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

**SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

FPDS Code D301: IT Facility Operation and Maintenance  
FPDS Code D302: IT Systems Development Services  
FPDS Code D306: IT Systems Analysis Services  
FPDS Code D307: Automated Information Systems Design and Integration Services  
FPDS Code D308: Programming Services  
FPDS Code D310: IT Backup and Security Services  
FPDS Code D311: IT Data Conversion Services  
FPDS Code D313: Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316: IT Network Management Services  
FPDS Code D317: Automated News Services, Data Services, or Other Information Services  
FPDS Code D399: Other Information Technology Services, Not Elsewhere Classified

**Notes:** See inside cover for applicable notes.

Ascellon Corporation



8201 Corporate Drive, Suite 950  
Landover, Maryland 20785  
[www.Ascellon.com](http://www.Ascellon.com)

**Contract Number: GS-35F-5105H**

**Period Covered by Contract: May 28, 2003 through May 27, 2008**

General Services Administration  
Federal Supply Service

Pricelist current through Modification # FX51, dated Feb. 14, 2008

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

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## NOTES

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

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

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

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**Statement of Significant Differences:** This contract is the first ADP Services Information Technology Professional Services (SIN 132-51) Contract for Ascellon Corporation

## INFORMATION FOR ORDERING OFFICES

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

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

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

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

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

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

The geographic scope of this contract encompasses the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico as determined on an order-by-order basis. Ascellon Corporation will consider contracts outside the continental United States subject to the specified terms and conditions.

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

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

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

#### **Ordering Information**

- a. The following representative should be contacted for telephone and email orders:

Ade Adebisi  
[sales@Ascellon.com](mailto:sales@Ascellon.com)  
(301) 918-4073

- b. The representative for orders by facsimile transmission is as follows:

Ade Adebisi  
Facsimile Transmission: Fax no. (301) 918-4071

- c. For mailed orders, the postal mailing address where paper from orders should be mailed is as follows:

Ade Adebisi  
Ascellon Corporation  
8201 Corporate Drive, Suite 950  
Landover, Maryland 20785

### **Payment Address**

#### **Payment Via Wire Transfer:**

Ascellon Corporation  
Crestar Bank MD  
ABA # 055002707  
Checking Account # 209239743  
Largo Center  
Largo, MD 20722

#### **Payment Via Check/U.S. Mail:**

Ascellon Corporation  
8201 Corporate Drive, Suite 030  
Landover, MD 20785  
Attn.: Accts. Receivable

### **Government Commercial Credit Cards:**

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

### **Technical Ordering Assistance:**

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

Technical Information:	Ade Adebisi, Technical Support (301) 918-4073
Ordering Information:	Ade Adebisi, Contracts (301) 918-4073

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS): 94-312-5435  
Block 30: Type of Contractor - A. Small Disadvantaged Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN)- 52-1972647

**4a. CAGE CODE:** 1HVT3

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

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

(a) TIME OF DELIVERY. Ascellon Corporation will provide services within the number of calendar days after receipt of order (ARO), as set forth below.

<b>ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)</b>	<b>DELIVERY TIME (DAYS ARO)</b>
132-51	30

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

**7. DISCOUNTS**

- a. Prompt Payment: Zero %
- b. Quantity -- None
- c. Dollar Volume -- None
- d. Government Educational Institutions -- None
- e. Discount for use of Government Commercial Credit Card -- None
- f. Other -- None

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

Not applicable

**10. SMALL REQUIREMENTS**

No minimum value.

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

- a. **Special Item Number 132-51** - Information Technology (IT) Professional Services. The maximum dollar value per order for all IT Professional services will be \$500,000.

**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY  
SCHEDULE CONTRACTS. In accordance with FAR 8.404:**

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;
  - (5) Maintenance availability;
  - (6) Past performance; and
  - (7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors’

- (1) catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency’s needs.

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

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

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARD PUBLICATIONS (FIPS PUBS)**

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

#### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

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

## 14. SECURITY REQUIREMENTS

In the event security requirements are necessary, the activities may incorporate, in their delivery orders, a security clause in accordance with current laws, , regulations, and individual agency policy; however, the burden of administrating the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lesser.

## 15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

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

## 16. GSA ADVANTAGE!

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

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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

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

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

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

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

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

## **19. OVERSEAS ACTIVITIES**

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

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

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

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA.

Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

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

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

work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

### **23. SECTION 508 COMPLIANCE**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:  
[www.Ascellon.com/](http://www.Ascellon.com/)

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

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

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

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

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

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

### **1. SCOPE**

(a) The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

(b) The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

### **2. PERFORMANCE INCENTIVES**

a. When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

d. The above procedures do not apply to Time and Material or labor hour orders.

### **3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the

products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### **4. 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 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.

