMALL REQUIREMENTS:**

The minimum dollar value of orders to be issued is negotiable.

## 11. MAXIMUM ORDER

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

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

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

## 12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SERVICE 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/TELECOMMUNICATIONS 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 offices, 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 TELECOMMUNICATIONS STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department

of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

- j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## 15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

## 16. GSA ADVANTAGE!

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

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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

## 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

## 19. OVERSEAS ACTIVITIES

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

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

## 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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## 22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

### 23. SECTION 508 COMPLIANCE.

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

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

### 24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect

that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- 1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - 2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## 26. SOFTWARE INTEROPERABILITY.

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

## 27. ADVANCE PAYMENTS

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

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

## 1. SCOPE

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

## 2. PERFORMANCE INCENTIVES

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

## 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 that 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 Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - 1) Cancel the stop-work order; or
  - 2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - 1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - 2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

## 6. INSPECTION OF SERVICES

The Inspection of Services—Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (JAN 1986) 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 Rights in Data – General, may apply.

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

## 9. INDEPENDENT CONTRACTOR

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions.

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

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

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

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place

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

## 11. INVOICES

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

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor hour orders placed under this contract.

## 13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

## 15. APPROVAL OF SUBCONTRACTS

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

## 16. DESCRIPTION OF IT SERVICES AND PRICING

### a. Description of Services

- 1) Commercial Job Title: Senior Manager  
Minimum/General Experience:  
15-years of relevant work experience.

#### Functional Responsibility:

Senior executive responsible for providing strategic direction, vision, leadership, and overall program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective

client relationship with the most senior levels of the client organization, establishes goals and business plans for area of responsibility and have broad latitude for decision-making. Interacts with executives in current and potential client and customer organizations on matters of substantial importance and sensitivity. Requires a highly developed sense of strategy and timing as well as exceptional negotiation and presentation skills. Ensures the most effective use of company's human resources within area of responsibility. Responsible for developing and sustaining client and customer base, ensuring high quality technical and scientific products and services are provided to clients and customers, and cultivating business contacts and leads. Responsible for identifying and targeting business opportunities and ensuring resources are committed to developing such targets. Continually evaluates strategy and plans to meet changing technical and competitive conditions. Has over responsibility for multiple programs providing a variety of services to a diverse customer base. Works with executive leadership in client organizations to plan and implement new programs and ensure quality products and services consistent with the terms of each agreement are provided in a timely manner. Works with clients to identify and resolve complex problems or contractual issues.

**Minimum Education:**

Bachelor's degree in a related discipline. A graduate degree in a related discipline is preferred.

**2) Commercial Job Title: Program Manager**

**Minimum/General Experience:**

A minimum of seven years experience in management of programs with direct experience in information management and information technology. A minimum of four years experience at a supervisory level.

**Functional Responsibility:**

The Program Manager (PM) is a senior manager responsible for coordinating the management of all work performed under this contract. The PM is ultimately responsible for coordinating the efforts of subcontractors, team members, vendors, etc. The PM shall act as the central point of contact and shall have the full authority to act for the Contractor in the performance of the required work and services under all task orders. The PM works independently on all phases of performance, including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management, and has direct accountability for the technical correctness, timeliness and quality of deliverables. The PM shall have broad and deep knowledge of business administration, and human resource management and shall have excellent oral and written communications skills.

**Minimum Education:**

Bachelors' Degree in Business Administration, Computer Science, or related field.

## 3) Commercial Job Title: Project Manager

## Minimum/General Experience:

7-years related experience. PMP certification preferred. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work.

## Functional Responsibility:

Maintains and manages the client interface at the COTR levels of the client organization and management personnel to provide technical advice, resolve problems, and anticipate future requirements; assists the Program Manager as required in managing contract performance. Manages a team of professionals in providing a wide range of services and managing assigned projects within scope and budget. Prepares or reviews project or task proposal or plan to determine time frame, schedules, funding requirements and limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project or task. Directs and coordinates activities of project personnel to ensure timeliness of products and services, maintenance of project schedule, cost control to ensure conformance with prescribed budget, responsiveness to customer requirements, and that the quality of product and services is maintained.

## Minimum Education:

Bachelor's degree and 7-years related experience or equivalent combination of education and experience in related field.

## 4) Commercial Job Title: Task Manager / Leader

## Minimum/General Experience:

10-years of experience (without degree) OR 6-10 years of experience (with Bachelors degree OR 4-6 years of experience (with advanced degree). Experience in applying the innovative applications of specialized knowledge (e.g., technical expertise in a specific discipline) or the resolution of complex management problems requiring innovative solutions.

