



Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**SPECIAL ITEM NUMBER 132-8 PURCHASE OF NEW EQUIPMENT**

FSC CLASS 5820 - RADIO AND TELEVISION COMMUNICATION EQUIPMENT, EXCEPT AIRBORNE
Two-Way Radio Transmitters/Receivers/Antennas
Broadcast Band Radio Transmitters/Receivers/Antennas
Microwave Radio Equipment/Antennas and Waveguides
Satellite Communications Equipment
FSC CLASS 5895 - MISCELLANEOUS COMMUNICATION EQUIPMENT
Miscellaneous Communications Equipment

**Windmill International, Inc.**

12 Murphy Drive, Suite 200  
Nashua, NH 03060  
Phone: 603.888.5502  
Fax: 603.888.5512

E-mail: [windmill@windmill-intl.com](mailto:windmill@windmill-intl.com)  
Web Site: <http://www.windmill-intl.com>

Contract Number: GS-35F-5020G

Period Covered by Contract: 23 September 1997 to 22 September 2012

General Services Administration, Federal Supply Service

Pricelist current through Modification #3, dated May 5, 2015.

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



Windmill International, Inc.  
 Everett Business Park  
 12 Murphy Drive, Suite 200  
 Nashua, NH 03062-1935  
 tel 603.888.5502  
 fax 603.888.5512

**CUSTOMER INFORMATION**

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded prices.

<b>SIN</b>	<b>Labor Category</b>	<b>GSA Price w/out IFF Customer Site</b>
132-51	Programmer/Analyst	\$57.74
132-51	Lead Programmer/Analyst	\$82.59
132-51	Senior Programmer/Analyst	\$117.07
132-51	Senior Software Engineer	\$137.00
132-51	Principal Software Engineer	\$163.27
132-51	Project Manager	\$112.12
132-51	Senior Project Manager	\$141.89
132-51	Project Leader	\$156.70
132-51	Program Manager	\$171.25
132-51	Senior Program Manager	\$186.15
132-51	Principal Program Manager 1	\$186.05
132-51	Principal Program Manager 2	\$197.42
132-51	Principal Program Manager 3	\$209.83
132-51	Recognized Expert/Executive	\$326.80
132-51	Subject Matter Expert	\$62.61
132-51	Lead Subject Matter Expert	\$92.74
132-51	Senior Subject Matter Expert	\$122.29
132-51	Principal Subject Matter Expert	\$151.75
132-51	Information Analyst	\$176.17
132-51	Specialty/General Engineer	\$97.21
132-51	Senior Specialty/General Engineer	\$132.00
132-51	Systems/Specialty Engineer/Scientist	\$146.71
132-51	Systems Engineer/Scientist	\$168.11
132-51	Senior Systems Engineer/Scientist	\$181.29
132-51	Principal Systems Engineer/Scientist 1	\$181.92
132-51	Principal Systems Engineer/Scientist 2	\$195.35
132-51	Principal Systems Engineer/Scientist 3	\$208.80
132-51	Technologist	\$52.97
132-51	Lead Technologist	\$72.49
132-51	Senior Technologist	\$87.32
132-51	Systems Technologist	\$107.61
132-51	Senior Systems Technologist	\$127.27
132-51	Project Support Specialist	\$42.79
132-51	Lead Project Support Specialist	\$47.68
132-51	Senior Project Support Specialist	\$67.63
132-51	Project Support Administrator	\$77.50
132-51	Senior Project Support Administrator	\$102.24
132-51	Cost Performance Analyst	\$76.89



Windmill International, Inc.  
 Everett Business Park  
 12 Murphy Drive, Suite 200  
 Nashua, NH 03062-1935  
 tel 603.888.5502  
 fax 603.888.5512

SIN	Labor Category	GSA Price w/out IFF Customer Site
132-51	Senior Cost Performance Analyst	\$91.52
132-51	Logistician	\$80.93
132-51	Lead Logistician	\$95.75
132-51	Senior Logistician	\$107.30
132-51	Financial Management Specialist	\$90.22
132-51	Senior Financial Management Specialist	\$111.29
132-51	IDE Management Specialist	\$118.37
132-51	Lead IDE Management Specialist	\$140.06
132-51	Senior IDE Management Specialist	\$212.47
132-51	Acquisition Manager	\$103.23
132-51	Senior Acquisition Manager	\$116.06
132-51	Configuration/Data Manager	\$87.80
132-51	Senior Configuration/Data Manager	\$115.01
132-51	Test and Evaluation Manager	\$131.69
132-51	Lead Test and Evaluation Manager	\$118.82
132-51	Senior Test and Evaluation Manager	\$131.69
132-51	Principal Test and Evaluation Manager	\$155.03
132-51	Development Analyst	\$114.97
132-51	Senior Development Analyst	\$153.75
132-51	Principal Development Analyst	\$142.05
132-51	Design Engineer	\$114.20
132-51	Lead Design Engineer	\$136.79
132-51	Senior Design Engineer	\$157.59
132-51	Systems Architect	\$130.37
132-51	Web Designer	\$96.69
132-51	Lead Project Support Administrator	\$92.78
132-51	Project Lead Programmer/Analyst	\$101.74
132-51	Lead Project Manager	\$130.86
132-51	Lead Specialty/General Engineer	\$118.24

132-8	1-year Mandatory Product Support	Per unit	\$9,017.13
-------	----------------------------------	----------	------------

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

132-51	Project Support Specialist	hourly	\$42.79
132-8	1-year Mandatory Product Support	Per unit	\$9,017.13



Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum order.

Special Item Number 132-8 - \$500,000

Special Item Number 132-51 - \$500,000

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). CONUS

5. Points of production (city, county, and State or foreign country). USA, Canada, Mexico, Caribbean Basin Country.

6. Discount from list prices or statement of net price. 9.38%-51.56% from list price

7. Quantity discounts. N/A

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions." 0% in Net 30 Days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

*Purchase cards are accepted at or below the micro-purchase threshold.*

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

*Purchase cards are accepted above the micro-purchase threshold.*

10. Foreign items (list items by country of origin).

*None.*

11a. Time of delivery. (Contractor insert number of days.)

- *132-51 30 Days*
- *132-8 As negotiated as Task Order level*

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.



Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512

*Customer may contact the Contractor for expedited delivery*

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

*Customer may contact the Contractor for rates for overnight and 2-day delivery*

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

*Customer may contact the Contractor to effect a faster delivery*

12. F.O.B. point(s). *Origin*

**13a. Ordering address:** 12 Murphy Drive, Suite 200  
Nashua, NH 03060

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

12 Murphy Drive, Suite 200  
Nashua, NH 03060

15. Warranty provision.

Standard

16. Export packing charges, if applicable. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

19. Terms and conditions of installation (if applicable). N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A

20a. Terms and conditions for any other services (if applicable). N/A

21. List of service and distribution points (if applicable).



Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512

12 Murphy Drive, Suite 200  
Nashua, NH 03060

22. List of participating dealers (if applicable). N/A

23. Preventive maintenance (if applicable). N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): [www.yourcompany.com](http://www.yourcompany.com)

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

25. Data Universal Number System (DUNS) number. 557052768

26. Notification regarding registration in Central Contractor Registration (CCR) database.

*Registered with Cage Code OLOY7*



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY NEW EQUIPMENT  
(SPECIAL ITEM NUMBER 132-8)**

**1. MATERIAL AND WORKMANSHIP**

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

**3. TRANSPORTATION OF EQUIPMENT**

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

**4. INSTALLATION AND TECHNICAL SERVICES**

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

N/A – no installation involved

b. **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.



Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or SIN 132-9.

c. OPERATING AND MAINTENANCE MANUALS. The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

## 5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

## 6. WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

*Mandatory Product Support and Warranty -- Product support for this system is provided through contract with Windmill International, Inc. This provides for repair of any reliability-related failure as well as access to firmware/manual updates and access to technical support via phone/e-mail/web. The technical staff will be available for direct replies during local business hours (0800-1700 US Eastern Time) and will reply to voicemail/email questions posed outside those hours as soon as practical. Repair includes troubleshooting issues, repair or replacement of the failed item, testing and shipping the unit back to a CONUS location. Windmill requires that at least one year of product support will be procured for each unit. Product support begins on the ship date and concludes 12 months later. Additional product support is available (additional years) if desired. Support required due to conditions (accidents or battle damage) outside of the general purpose of the units (general communications) are not covered by this support plan.*

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows: \_\_\_\_

**7. PURCHASE PRICE FOR ORDERED EQUIPMENT**

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

**8. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

**9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT**

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).



Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512

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

**\*\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

**1. SCOPE**

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

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

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

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

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

(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**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS 2 COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I 2 OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

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



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

#### **14. INCIDENTAL SUPPORT COSTS**

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

#### **15. APPROVAL OF SUBCONTRACTS**

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

#### **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

##### **Labor Category Descriptions**

##### **1: Programmer/Analyst**

##### **Minimum/General Experience:**

Two years experience in defining economical standard computer operating systems and environments and applications; acquiring, tailoring, and testing computer operating systems, environments, and applications; packaging and distributing operating systems; and supporting operating systems and applications. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology options. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.

##### **Functional Responsibility:**

Write, debug, compile, test, and integrate computer programs. Evaluate computer program requirements and develop options. Install, configure, test, maintain, and debug computer hardware, software, systems, peripherals, and associated capabilities. Assure design compliance with DII-COE where appropriate.

##### **Minimum Education:**

Associate degree in computer science, computer programming, software engineering, mathematics, computer engineering or related scientific/technical discipline or equivalent experience.

##### **2: Lead Programmer/Analyst**

##### **Minimum/General Experience:**

Four years experience in defining economical standard computer operating systems and environments and applications; acquiring, tailoring, and testing computer operating systems, environments, and applications; packaging and distributing operating systems; and supporting operating systems and applications. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology options. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Functional Responsibility:**

Write, debug, compile, test, and integrate computer programs. Evaluate computer program requirements and develop options. Install, configure, test, maintain, and debug computer hardware, software, systems, peripherals, and associated capabilities. Assure design compliance with DII-COE where appropriate.

**Minimum Education:**

Associate's degree in computer science, computer programming, software engineering, mathematics, computer engineering or related scientific/technical discipline or equivalent additional experience is required.

**3: Senior Programmer/Analyst**

**Minimum/General Experience:**

Six years experience in defining economical standard computer operating systems and environments and applications; acquiring, tailoring, and testing computer operating systems, environments, and applications; packaging and distributing operating systems; and supporting operating systems and applications. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology options. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.

**Functional Responsibility:**

Write, debug, compile, test, and integrate computer programs. Evaluate computer program requirements and develop options. Install, configure, test, maintain, and debug computer hardware, software, systems, peripherals, and associated capabilities. Assure design compliance with DII-COE where appropriate.

**Minimum Education:**

Bachelor's degree in computer science, computer programming, software engineering, mathematics, computer engineering or related scientific/technical discipline or equivalent experience is required. Master's degree is desired.

**4: Senior Software Engineer**

**Minimum/General Experience:**

Eight years experience in defining economical standard computer operating systems and environments and 20 applications; acquiring, tailoring, and testing computer operating systems, environments, and applications; packaging and distributing operating systems; and supporting operating systems and applications. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology options. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.

**Functional Responsibility:**

Write, debug, compile, test, and integrate computer programs. Evaluate computer program requirements and develop options. Install, configure, test, maintain, and debug computer hardware, software, systems, peripherals, and associated capabilities. Assure design compliance with DII-COE where appropriate.

**Minimum Education:**



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

Bachelor's degree in computer science, computer programming, software engineering, mathematics, computer engineering or related scientific/technical discipline or equivalent additional experience is required.

#### **5: Principal Software Engineer**

##### **Minimum/General Experience:**

Ten years experience in defining economical standard computer operating systems and environments and applications; acquiring, tailoring, and testing computer operating systems, environments, and applications; packaging and distributing operating systems; and supporting operating systems and applications. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology options. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.

**Functional Responsibility:** Write, debug, compile, test, and integrate computer programs. Evaluate computer program requirements and develop options. Install, configure, test, maintain, and debug computer hardware, software, systems, peripherals, and associated capabilities. Assure design compliance with DII-COE where appropriate.

##### **Minimum Education:**

Master's degree in computer science, computer programming, software engineering, mathematics, computer engineering or related scientific/technical discipline or Bachelor's degree and equivalent additional experience is required.

#### **6: Project Manager**

##### **Minimum/General Experience:**

Four years experience in developing, specifying, managing, directing, controlling and executing basic tasks. Possesses leadership and management skills commensurate with level of experience. Exercises sound judgment and problem solving skills. May include experience as a subject matter specialist, technologist, administrator or engineer. Also known as Acquisition Specialist.

##### **Functional Responsibility:**

Manages tasks or assigned portion(s) of projects. Works autonomously or under the guidance and direction of a superior. Develops cost, technical, and schedule baselines and controls task(s) accordingly. Leads individuals based upon performance criteria, and hiring authority of others. Performs functions of subject matter specialist, engineer, or technologist where qualified and appropriate.

##### **Minimum Education:**

Bachelor's degree in any discipline or combination of disciplines or four years additional relevant experience is required.

#### **7: Senior Project Manager**

##### **Minimum/General Experience:**

Eight years experience in developing, specifying, managing, directing, controlling and executing tasks, and simple



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

projects. Possesses leadership and management skills commensurate with experience. Exercises sound judgment and problem solving skills. May include experience as a subject matter specialist, technologist, administrator or engineer. Functions autonomously or under the supervision of others. Also known as Acquisition Specialist.

**Functional Responsibility:**

Manages a project or multiple tasks within a project. May manage and control the effort provided by others. Develops and implements task and project planning. Develops cost, technical, and schedule baselines and controls task(s) and project(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate.

**Minimum Education:**

Bachelor's degree in any discipline or combination of disciplines is required

**8: Project Leader**

**Minimum/General Experience:**

Twelve years experience in developing, specifying, managing, directing, controlling and executing tasks, and projects from simple to complex. Demonstrated leadership and management skills commensurate with experience level. Capable of exercising overall program management, or working as deputy or assistant to a program manager to the extent specified in the delivery order. May include experience as a subject matter specialist, engineer, administrator or technologist. Also known as Acquisition Specialist.

**Functional Responsibility:**

Manages overall project(s) or assigned portion(s) thereof. Manages and controls effort provided by others. Develops and implements program strategy and tactics. Develops cost, technical, and schedule baselines and controls project(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate.

**Minimum Education:**

Bachelor's degree in any discipline or combination of disciplines is required. Master's degree is desirable and may be substituted for four years of experience.

**9: Program Manager**

**Minimum/General Experience:**

Fourteen years experience in developing, specifying, managing, directing, controlling and executing tasks, projects and programs from simple to complex. Demonstrated leadership and management skills commensurate with experience. Capable of exercising overall program management, or working as deputy to a customer program manager to the extent specified in the delivery order. May include experience as a subject matter specialist, engineer, administrator or technologist. Also known as Acquisition Specialist.

**Functional Responsibility:**

Manages overall program or assigned portion(s) thereof. Manages and controls effort provided by others. Develops and implements program strategy and tactics. Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate.

**Minimum Education:**

Master's degree in any discipline or combination of disciplines or Bachelor's degree and equivalent additional experience is required.

**10: Senior Program Manager**

**Minimum/General Experience:**

Sixteen years experience in developing, specifying, managing, directing, controlling and executing tasks, projects and programs from simple to complex. Demonstrated leadership and management skills commensurate with 10 years relevant experience. Capable of exercising overall program management, or working as deputy to a customer program manager to the extent specified in the delivery order. May include experience as a subject matter specialist, engineer, administrator or technologist. Also known as Acquisition Specialist.