#### **5. PERFORMANCE OF SERVICES**

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

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT services under the task order shall have the education, experience, and expertise as stated in the task order.

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.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **9. INDEPENDENT CONTRACTOR**

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

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

### **a. Definitions.**

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might

otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

## GENERAL TERMS AND CONDITIONS

### 1. CONTRACTOR COMMITMENTS, WARRANTIES, AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties, and representations, in addition to those agreed to for the entire schedule contract include the following:
  - (1) Time of delivery shall be identified in each individual order.
  - (2) No additional Contractor commitments, warranties, and representations are required beyond what was put forth in GSA solicitation number FCIS-JB-98000-1B.
- b. The above is not intended to enlarge the scope of this schedule contract for individual orders. Prices, options, terms, and conditions of any orders are limited strictly to those specified in the schedule contract and pricelist and agreed to by GSA.

### 3. OVERSEAS ACTIVITIES

The Services herein are available to overseas activities outside the scope of this contract on an open market basis. They will be negotiated between Ascellon Corporation and the Ordering Agency.

### 4. TRAVEL

Any travel required by an ordering agency in the performance of Information Technology Services under this contract will be reimbursed by the ordering agency. Contractor travel will be in accordance with the Federal Travel Regulation or Joint Travel Regulations, as applicable. Established Federal Government per diem rates will apply to Contractor travel.

### 4. OVERTIME

Overtime shall be used only when written approval is obtained in advance from the ordering agency. Overtime charges shall be computed as follows:

- Number of hours in excess of 40 hours per week worked by contractor personnel multiplied by the contract hourly rate.

## DESCRIPTION OF INFORMATION TECHNOLOGY (IT) SERVICES

### COMPANY OVERVIEW

Ascellon Corporation is committed to assisting our clients to solve complex problems in any area requiring the application of computers and information technology. This commitment was key in starting the company, and continues to guide our work today.

The Information Technology services being offered for the GSA Information Technology Federal Supply Schedule include Computer Programming, Computer Database Design and Analysis, Computer Systems Analysis, Computer Network Implementation, and Computer Database Conversion. The services provided in each category when applied individually or blended to provide enterprise-wide solutions will bring a comprehensive, productive and state-of-the-art solution to the Federal Government. We have focused on these services since Comp-Tech was founded in order to provide concentrated and specialized best-of-breed services to our clients.

Our company is our people. Comp-Tech is staffed and managed by professionals who understand the impact of technology on business processes. We define solutions for our clients to meet the challenges of their specific environment, based on an understanding of each client's missions, objectives, and operational requirements. Our success is based on our ability to translate diverse business requirements into the design and implementation of manageable, efficient information systems.

Comp-Tech's reputation as a high quality customer-oriented company enables us to attract individuals with the experience and maturity required for highly technical and complex business environments. As a company and as a team of professionals, we have the technical experience, analytical capabilities and leadership skills backed by a proven record of successful performance. The Information Technology Schedule that we propose will support our Federal client's goals and directives for restructuring their operations to reduce operational costs while improving mission performance.

*At Ascellon Corporation*

*We believe that our greatest strength is the experience and competence of our professional staff.  
Our reputation is completely dependent on commitment total customer satisfaction.*

## **ORGANIZATIONAL/MANAGEMENT SERVICES**

Ascellon provides administrative and program management support services in a variety of environments. Our trained support staff members assist customers in technical, clerical and management support functions to ensure successful service delivery. Services we provide include:

- Developing, reviewing, and revising Standard Operating Procedures (SOPs)
- Records management and control (organizing, reorganizing and rebinding records);
- Conversion of paper records to electronic filing and retrieval systems;
- Processing of records and maintenance of filing systems;
- Redaction of files in response to requests;
- Data entry using off-the-shelf or custom software;
- Document preparation for filing;
- Establishing and implementing a file classification and organizational scheme;
- Establishing and implementing an electronic records management software;
- Implementing an electronic workflow to automate receipt, development, tracking and filing of electronic documents;
- Binding, color coding and bar-coding documents;
- Scanning paper documents;
- Tracking documents during processing;
- Creating and/or modifying databases;
- Emptying, storing and/or transferring file folders;
- Labeling;
- Pagination;
- Cross Referencing;
- Photocopying;
- Creating Batch Files; and
- Mailing of documents.

## **SOFTWARE ENGINEERING**

Comp-Tech integrates methodologies, automated tools and procedures in the development of computer software. Comp-Tech has expertise in database selection, design, implementation, and support. We offer expert database implementation support beginning with assisting organizations in the evaluation and selection of database management systems (DBMS) that meet their business requirements.