## Functional Responsibility:

Prepares complex data analysis plans or engineering plans. Manages data collection and analysis work and provides technical oversight of assigned projects. Assists the Program and Project Managers serving as the working level focal point between contractor, government technical and government contracting staffs. Provides technical direction for the complete task effort and keeps the Project and Program Manager(s) abreast of all problems and accomplishments. For assigned task orders, allocates resources, provides technical and management oversight, provides technical expertise, and participates in briefings and meetings. Anticipates problems and works to mitigate the anticipated problems. Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Reviews task requirements, prepares project synopses, compares alternatives, prepares specifications, coordinates work with others, and orients clients. Reviews and evaluates work of subordinate staff and prepares

performance reports in writing and orally to company and client representatives.

**Minimum Education:**

Advanced technical training and more than 10 years of experience OR a Bachelor's degree and 6-10 years of experience OR an Advanced degree and 4-6 years of experience.

**5) Commercial Job Title: Technical Subject Matter Expert**

**Minimum/General Experience:**

Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated technical and/or domain areas. Typically a former high-ranking military or civilian official and recognized by industry as an expert in their specific field.

**Functional Responsibility:**

Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; responsible for providing high-level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Provides highest-level functional expertise to prepare, advise and/or review the most technically demanding and sophisticated work being performed within assigned area of responsibility. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and government management. The Technical Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum Education:**

Requires bachelor's degree in field relative to area of expertise, masters preferred plus fifteen years professional expertise of which at least ten years experience is directly relative to subject matter. One additional year of relevant experience can be substituted for each year of education shortfall.

**6) Commercial Job Title: Functional Subject Matter Expert**

**Minimum/General Experience:**

Senior expert with extensive knowledge in designated field or discipline. Recognized industry competence at the highest level in specialty area; a bona fide expert, is well read and likely published in subject field. Requires a master's degree in field relative to area of expertise, PhD preferred plus fifteen years professional expertise of which at least ten years experience is directly relative to subject matter.

**Functional Responsibility:**

Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, safeguards and security, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills.

**Minimum Education:**

Master's degree in field relative to area of expertise, PhD preferred plus fifteen years professional expertise of which at least ten years experience is directly relative to subject matter.

**7) Commercial Job Title: Principal Business Analyst****Minimum/General Experience:**

Ten years related experience, six years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/ improvement methods, enterprise applications, etc.); or equivalent combination of education and experience. Recognized for providing solutions in the area of contract administration and procurement, communications, training, and other business disciplines to achieve optimized program/project performance.

**Functional Responsibility:**

Prepares plans, documents, presentations, testimony, and other material needed for high-level briefings and hearings. Assists in collecting information, analyzing information, preparing exhibits and briefing presentations, and producing reports. Identifies potential issues that could influence the acceptance, and provides recommendations to ensure the success of an initiative. Serves as a leader, member or advisor of self-directed teams, or to management directed teams. Assists in conducting studies and analyses of programs/projects and provides client support and assistance the areas of public affairs, communications, training, contract administration and procurement, and paralegal issues. Assists in providing problem resolution, consensus building, and in conducting evaluations. Assists in the administration of personnel functions, such as training, work scheduling, as well as the evaluation of current economic conditions, and helps to prepare budget forecasts and documentation. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline. Recognized for understanding and communicating common best practices

for the industry. Utilize a knowledge base to create conceptual business models and to point out relevant issues and considerations in selecting application software packages, such as those provided by ERP vendors. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Examples of the functional areas would include but not limited to, Human Resources, Finance, Supply, Service, etc. Work with senior managers to provide industry vision and guidance with regard to their industry. Lead the determination and classification of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

**Minimum Education:**

Bachelor's degree. A master's or doctorate degree is desired. One additional year of relevant experience can be substituted for each year of education shortfall.

**8) Commercial Job Title: Senior Business Analyst**

**Minimum/General Experience:**

6-years related experience, three years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/ improvement methods, enterprise applications, etc.); or equivalent combination of education and experience.

**Functional Responsibility:**

Provides solutions in the area of contract administration and procurement, communications, training, and other business disciplines to achieve optimized program/project performance. Prepares plans, documents, presentations, testimony, and other material needed for high-level briefings and hearings. Assists in collecting information, analyzing information, preparing exhibits and briefing presentations, and producing reports. Identifies potential issues that could influence the acceptance, and provides recommendations to ensure the success of an initiative. Serves as a leader, member or advisor of self-directed teams, or to management directed teams. Assists in conducting studies and analyses of programs/projects and provides client support and assistance the areas of public affairs, communications, training, contract administration and procurement, and paralegal issues. Assists in providing problem resolution, consensus building, and in conducting evaluations. Assists in the administration of personnel functions, such as training, work scheduling, as well as the evaluation of current economic conditions, and helps to prepare budget forecasts and documentation. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the

activities of Specialists or other staff as necessary on activities related to the specified field or discipline. Understands and communicates common best practices for the industry. Utilize a knowledge base to assist in creating conceptual business models and to point out relevant issues and considerations in selecting application software packages, such as those provided by ERP vendors. Assesses the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Examples of the functional areas would include but not limited to, Human Resources, Finance, Supply, Service, etc. Work with senior managers to provide industry vision and guidance with regard to their industry. Assists in the determination and classification of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Operates under deadlines, and able to work on multiple tasks.