**Functional Responsibility:**

Manages overall program or assigned portion(s) thereof. Manages and controls the effort provided by others. Develops and implements program strategy and tactics. Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate.

**Minimum Education:**

Master's degree in any discipline or combination of disciplines or Bachelor's degree and equivalent additional experience is required.

**10A: Principal Program Manager 1**

**Minimum/General Experience:**

Seventeen years experience in developing, specifying, managing, directing, controlling and executing tasks, projects and programs from simple to complex. Demonstrated leadership and management skills commensurate with 10 years relevant experience. Capable of exercising overall program management, or working as deputy to a customer program manager to the extent specified in the delivery order. May include experience as a subject matter specialist, engineer, administrator or technologist. Also known as Acquisition Specialist.

**Functional Responsibility:**

Manages overall program or assigned portion(s) thereof. Manages and controls the effort provided by others. Develops and implements program strategy and tactics. Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate.

**Minimum Education:**

Master's degree in any discipline or combination of disciplines or Bachelor's degree and equivalent additional experience is required.

**10B: Principal Program Manager 2**



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum/General Experience:**

Eighteen years experience in developing, specifying, managing, directing, controlling and executing tasks, projects and programs from simple to complex. Demonstrated leadership and management skills commensurate with 10 years relevant experience. Capable of exercising overall program management, or working as deputy to a customer program manager to the extent specified in the delivery order. May include experience as a subject matter specialist, engineer, administrator or technologist. Also known as Acquisition Specialist.

**Functional Responsibility:**

Manages overall program or assigned portion(s) thereof. Manages and controls the effort provided by others. Develops and implements program strategy and tactics. Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate.

**Minimum Education:**

Master's degree in any discipline or combination of disciplines or Bachelor's degree and equivalent additional experience is required.

**10C: Principal Program Manager 3**

**Minimum/General Experience:**

Nineteen years experience in developing, specifying, managing, directing, controlling and executing tasks, projects and programs from simple to complex. Demonstrated leadership and management skills commensurate with 10 years relevant experience. Capable of exercising overall program management, or working as deputy to a customer program manager to the extent specified in the delivery order. May include experience as a subject matter specialist, engineer, administrator or technologist. Also known as Acquisition Specialist.

**Functional Responsibility:**

Manages overall program or assigned portion(s) thereof. Manages and controls the effort provided by others. Develops and implements program strategy and tactics. Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate.

**Minimum Education:**

Master's degree in any discipline or combination of disciplines or Bachelor's degree and equivalent additional experience is required.

**11: Recognized Expert/Executive**

**Minimum/General Experience:**

Over twenty years of experience in or directly related to complex, uncommon, or unique fields of endeavor specifically requested by the client. The skill category applies when the client requires a specific individual, widely recognized for his or her unique capabilities, achievements, or abilities, relative to specific client requirements. The individual should possess credentials and acclaim within the professional community relevant to client-designated tasks, advice or counsel. Recognizing the highly specific and variable nature of this skill category, the client should exercise broad latitude in consultation with the contractor to adjust, increase, combine or waive educational and experience criteria in order to fulfill his exceptional requirements.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Functional Responsibility:**

Effort under this skill category is ordinarily incident to and in support of large team efforts and broad, difficult projects. It is usually intended to provide exceptional capabilities to enhance or ensure the effectiveness and productivity of a major client endeavor undertaken by a substantial team of client and/or contractor specialists. When directed by the client, it may be used to provide high level consultation, strategy formulation, consensus building, or influence, acting either in concert with a team or as an individual. May perform as a manager, strategist, advisor, analyst, envoy, negotiator, or in any other manner designated by client and accepted by contractor. May perform services in any discipline or level as designated by client and accepted by contractor.

**Minimum Education:**

Should possess a Masters Degree in any discipline acceptable to the client. A doctoral degree may substitute for three years of the experience requirements above.

**12: Subject Matter Expert**

**Minimum/General Experience:**

Two years experience in a relevant discipline or area of expertise. Possible areas of expertise include but are not limited to information technology, information analysis, system safety, Human Factors, Reliability and Maintainability (R&M), contracting, contract management, Electromagnetic Compatibility (EMC), Quality Assurance, Test & Evaluation, Industrial Processes, Manufacturing, Aeronautics, Environmental Protection, Communications, Acquisition Management, financial analysis, financial management, cost estimating/analysis, budgeting and performance measurement or Logistics. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures/information warfare, including the use of client-server systems, distributed data bases, both wide-area and local-area communications, and a performance-based acquisition process. May include experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement. Also known as Acquisition Specialist.

**Functional Responsibility:**

Executes tasks and projects relevant to subject matter. Reduces issues to practical recommended options. Explains recommendation to decision-makers in terms that permit decisions. Performs studies and analyses on subjects within the technical scope of work.

**Minimum Education:**

Bachelor's degree in mathematics, engineering, business or other disciplines, or equivalent additional experience is required.

**13: Lead Subject Matter Expert**

**Minimum/General Experience:**

Four years experience in a relevant discipline or area of expertise. Possible areas of expertise include but are not limited to information technology, information analysis, System Safety, Human Factors, Reliability and Maintainability (R&M), contracting, contract management, Electromagnetic Compatibility (EMC), Quality Assurance, Test & Evaluation, Industrial Processes, Manufacturing, Aeronautics, Environmental Protection, Communications, Acquisition Management, financial analysis, financial management, cost estimating/analysis , budgeting and performance measurement or Logistics. Experience in isolating, and resolving problems. Ability to



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures/information warfare, including the use of client-server systems, distributed data bases, both wide-area 24 and local-area communications, and a performance-based acquisition process. May include experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement. Also known as Acquisition Specialist.

**Functional Responsibility:**

Plans and executes tasks and projects relevant to subject matter. Reduces issues to practical recommended options. Explains recommendation to decision-makers in terms that permit decisions. Performs studies and analyses on subjects within the technical scope of work.

**Minimum Education:**

Bachelor's degree in mathematics, engineering, business or other disciplines or equivalent additional experience is required.

**14: Senior Subject Matter Expert**

**Minimum/General Experience:**

Six years experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to information technology, information analysis, System Safety, Human Factors, Reliability and Maintainability (R&M), contracting, contract management, Electromagnetic Compatibility (EMC), Quality Assurance, Test & Evaluation, Industrial Processes, Manufacturing, Aeronautics, Environmental Protection, Communications, Acquisition Management, financial analysis, financial management, cost estimating/analysis, budgeting and performance measurement or Logistics. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures/information warfare, including the use of client-server systems, distributed data bases, both wide-area and local-area communications, and a performance-based acquisition process. May include experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement. Also known as Acquisition Specialist.

**Functional Responsibility:**

Plans and executes complex tasks and projects relevant to subject matter. May lead the effort of others. Reduces issues to practical recommended options. Explains recommendation to decision-makers in terms that permit decisions. Performs studies and analyses on subjects within the technical scope of work.

**Minimum Education:**

Bachelor's degree in mathematics, engineering, business or other disciplines or equivalent additional experience is required.

**15: Principal Subject Matter Expert**

**Minimum/General Experience:**

Ten years experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to information technology, information analysis, System Safety, Human Factors, Reliability and Maintainability (R&M), contracting, contract management, Electromagnetic Compatibility (EMC), Quality Assurance, Test & Evaluation, Industrial Processes, Manufacturing, Aeronautics, Environmental Protection, Communications, Acquisition Management, financial analysis, financial management, cost estimating/analysis,



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

budgeting and performance measurement or Logistics. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures/information warfare, including the use of client-server systems, distributed data bases, both wide-area and local-area communications, and a performance-based acquisition process. May include experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement. Also known as Acquisition Specialist.

**Functional Responsibility:**

Plans and executes complex tasks, projects and programs relevant to subject matter expertise. Leads the effort of others when required. Reduces complex issues to practical recommended options. Explains recommendations to decision-makers in terms that permit decisions. Takes action on decisions when tasked. Performs studies and analyses on subjects within the technical scope of work.

**Minimum Education:**

Master's degree in mathematics, engineering, business or other disciplines or Bachelor's degree and equivalent additional experience is required.

**16: Information Analyst**

**Minimum/General Experience:**

Twelve years experience in defining, isolating, and resolving problems. Proven ability to explain complex issues to others in a manner that facilitates informed decision making. Experienced in mathematical analysis, both manual and computer assisted or other approaches to resolving complex problems and issues. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures/information warfare, including the use of client-server systems, distributed data bases, both wide-area and local-area communications, and a performance-based acquisition process. May include experience in any field of subject matter expertise. Also known as Acquisition Specialist.

**Functional Responsibility:**

Analytically or subjectively evaluates complex problems and develops appropriate options. Reduces complex issues to practical recommended options. Explains recommendation to decision-makers in terms that permit decisions. Performs studies and analyses on subjects within the technical scope of work.

**Minimum Education:**

Master's degree in mathematics, engineering, business or other analytical/logical/quantitative disciplines, or Bachelor's degree and equivalent additional experience required.

**17: Specialty/General Engineer**

**Minimum/General Experience:**

Four years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management. May include but is not limited to experience in specialty engineering fields such as



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

Information Technology Engineering, System Safety Engineering, Human Factors Engineering, Reliability and Maintainability (R&M) Engineering, Electromagnetic Compatibility (EMC) Engineering, Quality Assurance Management/Engineering, System Test & Evaluation Engineering, Civil Engineering/Architecture, Industrial Engineering (Manufacturing), Aeronautical Engineering, Environmental Engineering, Communications Engineering, Acquisition Specialist, and Acquisition Logistics. Also known as Acquisition Specialist.

**Functional Responsibility:**

Provide technical oversight of programs. Design or manage the design and implementation of technical programs. Plan, manage, monitor or conduct Specialty Engineering. Perform as Scientific/Engineering Professional

**Minimum Education:**

Bachelor's degree in engineering, mathematics, or related scientific/technical discipline or equivalent experience is required. MS may be substituted for two years of experience.

**18: Senior Specialty/General Engineer**

**Minimum/General Experience:**

Eight years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management. May include but is not limited to experience in specialty engineering fields such as Information Technology Engineering, System Safety Engineering, Human Factors Engineering, Reliability and Maintainability (R&M) Engineering, Electromagnetic Compatibility (EMC) Engineering, Quality Assurance Management/Engineering, System Test & Evaluation Engineering, Civil Engineering/Architecture, Industrial Engineering (Manufacturing), Aeronautical Engineering, Environmental Engineering, Communications Engineering, Acquisition Specialist, and Acquisition Logistics. Also known as Acquisition Engineer.

**Functional Responsibility:**

Provide technical oversight of programs. Design or manage the design and implementation of technical programs. Plan, manage, monitor or conduct Specialty Engineering. Perform as Scientific/Engineering Professional.

**Minimum Education:**

Bachelor's degree in engineering, mathematics, or related scientific/technical discipline is required. MS degree may be substituted for two years experience.

**19: Systems/Specialty Engineer/Scientist**

**Minimum/General Experience:**

Ten years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management. May include but is not limited to experience in specialty engineering fields such as Information Technology Engineering, System Safety Engineering, Human Factors Engineering, Reliability and Maintainability (R&M) Engineering, Electromagnetic Compatibility (EMC) Engineering, Quality Assurance Management/Engineering, System Test & Evaluation Engineering, Civil Engineering/Architecture, Industrial Engineering (Manufacturing), Aeronautical Engineering, Environmental Engineering, Communications Engineering,



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

Acquisition Specialist, and Acquisition Logistics. Also known as Acquisition Engineer.

**Functional Responsibility:**

Provide technical oversight of programs. Design or manage the design and implementation of technical programs. Plan, manage, monitor or conduct Specialty Engineering. Perform as Scientific/Engineering Professional.

**Minimum Education:**

Master's degree in engineering, mathematics, or related scientific/technical discipline or Bachelor's degree and equivalent additional experience is required.

**20: Systems Engineer/Scientist**

**Minimum/General Experience:**

Fourteen years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management or specialty engineering. Also known as Acquisition Engineer.

**Functional Responsibility:**

Provide overall technical oversight of programs. May include supervision of specialty engineers or others. Design or manage the design and implementation of complex technical programs. Plan, manage, monitor or conduct Systems Engineering. Perform as Scientific/Engineering Professional.

**Minimum Education:**

Master's degree in engineering, mathematics, or related scientific/technical discipline or Bachelor's degree and equivalent additional experience is required.

**21: Senior Systems Engineer/Scientist**

**Minimum/General Experience:**

Eighteen years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management or specialty engineering. Also known as Acquisition Engineer.

**Functional Responsibility:**

Provide overall technical oversight of programs. May include supervision of specialty engineers or others. Design or manage the design and implementation of complex technical programs. Plan, manage, monitor or conduct Systems Engineering. Perform as Scientific/Engineering Professional.

**Minimum Education:**

Masters degree in engineering, mathematics, or related scientific/technical discipline or bachelor's degree and equivalent additional experience is required. Doctoral degree in engineering, mathematics, or related scientific/technical discipline may be substituted for six years experience.

**21A: Principal Systems Engineer/Scientist 1**



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum/General Experience:**

Nineteen years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management or specialty engineering. Also known as Acquisition Engineer.

**Functional Responsibility:**

Provide overall technical oversight of programs. May include supervision of specialty engineers or others. Design or manage the design and implementation of complex technical programs. Plan, manage, monitor or conduct Systems Engineering. Perform as Scientific/Engineering Professional.

**Minimum Education:**

Masters degree in engineering, mathematics, or related scientific/technical discipline or bachelor's degree and equivalent additional experience is required. Doctoral degree in engineering, mathematics, or related scientific/technical discipline may be substituted for six years experience.

**21B: Principal Systems Engineer/Scientist 2**

**Minimum/General Experience:**

Twenty years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management or specialty engineering. Also known as Acquisition Engineer.

**Functional Responsibility:**

Provide overall technical oversight of programs. May include supervision of specialty engineers or others. Design or manage the design and implementation of complex technical programs. Plan, manage, monitor or conduct Systems Engineering. Perform as Scientific/Engineering Professional.

**Minimum Education:**

Masters degree in engineering, mathematics, or related scientific/technical discipline or bachelor's degree and equivalent additional experience is required. Doctoral degree in engineering, mathematics, or related scientific/technical discipline may be substituted for six years experience.

**21C: Principal Systems Engineer/Scientist 3**

**Minimum/General Experience:**

Twenty-one years experience designing, or managing the design, or managing the acquisition process of information technology, hardware, software or systems. Experience in an information technology organization, engineering design organization, systems acquisition organization or technical management organization. May include experience in some or all functions of information technology, design, testing, configuration management, production management or specialty engineering. Also known as Acquisition Engineer.

**Functional Responsibility:**

Provide overall technical oversight of programs. May include supervision of specialty engineers or others. Design or



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

manage the design and implementation of complex technical programs. Plan, manage, monitor or conduct Systems Engineering. Perform as Scientific/Engineering Professional.

**Minimum Education:**

Masters degree in engineering, mathematics, or related scientific/technical discipline or bachelor's degree and equivalent additional experience is required. Doctoral degree in engineering, mathematics, or related scientific/technical discipline may be substituted for six years experience.

**22: Technologist**

**Minimum/General Experience:**

Two years experience in installation, checkout, and maintenance of information technology and other systems. Demonstrated ability to manage and perform own work with minimum of supervision. Ability to work with others in performing technical duties and complex team tasks. May include experience working in or for the military.

**Functional Responsibility:**

Install, checkout, test, troubleshoot, and operate hardware, software, wiring, and systems. Document installation and issues related thereto. Troubleshoot, maintain and repair installed hardware, software, and systems. Maintain configuration of installed systems.

**Minimum Education:**

High School Diploma or GED required. Associates Degree in relevant field along with two years general experience may be substituted for specific experience.