**Minimum Education:**

Bachelor's degree in a related field.

**9) Commercial Job Title: Business Analyst**

**Minimum/General Experience:**

3-years related experience, 1-year of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/ improvement methods, enterprise applications, etc.); or equivalent combination of education and experience.

**Functional Responsibility:**

Assists in providing solutions in the area of contract administration and procurement, communications, training, and other business disciplines to achieve optimized program/project performance. Assists in preparing plans, documents, presentations, testimony, and other material needed for high-level briefings and hearings. Assists in collecting information, analyzing information, preparing exhibits and briefing presentations, and producing reports. Identifies potential issues that could influence the acceptance, and provides recommendations to ensure the success of an initiative. Serves as a member of self-directed teams and assists in conducting studies and analyses of programs/projects and provides client support and assistance the areas of public affairs, communications, training, contract administration and procurement, and paralegal issues. Assists in providing problem resolution, consensus building, and in conducting evaluations. Assists in the administration of personnel functions, such as training, work scheduling, as well as the evaluation of current economic conditions, and helps to prepare budget forecasts and documentation. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Understands and communicates common best practices for the industry. Assists in creating conceptual

business models and in assessing the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Examples of the functional areas would include but not limited to, Human Resources, Finance, Supply, Service, etc. Assists in working with managers to provide industry vision and guidance with regard to their industry. Assist in determining and classifying information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Supports the development of functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Able to work on multiple tasks.

**Minimum Education:**

Bachelor's degree and three years related experience, one year of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/improvement methods, enterprise applications, etc.); or equivalent combination of education and experience.

**10) Commercial Job Title: Implementation Specialist**

**Minimum/General Experience:**

8-years related experience, four years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/ improvement methods, enterprise applications, etc.); or equivalent combination of education and experience.

**Functional Responsibility:**

Independent development of comprehensive and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Must have broad latitude for decision-making at the operations center level and are reviewed on the basis of results achieved. Prepares intricate and/or complex engineering or data analysis plans, which require a very high level of specialized knowledge or the resolution of complex management problems that require extensive cross-functional knowledge. Leads the design and implementation of a variety of interventions that will foster the implementation of organizational change in such areas as business processes, policy, culture, environment or workplace. Works with senior executives to develop strategies to lead and manage major change. Assist in the design, development and implementation of communication plans. Possesses knowledge in designated field or discipline. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems. Independently leads proof of concept tasks. Facilitates the implementation of major interventions related to an organization's redesign of existing business processes or design new processes to support the attainment of mission critical business goals. Frequently provide subject matter expertise and may lead inter-disciplinary work teams. Conducts data collection, analysis, research in support of identifying individual and

organizational performance barriers, and recommend courses of action to minimize or eliminate obstacles preventing the achievement of optimal performance. Participates in major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives. Conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems.

**Minimum Education:**

Bachelor 's degree or equivalent combination of education and experience. A master's or doctorate degree is desired. One additional year of relevant experience can be substituted for each year of education shortfall.

**11) Commercial Job Title: Principal Consultant**

**Minimum/General Experience:**

A minimum of eight years experience in programs with direct experience with information management and information technology programs. A minimum of two years experience at a supervisory level.

**Functional Responsibility:**

Oversees various tasks of a highly complex nature. Responsible for assembling the task team, assigning individual responsibilities, identifying appropriate resources needed, and developing the schedule to ensure the timely completion of the task's milestones and final acceptance. Must be familiar with the systems scope and project objectives, as well as the role and function of each team member, in order to effectively coordinate the activities of the team. Monitors each assigned task, implements and assures adherence to task level quality and methodology standards, and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems. As a task leader, provides technical direction for the complete task effort. Reviews and evaluates work of subordinate staff and prepares performance reports. May serve as a technical authority for a particular task area. Interacts with client management personnel. Prepares activity and progress reports regarding all assigned tasks. Reports in writing and orally to company and client representatives.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Four years additional experience may be substituted for Bachelor's Degree.