**23: Lead Technologist**

**Minimum/General Experience:**

Four years experience in installation, checkout, and maintenance of information technology and other systems. Demonstrated ability to manage and perform own work with minimum of supervision. Ability to work with others in performing technical duties and complex team tasks. May include experience working in or for the military.

**Functional Responsibility:**

Install, checkout, test, troubleshoot, and operate hardware, software, wiring, and systems. Document installation and issues related thereto. Troubleshoot, maintain and repair installed hardware, software, and systems. Maintain configuration of installed systems .

**Minimum Education:**

High School Diploma or GED required. Associates Degree in relevant field along with two years general experience may be substituted for specific experience. Bachelor's Degree in any discipline may be substituted for four years of relevant experience.

**24: Senior Technologist**

**Minimum/General Experience:**

Six years experience in installation, checkout, and maintenance of information technology and other systems. Demonstrated ability to manage and perform own work with minimum of supervision. Ability to work with and lead others in performing technical duties and complex team tasks. May include experience working in or for the military.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Functional Responsibility:**

Install, checkout, test, troubleshoot, and operate hardware, software, wiring, and systems. Document installation and issues related thereto. Troubleshoot, maintain and repair installed hardware, software, and systems. Maintain configuration of installed systems. Lead others in performing these or comparable functions.

**Minimum Education:**

Associates Degree in relevant field or two additional years of relevant experience are required. Bachelor's Degree in a relevant discipline is desired.

**25: Systems Technologist**

**Minimum/General Experience:**

Eight years experience in installation, checkout, and maintenance of information technology and other systems, of which four years must have involved supervisory responsibilities, and have involved system level duties. Demonstrated ability to manage and perform own work with minimum of supervision. Ability to work with and lead others in performing technical duties and complex team tasks. May include experience working in or for the military.

**Functional Responsibility:**

Plan, estimate, define and document the requirements for complex systems, equipment, and software configurations. Install, checkout, test, troubleshoot, and operate hardware, software, wiring, and systems. Document installation and issues related thereto. Troubleshoot, maintain and repair installed hardware, software, and systems. Maintain configuration of installed systems. Lead others in performing these or comparable functions.

**Minimum Education:**

Bachelor's Degree or four additional years of relevant experience are required.

**26: Senior Systems Technologist**

**Minimum/General Experience:**

Ten years experience in installation, checkout, and maintenance of information technology and other systems, of which six years must have involved supervisory, systems -level responsibilities. Demonstrated ability to manage and perform own work without direct supervision. Ability to manage and direct the work of complex technical teams in performing functional requirements on integrated systems. May include experience working in or for the military.

**Functional Responsibility:**

Plan, estimate, define and document the requirements for complex systems, equipment, and software configurations. Install, checkout, test, troubleshoot, and operate hardware, software, wiring, and systems. Document installation and issues related thereto. Troubleshoot, maintain and repair installed hardware, software, and systems. Maintain configuration of installed systems. Manage and direct the work of complex technical teams in performing functional requirements on integrated systems.

**Minimum Education:**

Bachelor's Degree or four additional years of relevant experience are required.

**27: Project Support Specialist**



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum/General Experience:**

Two years experience working in an automated office/clerical capacity involving information technology. Ability to work harmoniously with others.

**Functional Responsibility:**

Provides project support incidental to and in direct support of the proposed professional services. Performs administrative and clerical functions including but not limited to information processing, document processing, data entry, data documentation, and other duties as assigned, in support of the project as a whole. Other functions may include but are not limited to travel arrangements, visitor control, suspense control, administrative security, reception, communications management, house keeping, graphics, purchasing, organizing, hospitality, and executive support.

**Minimum Education:**

High School Diploma, GED, or two years additional relevant experience is required. Associates Degree or relevant post-high school training may be substituted for two years experience.

**28: Lead Project Support Specialist**

**Minimum/General Experience:**

Four years experience working in an automated office/clerical capacity involving information technology. Ability to work harmoniously with others.

**Functional Responsibility:**

Provides project support incidental to and in direct support of the proposed professional services. Performs administrative and clerical functions including but not limited to information processing, document processing, data entry, data documentation, and other duties as assigned, in support of the project as a whole. Other functions may include but are not limited to travel arrangements, visitor control, suspense control, administrative security, reception, communications management, house keeping, graphics, purchasing, organizing, hospitality, and executive support.

**Minimum Education:**

High School Diploma, GED, or two years additional relevant experience is required. Associates Degree or relevant post-high school training may be substituted for two years experience.

**29: Senior Project Support Specialist**

**Minimum/General Experience:**

Six years experience working in an automated office/clerical capacity involving information technology, of which two years involved supervision of others and/or responsibility to operate autonomously. Ability to work harmoniously with others.

**Functional Responsibility:**

Provides project support incidental to and in direct support of the proposed professional services. Performs administrative and clerical functions including but not limited to information processing, document processing, data entry, data documentation, and other duties as assigned, in support of the project as a whole. Other functions may include but are not limited to travel arrangements, visitor control, suspense control, administrative security, reception, communications management, house keeping, graphics, purchasing, organizing, hospitality, and executive support.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum Education:**

Associates Degree or High School Diploma/GED and two additional years of relevant experience is required. Bachelor's degree or relevant post-high school training may be substituted for two years experience.

**30: Project Support Administrator**

**Minimum/General Experience:**

Four years experience working in an automated office capacity involving information technology, of which two years involved supervision of others and/or responsibility to operate autonomously. Ability to operate information technology applications, including spreadsheet programs, presentation programs, database programs, word processing programs, financial programs or page layout programs. Experience in automated office disciplines such human resource administration, security administration, travel administration, contract administration, financial administration, accounting, or management information systems administration.

**Functional Responsibility:**

Provides project support incidental to and in direct support of the proposed professional services. Performs administrative functions including but not limited to information administration, publications administration, human resource administration, contract/subcontract administration and other duties as assigned, in support of the project as a whole. Other functions may include but are not limited to administrative discipline, policy enforcement, meeting administration, facilities management, communications, administrative security, purchasing, organizing, and executive support.

**Minimum Education:**

Bachelor's degree or four additional years of relevant experience is required. Study toward advanced or secondary degrees may be counted toward experience requirements.

**31: Senior Project Support Administrator**

**Minimum/General Experience:**

Eight years experience working in an automated office capacity involving information technology, of which two years involved supervision of others and/or responsibility to operate autonomously. Ability to operate information technology applications, including spreadsheet programs, presentation programs, database programs, word processing programs, financial programs or page layout programs. Experience in automated office disciplines such human resource administration, security administration, travel administration, contract administration, financial administration, accounting, or management information systems administration.

**Functional Responsibility:**

Provides project support incidental to and in direct support of the proposed professional services. Performs administrative functions including but not limited to information administration, publications administration, human resource administration, contract/subcontract administration and other duties as assigned, in support of the project as a whole. Other functions may include but are not limited to administrative discipline, policy enforcement, meeting administration, facilities management, communications, administrative security, purchasing, organizing, and executive support.

**Minimum Education:**

Bachelor's degree or four additional years of relevant experience is required. Study toward advanced or secondary degrees may be counted toward experience requirements.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

### **32: Cost Performance Analyst**

#### **Minimum/General Experience:**

Three years of experience in providing analytical and administrative services in support of advanced technology and automation resource management programs

#### **Functional Responsibilities:**

Analyze enterprise-wide operations to determine functional requirements and to identify the necessary supporting information technologies and resources. Assist with the preparation and implementation of strategic business plans and tactical program plans. Develop performance-based management systems linking program goals and objectives to measurable criteria and indicators of success. Design organizational structures to eliminate functional redundancies, increase processing efficiency, and establish clear managerial/technical accountability. Document standard operating policies and procedures as guidance for internal control reviews and compliance measurement of program assets. Provide legislative analysis and rulemaking support to assess programmatic impact of proposed regulations and directives. Conduct market research, industry surveys, and technology demonstrations to evaluate commercialization opportunities. Produce annual reports, executive briefings, conference proceedings, brochures, and comparable forms of outreach materials to support information dissemination and technology transfer.

#### **Minimum Education:**

Bachelor's degree in Engineering, Business, Management, or related field.

### **33: Senior Cost Performance Analyst**

#### **Minimum/General Experience:**

Six years of experience in providing analytical and administrative services in support of cost performance analysis, advanced technology and automation resource management programs. Management, or related field.

#### **Functional Responsibilities:**

Lead tasks and supervise staff in analyzing enterprise-wide operations to determine functional requirements and to identify the necessary supporting information technologies and resources. Assist with the preparation and implementation of strategic business plans and tactical program plans. Develop performance-based management systems linking program goals and objectives to measurable criteria and indicators of success. Design organizational structures to eliminate functional redundancies, increase processing efficiency, and establish clear managerial/technical accountability. Document standard operating policies and procedures as guidance for internal control reviews and compliance measurement of program assets. Provide legislative analysis and rulemaking support to assess programmatic impact of proposed regulations and directives. Conduct market research, industry surveys, and technology demonstrations to evaluate commercialization opportunities. Produce annual reports, executive briefings, conference proceedings, brochures, and comparable forms of outreach materials to support information dissemination and technology transfer.

#### **Minimum Education:**

Masters degree in Engineering, Business, Management, or related field.

### **34: Logistician**

#### **Minimum/General Experience:**

Six years of experience in acquisition logistics management and system life cycle support. Working knowledge



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

and/or familiarity with commercial and DoD Air Logistics Center, Training Command, and Depot operations, or other MAJCOM procurement policies and procedures.

**Functional Responsibilities:**

Lead tasks and supervises staff in providing acquisition logistics management support to include performing life cycle supportability analyses; developing/reviewing Integrated Logistics Support Plans, Computer Resources Life Cycle Management Plans, and solicitation documentation; and establishing maintenance/support concepts. Assist with the procurement and management processes of support equipment, test equipment, technical orders, spares, training, supply support, and computer resources. Provide functional support in the areas of reliability and maintainability, Instructional System Design (ISD), and acquisition/training documentation development.

**Minimum Education:**

Bachelor's degree in Engineering, Computer Science, or related field. Associates or High School degree will be considered with a minimum of ten years of relevant experience.

**35: Lead Logistician**

**Minimum/General Experience:**

Eight years of experience in acquisition logistics management and system life cycle support. Working knowledge and/or familiarity with commercial and DoD Air Logistics Center, Training Command, and Depot operations, or other MAJCOM procurement policies and procedures.

**Functional Responsibilities:**

Lead tasks and supervises staff in providing acquisition logistics management support to include performing life cycle supportability analyses; developing/reviewing Integrated Logistics Support Plans, Computer Resources Life Cycle Management Plans, and solicitation documentation; and establishing maintenance/support concepts. Assist with the procurement and management processes of support equipment, test equipment, technical orders, spares, training, supply support, and computer resources. Provide functional support in the areas of reliability and maintainability, Instructional System Design (ISD), and acquisition/training documentation development.

**Minimum Education:**

Bachelor's degree in Engineering, Computer Science, or related field. Associates or High School degree will be considered with a minimum of twelve years of relevant experience.

**36: Senior Logistician**

**Minimum/General Experience:**

Nine years of experience in acquisition logistics management and system life cycle support. Working knowledge and/or familiarity with commercial and DoD Air Logistics Center and Depot operations, or other MAJCOM procurement policies and procedures.

**Functional Responsibilities:**

Provide technical guidance and advisory assistance in acquisition logistics management to include performing life cycle supportability analyses; developing/reviewing Integrated Logistics Support Plans, Computer Resources Life Cycle Management Plans, and solicitation documentation; and establishing maintenance/support concepts. Assist with the procurement and management processes of support equipment, test equipment, technical orders, spares, training, supply support, and computer resources. Specialize in planning and managing complex acquisition logistics support activities, developing and reviewing acquisition documentation (e.g., solicitation packages, RFPs, ILSPs, CRLCMPs), and performing Instructional System Design (ISD).



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum Education:**

Bachelor's degree in Engineering, Computer Science, or related field. No degree is acceptable with thirteen years of relevant experience.

**37: Financial Management Specialist**

**Minimum/General Experience:**

Three years of experience in financial management and/or economic analysis.

**Functional Responsibilities:**

Conduct financial management and administrative support services to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resource allocation. Use automated project scheduling and cost tracking software to support critical path and integrated master planning analysis. Perform economic analyses for evaluating the total and marginal costs of alternative ways to accomplish strategic business functions. Assist in performing OMB Circular A-76 comparative cost studies to determine whether specified operations should be privatized/outsourced rather than remain in-house. Formulate life cycle cost-benefit analyses based on financial concepts like net present value, return on investment, discounting, and inflation. Apply economic and risk methodologies, tools, and techniques such as function point analysis, learning curves, parametric pricing, and computerized cost modeling.

**Minimum Education:**

Bachelor's degree in Business Management, Finance, Economics, Operations Research, Public Administration, or related field.

**38: Senior Financial Management Specialist**

**Minimum/General Experience:**

Six years of experience in financial management and/or economic analysis.

**Functional Responsibilities:**

Lead tasks and supervise staff in providing full financial management and administrative support to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resource allocation. Use automated project scheduling and cost tracking software to support critical path and integrated master planning analysis. Perform economic analyses for evaluating the total and marginal costs of alternative ways to accomplish strategic business functions. Assist in performing OMB Circular A-76 comparative cost studies to determine whether specified operations should be privatized/outsourced rather than remain in-house. Formulate life cycle cost-benefit analyses based on financial concepts like net present value, return on investment, discounting, and inflation. Apply economic and risk methodologies, tools, and techniques such as function point analysis, learning curves, parametric pricing, and computerized cost modeling.

**Minimum Education:**

Masters degree in Engineering, Business, Management, or related field.

**39: IDE Management Specialist**

**Minimum/General Experience:**

Three years of experience in the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Functional Responsibilities:**

Use standard IDE tools and methodologies in the conduct of information strategy planning sessions. Facilitate cross organizational workshops to collect and validate data. Perform business area analysis in support of process and system redesign efforts, alternatives assessment, and cost studies. Develop enterprise-wide activity and data models as well as information, technical, and application architectures. Apply reverse engineering and reengineering concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

**Minimum Education:**

Bachelor's degree in Information Systems, Engineering, Computer Science, Business Management, or related field.

**40: Lead IDE Management Specialist**

**Minimum/General Experience:**

Five years of experience in the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

**Functional Responsibilities:**

Use standard IDE tools and methodologies in the conduct of information strategy planning sessions. Facilitate crossorganizational workshops to collect and validate data. Perform business area analysis in support of process and system redesign efforts, alternatives assessment, and cost studies. Develop enterprise-wide activity and data models as well as information, technical, and application architectures. Apply reverse engineering and reengineering concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

**Minimum Education:**

Bachelor's degree in Information Systems, Engineering, Computer Science, Business Management, or related field.

**41: Senior IDE Management Specialist**

**Minimum/General Experience:**

Six years of experience in the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

**Functional Responsibilities:**

Lead tasks and supervise staff in the use of standard IDE tools and methodologies for information strategy planning. Facilitate cross-organizational workshops to collect and validate data. Perform business area analysis in support of process and system redesign efforts, alternatives assessment, and cost studies. Develop enterprise-wide activity and data models as well as information, technical, and application architectures. Apply reverse engineering and reengineering concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

**Minimum Education:**

Master's degree in Information Systems, Engineering, Computer Science, Business Management, or related field.

**42: Acquisition Manager**



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum/General Experience:**

Six years of experience in acquisition engineering and contract management. Working knowledge and/or familiarity with commercial contracting and DOD/Federal systems acquisition and procurement process as well as international program contracting.

**Functional Responsibilities:**

Source of domain expertise in relevant functional areas such as system engineering, business case analysis, data quality management methodologies and modeling techniques, information architecture, and object oriented technology. Lead tasks and supervises staff in the preparation of supporting acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Review Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates. Provide technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks.