**12) Commercial Job Title: Senior Consultant**

**Minimum/General Experience:**

A minimum of six years direct experience with information management and information technology programs.

**Functional Responsibility:**

Establishes system information requirements using analysis in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Analytically and systematically evaluates problems in work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree.

**13) Commercial Job Title: Consultant****Minimum/General Experience:**

A minimum of three years direct experience with information management and information technology programs.

**Functional Responsibility:**

Responsible for the effective development and implementation of programs to ensure that all information systems products and services meet minimum company standards and end-user requirements. Administers the change control process for zero defects software development. Responsible for configuration management of requirements, design, and code. Administers problem management process including monitoring and reporting on problem resolution. Ensures adequate product testing prior to implementation. Coordinates with users and systems development personnel on releases of software. May supervise lower level personnel. Must have demonstrated capability for oral and written communications.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree.

**14) Commercial Job Title: Principal Analyst****Minimum/General Experience:**

A minimum of eight years experience in the development, modification or maintenance of a management information system. A minimum of four years experience at a supervisory level.

**Functional Responsibility:**

Highly specialized in one or more phases of systems engineering and development. Acts independently under general direction. Advises technical personnel on the conceptualization, development, and

implementation of a broad range of information systems issues, including hardware/software integration, compatibility and multiple platforms. Performs feasibility analysis on potential future projects to management. Plans strategies for improvement of information systems and services. Communicates current innovations and trends in information systems development to technical staff. Prepares justification for selection of new technology. May serve as the chief architect for complex information systems development. Designs and develops proposed solutions to business problems and client requirements. Performs high-level system analysis and directs technical strategy for accomplishing new objectives. Maintains knowledge of current systems and system development actions and analyzes for data redundancies and system/program overlap. Responsible for task completion.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Four years additional experience may be substituted for Bachelor's Degree.

**15) Commercial Job Title: Senior Analyst**

**Minimum/General Experience:**

A minimum of five years experience in the development, analysis and system functional requirements.

**Functional Responsibility:**

Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Exercises analytical techniques when gathering information from users, defining work packages, designing a system of computer programs, and developing procedures to resolve the problems. Prepares detailed specifications from which programs will be written. Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Analyzes and revises existing system logic difficulties and documentation as necessary. Reviews task requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new systems.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Four years additional experience may be substituted for Bachelor's Degree.

**16) Commercial Job Title: Analyst**

**Minimum/General Experience:**

A minimum of two years experience.

**Functional Responsibility:**

With limited direction, carries out procedures to ensure that all information systems products and services meet company and client standards and

end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects and/or supports testing as a witness to testing requirements. Organizes and maintains all quality assurance documentation. Performs work flow analysis and recommends quality improvements. Researches, writes, edits, and proofreads technical data for use in documents or sections of documents. Excellent verbal and written communication skills are required.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree.

**17) Commercial Job Title: Principal Software Developer**

**Minimum/General Experience:**

8-years experience in applications programming on database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives

**Functional Responsibility:**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation. Enhances software to reduce operating time, add functionality, or improve efficiency. Demonstrated ability to work independently or under only general direction. Provides technical direction to other programmers.

**Minimum Education:**

Bachelor's degree in a related field.

**18) Commercial Job Title: Senior Software Developer**

**Minimum/General Experience:**

6-years experience in applications programming on database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives.

**Functional Responsibility:**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation. Enhances software to reduce operating time, add functionality, or improve efficiency. Demonstrated ability to work independently or under only general direction.

**Minimum Education:**

Bachelor's degree in a related field.

## 19) Commercial Job Title: Software Developer

## Minimum/General Experience:

4-years experience in applications programming on database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives.

## Functional Responsibility:

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation. Enhances software to reduce operating time, add functionality, or improve efficiency.

## Minimum Education:

Bachelor's degree in a related field.

## 20) Commercial Job Title: Principal Application Developer

## Minimum/General Experience:

6-years of general computer programming experience, with at least 3-years of specialized web and mobile application development experience.

## Functional Responsibility:

Performs Web and mobile application development from conception to implementation, including planning, design, and programming. Provides enhancement, multimedia conversion, maintenance, and application administration. Provides quality control services and demonstrated expertise in both current Internet related and application software languages and current interactive application developments.

## Minimum Education:

Bachelor's Degree in Computer Science. A year of college education is the equivalent of 2-years of relevant work experience.

## 21) Commercial Job Title: Senior Application Developer

## Minimum/General Experience:

4-years of general computer programming experience with a minimum of 2-years experience specializing in web and mobile application development.