**Minimum Education:**

Bachelor's degree in Engineering, Business Management, or related field.

**43: Senior Acquisition Manager**

**Minimum/General Experience:**

Nine years of experience in acquisition engineering and contract management. Working knowledge and/or familiarity with commercial and DOD/Federal systems acquisition and procurement process as well as international program contracting.

**Functional Responsibilities:**

Source of domain expertise in relevant functional areas such as system engineering, business case analysis, data quality management methodologies and modeling techniques, information architecture, and object oriented technology. Provide technical guidance and advisory assistance in the preparation of supporting acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Review Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates. Provide technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks.

**Minimum Education:**

Bachelor's degree in Engineering, Business Management, or related field.

**44: Configuration/Data Manager**

**Minimum/General Experience:**

Three years of experience in configuration control and data administration.

**Functional Responsibilities:**

Conduct and prepare configuration management plans and procedures, perform configuration audits, monitor trouble



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

reports and change requests, evaluate and select tools to automate the change control process, and provides status accounting support. Establish, operate, and maintain program documentation support libraries. Assist in the evaluation, definition, standardization, and tracking of data elements. Facilitate working groups of functional experts to establish central repository requirements for data storage, protection, and retrieval. Create and populate data dictionaries. Provide full range of data mapping, validation, and documentation support.

**Minimum Education:**

Bachelor's degree in Engineering, Computer Science, Business, or related field. Associates or High School degree will be considered with a minimum of seven years of relevant experience.

**45: Senior Configuration/Data Manager**

**Manager Minimum/General Experience:**

Six years of experience in configuration control and data administration.

**Functional Responsibilities:**

Lead tasks and supervise staff in preparing configuration management plans and procedures, performs configuration audits, monitors trouble reports and change requests, evaluates and selects tools to automate the change control process, and provides status accounting support. Establish, operate, and maintain program documentation support libraries. Assist in the evaluation, definition, standardization, and tracking of data elements. Facilitate working groups of functional experts to establish central repository requirements for data storage, protection, and retrieval. Create and populate data dictionaries. Provide full range of data mapping, validation, and documentation support.

**Minimum Education:**

Bachelor's degree in Engineering, Computer Science, Business, or related field. Associates degree or High School diploma may be considered with a minimum of ten years of relevant experience.

**46: Test and Evaluation Manager**

**Minimum/General Experience:**

Four years of experience in system test, ground test and/or flight test.

**Functional Responsibilities:**

Provide substantial test support, analysis and input on large testing projects and leadership on smaller testing or development efforts. Provide support for testing of a variety of standard and diversified equipment, products and components for compliance to specifications. Set up test apparatus and using a variety of measuring devices/instruments. Provide test planning support, reviews and support the development of test strategies, test plans and test and evaluation forecast planning, support test planning working groups and support the execution of the overall T&E Program. Review test documentation, provide assessment/recommendations, and support test execution through verification planning, execution, and results analysis to ensure Engineering Specification compliance.

**Minimum Education:**

Bachelor's degree in Engineering, Business, Management, or related field.

**47: Lead Test and Evaluation Manager**



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum/General Experience:**

Five years of experience in system test, ground test and/or flight test.

**Functional Responsibilities:**

Provide substantial test support, analysis and input on large testing projects and leadership on smaller testing or development efforts. Provide support for testing of a variety of standard and diversified equipment, products and components for compliance to specifications. Set up test apparatus and using a variety of measuring devices/instruments. Provide test planning support, reviews and support the development of test strategies, test plans and test and evaluation forecast planning, support test planning working groups and support the execution of the overall T&E Program. Review test documentation, provide assessment/recommendations, and support test execution through verification planning, execution, and results analysis to ensure Engineering Specification compliance.

**Minimum Education:**

Bachelor's degree in Engineering, Business, Management, or related field.

**48: Senior Test and Evaluation Manager**

**Minimum/General Experience**

Six years of experience in system test, ground and/or laboratory test.

**Functional Responsibilities:**

Provide test planning leadership and guidance, develop test strategies, test plans and test and evaluation forecast planning documentation, manages/chairs test planning working groups and manages the execution of the overall T&E Program. Develop test documentation, and guides the test execution program through verification planning, execution, and results analysis to ensure Engineering Specification compliance.

**Minimum Education:**

Bachelor's degree in Engineering, Business, Management, or related field. Four years of experience if individual possesses a Master's degree in Engineering, Business, Management, or related field.

**49: Principal Test and Evaluation Manager**

**Minimum/General Experience**

Ten years of experience in system test, ground and/or laboratory test.

**Functional Responsibilities:**

Manage entire test program from planning through execution and analysis. Provide senior test planning leadership and guidance, develops test strategies, test plans and test and evaluation forecast planning documentation, manages/chairs test planning working groups and manages the execution of the overall T&E Program. Develop test documentation, and guides the test execution program through verification planning, execution, and results analysis to ensure Engineering Specification compliance.

**Minimum Education:**

Bachelor's degree in Engineering, Business, Management, or related field. Six years of experience if individual possesses a Master's degree in Engineering, Business, Management, or related field.

**50: Development Analyst**



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

**Minimum/General Experience:**

Six years conducting system planning to include concept development, requirements analysis and definition, implementation planning and life cycle management. Experience performing analyses and studies enhancing or implementing design and integration solutions. Participating in defining test and evaluation techniques on engineering programs.

**Functional Responsibilities:**

Generate processes and procedures supporting related business or other functional processes. Develop documentation supporting analysis and makes recommendations on various aspects related to the field of engineering.

**Minimum Education:**

Bachelor's degree in a relevant technical or management discipline. A Master's degree with 4 years of relevant experience or a Ph.D. with no relevant experience may be considered. An Associates degree or a High School/GED may be considered with twelve years of relevant experience.

**51: Senior Development Analyst**

**Minimum General/Experience:**

Eight years of experience in the operational, technical or acquisition fields related to an engineering project including but not limited to command & control, computers, surveillance, intelligence and communications systems without a degree. Possess sufficient breadth and depth of applicable experience to provide engineering and other technical support independently as well as in a team environment.

**Functional Responsibilities:**

Conduct system planning to include concept development, requirements analysis and definition, implementation planning and life cycle management. Perform analysis and studies enhancing or implementing design and integration solutions. Participate in defining test and evaluation techniques on engineering projects. Generate processes and procedures supporting related business or other functional processes. Develop documentation supporting analysis and makes recommendations on various aspects related to the field of engineering. May serve as task or project leader.

**Minimum Education:**

Bachelor's degree in a relevant technical or management discipline experience. Master's degree may be considered with six years of relevant, experience. PhD will be considered with two years of relevant experience. Associates degree or High School/GED may be considered with fourteen years of relevant experience.

**52: Principal Development Analyst**

**Minimum/General Experience:**

Sixteen years experience in the operational, technical or acquisition fields related to an engineering project including but not limited to command & control, computers, surveillance, intelligence and communications systems without a degree. Possesses sufficient breadth and depth of applicable experience to provide engineering and other technical support independently as well as in a team environment.

**Functional Responsibilities:**

Conduct system planning to include concept development, requirements analysis and definition, implementation



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

planning and life cycle management. Perform analyses and studies enhancing or implementing design and integration solutions. Participate in defining test and evaluation techniques on engineering programs. Generate processes and procedures supporting related business or other functional processes. Develop documentation supporting analysis and makes recommendations on various aspects related to the field of engineering. Possess sufficient breadth and depth of applicable experience to provide engineering and other technical support independently as well as in a team environment. May serve as task or project leader.

**Minimum Education:**

Bachelor's degree in a relevant technical or management discipline with sixteen years of relevant experience. Master's degree may be considered with fourteen years of relevant experience. Ph.D. must have six years of relevant experience. Associates degree or High School diploma/GED may be considered with twenty years of relevant experience.