## Functional Responsibility:

Performs Web and mobile application development from conception to implementation, including planning, design, and programming. Provides enhancement, multimedia conversion, maintenance, and application administration. Provides quality control services and demonstrated expertise in both current Internet related and application software languages and current interactive application developments.

## Minimum Education:

Bachelor's Degree in Computer Science. A year of college education is the equivalent of 2-years of relevant work experience.

## 22) Commercial Job Title: Application Developer

## Minimum/General Experience:

2-years general computer programming experience with at least 1-year specialized experience in web and mobile application development.

## Functional Responsibility:

Performs Web and mobile application development from conception to implementation, including planning, design, and programming. Provides enhancement, multimedia conversion, maintenance, and application administration. Provides quality control services and demonstrated expertise in both current Internet related and application software languages and current interactive application developments.

## Minimum Education:

Bachelor's Degree in Computer Science. A year of college education is the equivalent of two years of relevant work experience.

## 23) Commercial Job Title: Principal Web Developer

## Minimum/General Experience:

6-years of general computer programming experience, with at least 3-years of specialized web development experience.

## Functional Responsibility:

Performs Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

## Minimum Education:

Bachelor's Degree in Computer Science. A year of college education is the equivalent of 2-years of relevant work experience.

## 24) Commercial Job Title: Senior Web Developer

## Minimum/General Experience:

4-years of general computer programming experience with a minimum of 2-years experience specializing in web site development.

## Functional Responsibility:

Perform Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

**Minimum Education:**

Bachelor's Degree in Computer Science. A year of college education is the equivalent of 2-years of relevant work experience.

**25) Commercial Job Title: Web Developer****Minimum/General Experience:**

2-years general computer programming experience with at least 1-year specialized experience in web site development.

**Functional Responsibility:**

Perform Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

**Minimum Education:**

Bachelor's Degree in Computer Science. A year of college education is the equivalent of two years of relevant work experience.

**26) Commercial Job Title: Principal Systems Analyst****Minimum/General Experience:**

8-years experience in the development and analysis of programs and system functional requirements.

**Functional Responsibility:**

Interacts with senior management and formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Independently exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Prepares detailed specifications from which programs will be written. Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Analyzes and revises existing system logic difficulties and documentation as necessary. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new systems.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. An advanced degree is preferred.

**27) Commercial Job Title: Senior Systems Analyst****Minimum/General Experience:**

A minimum of five years experience in the development and analysis of programs and system functional requirements.

**Functional Responsibility:**

Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Prepares detailed specifications from which programs will be written. Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Analyzes and revises existing system logic difficulties and documentation as necessary. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new systems.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree.

**28) Commercial Job Title: Systems Analyst****Minimum/General Experience:**

A minimum of two years experience in systems support or maintenance planning/analysis tasks involving preparation of technical documentation and data analysis of functional process areas.

**Functional Responsibility:**

Under general direction, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new systems.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree.

**29) Commercial Job Title: Principal Security Specialist (IT)****Minimum/General Experience:**

10-years experience, of which at least eight years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Functional Responsibility:**

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the development and implementation of MLS systems. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses that also include risk assessments. Provides daily supervision and direction to staff.

**Minimum Education:**

Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline.

**30) Commercial Job Title: Senior Security Specialist (IT)****Minimum/General Experience:**

8-years experience, of which at least 6-years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Functional Responsibility:**

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses that also include risk assessments.

**Minimum Education:**

Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline.

**31) Commercial Job Title: Security Specialist (IT)****Minimum/General Experience:**

6-years experience, of which at least four years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Functional Responsibility:**

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Participates in the performance of risk analyses that also include risk assessments.

**Minimum Education:**

Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline.

**32) Commercial Job Title: Software Engineer****Minimum/General Experience:**

A minimum of six years experience in the design and development of information systems. A minimum of three years experience in the practical application of information engineering tools, processes and methodologies in a systems environment.

**Functional Responsibility:**

Application of multiple information engineering tools, processes and methodologies, including the application of automation resources as applied to information systems.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Four years additional experience may be substituted for Bachelor's Degree.

**33) Commercial Job Title: Network Engineer****Minimum/General Experience:**

A minimum of four years practical experience, including: ability to plan, design, implement, manage, and supervise communications networks and related infrastructures.

**Functional Responsibility:**

Conducting and supervising system analysis and feasibility studies on current and future systems; the design, development and implementation of the communications infrastructure, including, but not limited to, user support and systems administration, and IT network configuration. The Network Engineer will conduct briefings regarding current or planned communications efforts and techniques.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree.

**34) Commercial Job Title: Network Technician****Minimum/General Experience:**

A minimum of two years practical experience as a Network Technician.

**Functional Responsibility:**

Assist in the maintenance of start-of-the-art voice and data communications networks. Responsible for assisting in the implementation of the communications infrastructure.

**Minimum Education:**

High school diploma or equivalent.

**35) Commercial Job Title: Senior Computer Programmer****Minimum/General Experience:**

A minimum of four years experience in the development, modification or maintenance of information systems, of which at least two years must have been spent as a team leader of a group of programmers. Knowledge of two or more high order languages is required.

**Functional Responsibility:**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to lower level programmers to ensure program deadlines are met.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree.

**36) Commercial Job Title: Computer Programmer****Minimum/General Experience:**

Knowledge of one or more high order languages.

**Functional Responsibility:**

Maintain and update assigned programs and assist in the development of new modules under the guidance of a more senior programmer. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

**Minimum Education:**

Bachelors' degree in a Computer Science, Engineering, or Mathematics, or related field. Two years experience may be substituted for Bachelor's Degree.

**37) Commercial Job Title: Technical Data Specialist****Minimum/General Experience:**

A minimum of one year of experience with technical data pertaining to problem analysis and project documentation. Ability to research, analyze and compile written materials or graphics in the generation of technical documentation is also required.

**Functional Responsibility:**

Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures, specifications, special reports, and any other customer deliverables and documents. Ensures technical documentation is accurate, complete, meets editorial and client specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations. Excellent written communication skills are required.

**Minimum Education:**

High school diploma or equivalent.

**38) Commercial Job Title: Senior Testing Specialist****Minimum/General Experience:**

6-years experience computer in software development with at least 4-years experience in software testing (integration and acceptance).

**Functional Responsibility:**

Designing and executing IT software tests and evaluating results to ensure compliance with applicable regulations. Prepares test scripts and all required test documentation. Designs and prepares all needed test data. Analyzes internal security within systems and recommends solutions to issues for consideration. Reviews test results and evaluates for conformance to design making recommendations for modifications as necessary.

**Minimum Education:**

Bachelor's degree in a related field.

**39) Commercial Job Title: Testing Specialist****Minimum/General Experience:**

4-years experience computer in software development with at least 2-years experience in software testing (integration and acceptance).

**Functional Responsibility:**

Designing and executing IT software tests and evaluating results to ensure compliance with applicable regulations. Prepares test scripts and all required test documentation. Designs and prepares all needed test data. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

**Minimum Education:**

Bachelor's degree in a related field.

**40) Commercial Job Title: Senior Usability Specialist****Minimum/General Experience:**

5-years User Interface design and development experience; familiarity with the latest emerging technologies for User Experience design.

**Functional Responsibility:**

Working with business analysts and web designers, develop solutions to business and creative problems; recommends simple and concise solutions using visual design, working demonstrations, and written reports and presentations. Develop a broad understanding of evolved and evolving technologies and how to design for those new technologies. Supports multiple usability studies and focus groups, and conduct usability testing. Define requirements as a result of empirical data, other usability studies, market research and proven user-centric design principles

**Minimum Education:**

Bachelor's degree in a related field.

**41) Commercial Job Title: Usability Specialist****Minimum/General Experience:**

3-years User Interface design and development experience; familiarity with the latest emerging technologies for User Experience design.

**Functional Responsibility:**

Working with business analysts and web designers, develop solutions to business and creative problems, recommend simple and concise solutions using visual design, working demonstrations, and written reports and presentations. Develop a broad understanding of evolved and evolving technologies and how to design for those new technologies. Support multiple usability studies and focus groups, and conduct usability testing. Define requirements as a result of empirical data, other usability studies, market research and proven user-centric design principles

**Minimum Education:**

Bachelor's degree

**42) Commercial Job Title: Senior Graphic Designer****Minimum/General Experience:**

6-years experience

**Functional Responsibility:**

Perform Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

**Minimum Education:**

Bachelor's Degree in related field such as Art or Computer Graphics.

**43) Commercial Job Title: Graphic Designer****Minimum/General Experience:**

3-years experience.

**Functional Responsibility:**

Perform Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

**Minimum Education:**

Bachelor's Degree in related field such as Art or Computer Graphics. A year of college education is the equivalent of two years of relevant work experience.

**44) Commercial Job Title: Technical Writer****Minimum/General Experience:**

4-years experience as a technical writer of specifications, standards, and technical manuals. Knowledge of client style guidelines, protocols, and procedures a plus.

**Functional Responsibility:**

Writes technical information in easily understandable language. Works with program/project managers, analysts, engineers, scientists, and others to research, write, edit, and proofread technical data for use in documents or sections of documents such as manuals, procedures, specifications, special reports, and any other customer deliverables and documents. Capable of original drafting of management operations and business documentation requiring an understanding of the basic concepts, practices and vocabulary relevant to the subject matter. Ensures technical documentation is accurate, complete, meets editorial and client specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations.