**53: Design Engineer**

**Minimum/General Experience:**

Six years experience in engineering projects including but not limited to command and control, computers, surveillance, intelligence and communications systems. Possesses experience in system planning, system analysis, concept development, system design, integration, test and evaluation, integrated logistics support interfacing, acquisition support and life cycle management. Additional experience could include functional knowledge of the systems to be worked on and may include modeling and simulation, signal processing, message protocols, communications security, radio propagation, and radio path engineering.

**Functional Responsibilities:**

Perform system planning, system analysis, concept development, system design and studies, component integration, computer aided design. Prepare high level detailed specifications and monitors configuration management. Document fabrication, assembly and simulation processes and procedures. Support training requirements, privatization and outsourcing. Support testing and evaluation utilizing various techniques.

**Minimum Education:**

Bachelor's degree in engineering, mathematics, computer science or other technical discipline. Master's degree in engineering, mathematics, computer science or other technical discipline will be considered with four years of experience.

**54: Lead Design Engineer**

**Minimum/General Experience:**

Eight years experience in engineering projects including but not limited to command and control, computers, surveillance, intelligence and communications systems. Possesses experience in system planning, system analysis, concept development, system design, integration, test and evaluation, integrated logistics support interfacing, acquisition support and life cycle management. Additional experience may include functional knowledge of the systems to be worked on and may include modeling and simulation, signal processing, message protocols, communications security, radio propagation, and radio path engineering.

**Functional Responsibilities:**

Perform system planning, system analysis, concept development, system design and studies, component integration, computer aided design. Prepare high level detailed specifications and monitors configuration



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

management. Document fabrication, assembly and simulation processes and procedures. Support training requirements, privatization and outsourcing. Support testing and evaluation utilizing various techniques. May serve as task or project leader. Experience in engineering projects including but not limited to command and control, computers, surveillance, intelligence and communications systems. Possesses experience in system planning, system analysis, concept development, system design, integration, test and evaluation, integrated logistics support interfacing, acquisition support and life cycle management. Additional experience could include functional knowledge of the systems to be worked on and may include modeling and simulation, signal processing, message protocols, communications security, radio propagation, and radio path engineering.

**Minimum Education:**

Bachelor's degree in engineering, mathematics, computer science, or other technical discipline. Master's degree in engineering, mathematics, computer science or other technical discipline requires seven years of relevant experience. Six years experience for individuals with a relevant technical Ph.D.

**55: Senior Design Engineer**

**Minimum/General Experience:**

Ten years experience in engineering projects including but not limited to command and control, computers, surveillance, intelligence and communications systems. Possesses experience in system planning, system analysis, concept development, system design, integration, test and evaluation, integrated logistics support interfacing, acquisition support and life cycle management. Additional experience may include functional knowledge of the systems to be worked on and may include modeling and simulation, signal processing, message protocols, communications security, radio propagation, and radio path engineering.

**Functional Responsibilities:**

Perform system planning, system analysis, concept development, system design and studies, component integration, computer aided design. Prepare high level detailed specifications and monitors configuration management. Document fabrication, assembly and simulation processes and procedures. Support training requirements, privatization and outsourcing. Support testing and evaluation utilizing various techniques. May serve as task or project leader. Experience in engineering projects including but not limited to command and control, computers, surveillance, intelligence and communications systems. Possesses experience in system planning, system analysis, concept development, system design, integration, test and evaluation, integrated logistics support interfacing, acquisition support and life cycle management. Additional experience could include functional knowledge of the systems to be worked on and may include modeling and simulation, signal processing, message protocols, communications security, radio propagation, and radio path engineering.

**Minimum Education:**

Bachelor's degree in engineering, mathematics, computer science, or other technical discipline. Master's degree in engineering, mathematics, computer science or other technical discipline requires seven years of relevant experience.

Six years experience for individuals with a relevant technical Ph.D.

**56: Systems Architect**

**Minimum/General Experience:**

Ten years experience in establishing system requirements in the development of engineering programs. Experience includes designing the software, hardware, and communications to support total requirements and



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

providing required interfaces to other systems. Experience includes systems engineering and the application of structured analysis and design principles.

**Functional Responsibilities:**

Provide overall technical direction in systems engineering and in the development of technology architectures for a variety of hardware and software programs. Evaluate organizational work and information flows to determine the optimum technology architecture for the system. Provide guidance and direction to management and to system architects and hardware/software developers. May serve as task or project leader. Establish system requirements in the development of engineering programs. Experience includes designing the software, hardware, and communications to support total requirements and providing required interfaces to other systems. Experience includes systems engineering and the application of structured analysis and design principles.

**Minimum Education:**

Master's degree in engineering, computer science, mathematics, or other related technical discipline. A Ph.D. (in one of the fields described above) must have a minimum of eight years relevant experience. A Bachelor's degree (in one of the fields described above) may be considered with twelve years of relevant experience.

**57: Web Designer**

**Minimum/General Experience:**

Two years of relevant experience required.

**Functional Responsibility:**

Analyze, design and implement Web Pages using state-of-the-art techniques in Java, HTML FrontPage and database integration tools such as Cold Fusion. Conduct user analysis; assess current customer web designs and those in the industry. Develop sample web designs for user review and input. Work closely with functional users to obtain database requirements for integration with the web.

**Minimum Education:**

Associate's degree or technical certifications in computers, web development, system administration and/or information systems.

**58: Lead Project Support Administrator**

**Minimum/General Experience:**

Six years of experience working in an automated office/administrative assistant/project support capacity involving information technology. At least three of those years must involve the supervision of others and/or responsibility to operate autonomously. Ability to work harmoniously with others.

**Functional Responsibility:**

Provide administrative and general office support to program/project manager. Prepare special reports under general guidance, coordinate special projects/actions and programs, and respond to routine and non-routine inquiries using standard formats. Provide word processing and presentation development support using ADP office machines, and a variety of software packages to produce standard and nonstandard documents. Advise writers and researchers in matters of style, syntax, and usage to improve the general quality and effectiveness of communications. Exercise quality control over documents intended for external distribution. Other functions may include but are not limited to: travel arrangements, visitor control, suspense control, administrative security,



*Windmill International, Inc.  
Everett Business Park  
12 Murphy Drive, Suite 200  
Nashua, NH 03062-1935  
tel 603.888.5502  
fax 603.888.5512*

reception, communications management, graphics, purchasing, organizing, hospitality, and executive support, and other duties as assigned, in support of the project as a whole.

**Minimum Education:**

A Bachelor's degree in a related specialty. Associates degree or a High School/GED will be considered with a demonstrated history of working in an automated office/administrative assistant/project support capacity involving information technology.

**59: Project Lead Programmer/Analyst**

**Minimum/General Experience:**

Five years experience working with large and small computer programming projects performing as the primary person of responsibility.

**Functional Responsibility:**

Guide the analysis of software applications and development of software design specifications for functional activities. Develop the block diagrams and logic flow for systems development. Translate detailed design requirements into computer software. Test, debug, and refine computer software to produce the required product. May include a working knowledge and/or familiarity with commercial acquisition practices and policies and the higher order programming language specified in the task order to develop the required software. Ensure preparation of required documentation, including both program level and user-level documentation. Facilitate the enhancement of software to reduce operating time and improve efficiency. Provide technical direction and supervision to programmers and perform program management functions including direct day to day interface with the customer to ensure program deadlines are met.

**Minimum Education:**

Bachelor's degree in computer science or programming and/or at least five years experience on large and small computer programming projects performing as the primary person of responsibility.  
all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

**60: Lead Project Manager**

**Minimum/General Experience:**

Six years experience in developing, specifying, managing, directing, controlling and executing basic tasks. Possess leadership and management skills commensurate with level of experience. Exercise sound judgment and problem solving skills. May include experience as a subject matter specialist, technologist, administrator or engineer.

**Functional Responsibility:**

Manage tasks or assigned portion(s) of projects. Work autonomously or under the guidance and direction of a superior. Develop cost, technical, and schedule baselines and controls task(s) accordingly. Lead individuals based