**Minimum Education:**

Bachelor' degree. One additional year of relevant experience can be substituted for each year of education shortfall.

**45) Commercial Job Title: Executive Research Assistant****Minimum/General Experience:**

4-years of related work experience. Excellent written communication skills are required.

**Functional Responsibility:**

Support program/project management staff within functional areas of expertise in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported.

**Minimum Education:**

Bachelor's degree or equivalent experience.

## 46) Commercial Job Title: Administrative Assistant

## Minimum/General Experience:

A minimum of three years practical experience as an Administrative Assistant.

## Functional Responsibility:

Ability to perform a variety of administrative tasks as well as assist the Project Manager and contract technical staff in ad hoc administrative tasks and IT efforts as required.

## Minimum Education:

High school diploma or equivalent.

## 47) Commercial Job Title: Production Specialist

## Minimum/General Experience:

A minimum of two years experience with technical data pertaining to project documentation.

## Functional Responsibility:

Assignments are routine to somewhat complex in nature and work parameters are typically well defined. Maintains files, records, and chronologies of activities. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications and applications developed or deployed under this contractor or predecessors. Serves as the first point of contact for troubleshooting such applications.

## Minimum Education:

High school diploma or equivalent.

## 48) Commercial Job Title: Admin/Clerical Assistant

## Minimum/General Experience:

A minimum of two years practical experience as an Administrative Assistant.

## Functional Responsibility:

Ability to perform a variety of administrative tasks as well as assist the Program Manager and contract technical staff in ad hoc administrative tasks and IT efforts as required.

## Minimum Education:

High school diploma or equivalent.

## 49) Commercial Job Title: Word Processor

## Minimum/General Experience:

A minimum of two years practical experience in technical typing.

## Functional Responsibility:

Ability to prepare a variety of technical and administrative documents. Must be familiar with providing IT support, have the ability to manipulate

electronic text, and be proficient in the use of a variety of software applications.

**Minimum Education:**

High school diploma or equivalent.

b. Pricing for Services

Communications Training Analysis Corporation (CTAC)					
IT Schedule GS-35F-4904G	9/30/12	9/30/13	9/30/14	9/30/15	9/30/16
Services Pricelist	9/29/13	9/29/14	9/29/15	9/29/16	9/29/17
Labor Category	Year 11	Year 12	Year 13	Year 14	Year 15
1 Senior Manager	\$ 198.45	\$ 206.39	\$ 214.65	\$ 223.24	\$ 232.17
2 Program Manager	\$ 140.80	\$ 146.43	\$ 152.29	\$ 158.38	\$ 164.72
3 Project Manager	\$ 136.07	\$ 141.51	\$ 147.17	\$ 153.06	\$ 159.18
4 Task Manager/Leader	\$ 102.05	\$ 106.13	\$ 110.38	\$ 114.80	\$ 119.39
5 Technical Subject Matter Expert	\$ 283.50	\$ 294.84	\$ 306.63	\$ 318.90	\$ 331.66
6 Functional Subject Matter Expert	\$ 255.14	\$ 265.35	\$ 275.96	\$ 287.00	\$ 298.48
7 Principal Business Analyst	\$ 177.57	\$ 184.67	\$ 192.06	\$ 199.74	\$ 207.73
8 Senior Business Analyst	\$ 166.58	\$ 173.24	\$ 180.17	\$ 187.38	\$ 194.88
9 Business Analyst	\$ 155.36	\$ 161.57	\$ 168.03	\$ 174.75	\$ 181.74
10 Implementation Specialist	\$ 113.39	\$ 117.93	\$ 122.65	\$ 127.56	\$ 132.66
11 Principal Consultant	\$ 151.75	\$ 157.82	\$ 164.13	\$ 170.70	\$ 177.53
12 Senior Consultant	\$ 126.43	\$ 131.49	\$ 136.75	\$ 142.22	\$ 147.91
13 Consultant	\$ 106.19	\$ 110.44	\$ 114.86	\$ 119.45	\$ 124.23
14 Principal Analyst	\$ 109.58	\$ 113.96	\$ 118.52	\$ 123.26	\$ 128.19
15 Senior Analyst	\$ 101.16	\$ 105.21	\$ 109.42	\$ 113.80	\$ 118.35
16 Analyst	\$ 75.87	\$ 78.90	\$ 82.06	\$ 85.34	\$ 88.75
17 Principal Software Developer	\$ 187.90	\$ 195.42	\$ 203.24	\$ 211.37	\$ 219.82
18 Senior Software Developer	\$ 176.54	\$ 183.60	\$ 190.94	\$ 198.58	\$ 206.52
19 Software Developer	\$ 165.82	\$ 172.45	\$ 179.35	\$ 186.52	\$ 193.98
20 Principal Application Developer	\$ 145.47	\$ 151.29	\$ 157.34	\$ 163.63	\$ 170.18
21 Senior Application Developer	\$ 116.56	\$ 121.22	\$ 126.07	\$ 131.11	\$ 136.35
22 Application Developer	\$ 94.36	\$ 98.13	\$ 102.06	\$ 106.14	\$ 110.39
23 Principal Web Developer	\$ 146.78	\$ 152.65	\$ 158.76	\$ 165.11	\$ 171.71
24 Senior Web Developer	\$ 135.57	\$ 140.99	\$ 146.63	\$ 152.50	\$ 158.60
25 Web Developer	\$ 124.49	\$ 129.47	\$ 134.65	\$ 140.04	\$ 145.64
26 Principal Systems Analyst	\$ 105.01	\$ 109.21	\$ 113.58	\$ 118.12	\$ 122.84
27 Senior Systems Analyst	\$ 89.53	\$ 93.11	\$ 96.83	\$ 100.70	\$ 104.73
28 Systems Analyst	\$ 75.67	\$ 78.70	\$ 81.85	\$ 85.12	\$ 88.52

Communications Training Analysis Corporation (CTAC)					
IT Schedule GS-35F-4904G	9/30/12	9/30/13	9/30/14	9/30/15	9/30/16
Services Pricelist	9/29/13	9/29/14	9/29/15	9/29/16	9/29/17
Labor Category	Year 11	Year 12	Year 13	Year 14	Year 15
29 Principal Security Specialist	\$ 155.39	\$ 161.61	\$ 168.07	\$ 174.79	\$ 181.78
30 Senior Security Specialist	\$ 129.93	\$ 135.13	\$ 140.54	\$ 146.16	\$ 152.01
31 Security Specialist	\$ 103.79	\$ 107.94	\$ 112.26	\$ 116.75	\$ 121.42
32 Software Engineer	\$ 96.53	\$ 100.39	\$ 104.41	\$ 108.59	\$ 112.93
33 Network Engineer	\$ 93.40	\$ 97.14	\$ 101.03	\$ 105.07	\$ 109.27
34 Network Technician	\$ 66.91	\$ 69.59	\$ 72.37	\$ 75.26	\$ 78.27
35 Senior Computer Programmer	\$ 94.27	\$ 98.04	\$ 101.96	\$ 106.04	\$ 110.28
36 Computer Programmer	\$ 54.20	\$ 56.37	\$ 58.62	\$ 60.96	\$ 63.40
37 Technical Data Specialist	\$ 90.94	\$ 94.58	\$ 98.36	\$ 102.29	\$ 106.38
38 Senior Testing Specialist	\$ 99.28	\$ 103.25	\$ 107.38	\$ 111.68	\$ 116.15
39 Testing Specialist	\$ 77.79	\$ 80.90	\$ 84.14	\$ 87.51	\$ 91.01
40 Senior Usability Specialist	\$ 99.28	\$ 103.25	\$ 107.38	\$ 111.68	\$ 116.15
41 Usability Specialist	\$ 77.79	\$ 80.90	\$ 84.14	\$ 87.51	\$ 91.01
42 Senior Graphic Designer	\$ 105.01	\$ 109.21	\$ 113.58	\$ 118.12	\$ 122.84
43 Graphic Designer	\$ 88.79	\$ 92.34	\$ 96.03	\$ 99.87	\$ 103.86
44 Technical Writer	\$ 85.05	\$ 88.45	\$ 91.99	\$ 95.67	\$ 99.50
45 Executive Research Assistant	\$ 56.70	\$ 58.97	\$ 61.33	\$ 63.78	\$ 66.33
46 Administrative Assistant	\$ 51.83	\$ 53.90	\$ 56.06	\$ 58.30	\$ 60.63
47 Production Specialist	\$ 51.91	\$ 53.99	\$ 56.15	\$ 58.40	\$ 60.74
48 Admin/Clerical Assistant	\$ 50.56	\$ 52.58	\$ 54.68	\$ 56.87	\$ 59.14
49 Word Processor	\$ 29.08	\$ 30.24	\$ 31.45	\$ 32.71	\$ 34.02

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

(Insert Customer Name)

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

\_\_\_\_\_.

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

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

Signatures

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

\_\_\_\_\_  
Contractor                              Date

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

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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.

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

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