Comp-Tech has demonstrated depth of experience in Information Technology Support as evidenced in our past performance. We have the adaptability of a small company and institutionalized management practices of a large organization. Our company has mature, stable management practices based on Software Engineering Institute/Capability Maturity Model (SEI/CMM) Level 2 and Level 3 processes. Taken as a whole, the background of our team

members and the management processes utilized by Comp-Tech provides a synergy that ensures success on software engineering projects.

Comp-Tech offers our clients the full range of professional services in the development of computer systems, including feasibility studies, requirements definition, system analysis, system design and development. Our implementation services in this area also include systems conversion, computer programming, testing and validation, and documentation. Our team of system integrators can assist in one or more phases of the system development life cycle.

We employ formal techniques involving enterprise models, data models, process models and implementation plans which are built into a comprehensive knowledge base to create and maintain data processing systems. We can assist clients with definition of enterprise data models, database performance tuning , database administration and project data analysis. We enable the project manager to control the process of software development and provide the foundation for building high quality software by using resources efficiently. Our scope of services in this area include:

- Requirements Management
- Application Programming
- Communications Software Development
- Database Design and Implementation
- Data Conversion
- Software Enhancement and Upgrade
- Software Integration
- Independent Verification and Validation
- Configuration Management
- Software Quality Assurance
- Business Area Analysis
- Conceptual Design
- Business System Design
- Technical Design and Specifications
- System Construction
- System Installation
- System Testing
- Prototype Design and Implementation
- Rapid Application Deployment
- Documentation
- User and Technical Training

## **WEB SERVICES**

Comp-Tech integrates methodologies, automated tools and procedures to provide ongoing oversight of web strategy and operations. We experience in assisting our client to develop business plans and budgets for website function. During implementation we provide operational

activities of the website(s) with specific attention aimed at technology components, security, access control, content creation and website maintenance.

We provide web development and operational services that include design, development, troubleshooting, debugging, and implementation of software code (such as HTML, CGI, and JavaScript, etc.) Ascellon also provides graphic design and other services to develop the site concept, interface design, and architecture of the website.

As part of our web services, we integrate web applications with backend databases. Our engineers deploy large web-based transaction systems using application servers. We provide research, testing, construction, and coordination of the integration of new products per production and client requirements.

## **NETWORK ENGINEERING & SUPPORT SERVICES**

Comp-Tech provides design, engineering, installation and maintenance services for networking and seat management support projects. Comp-Tech's system engineers and technical specialists have many years of experience in the development, integration, implementation, maintenance and operation of LAN/WAN and telecommunications systems and networks. We provide complete support of our clients' installations, from conceptual design through installation, implementation and on-going operations. The scope of services in this area include:

- LAN Design, installation and support;
- Help desk staffing and management;
- Web server installation, configuration and support;
- E-mail system installation, configuration and administration;
- Desktop support;
- Server support;
- File server sizing and setup;
- Backup and recovery strategy development and operations;
- Internet access; and
- Security and access control

## LABOR CATEGORY DESCRIPTIONS

### PS001 Task Manager

**Minimum/General Experience:** Five or more years of progressive experience in system development life cycle, managing projects of significant scope and complexity for government and commercial customers. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors.

**Functional Responsibility:** Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Recommends and takes action to direct the analysis and solutions of problems. Interfaces with top- and mid-level client officials to identify functional systems requirements, system acquisition requirements, and implementation support. Guides the project to ensure adherence to budget and time schedules. Assists the client in assessing solution alternatives and providing quality oversight for all project deliverables.

**Minimum Education:** B.S. or B.A. with concentration in Computer Information Systems, Economics or Business Management.

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### PS002 Functional Expert

**Minimum/General Experience:** Ten or more years of progressive experience in the field of expertise required by an actual Statement of Work or Statement of Need. Demonstrated expertise in addressing the types of issues or challenges experienced by the customer. At least four years of hands-on experience in the specific discipline of the field of expertise. Knowledge and skills that are so recognized in the professional community that the customer is able to qualify the individual as an expert in the field. (For example: publications, speeches at conferences, research, teaching, etc.) Demonstrates superior oral and written communications skills.

**Functional Responsibility:** Performs as a consultant in highly specialized, leading-edge technologies and/or methodologies. Provides highly technical and specialized guidance concerning solutions to complex problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team. May serve as Contractor Task Order Project Manager.

**Education:** An advanced degree (Master's or Doctoral degree) from an accredited college or university in the field of expertise related to the actual Statement of Work or Statement of Need.

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### PS003 Statistician – Senior

**Minimum/General Experience:** Four or more years of experience working in the design of surveys, data collection and data analyses. Required experience includes the ability to use

statistical models to interpret data and forecast events from observations. Experience in using one or more statistical analysis tools is also required.

**Functional Responsibility:** Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods. Employs a variety of the statistical concepts, practices, and procedures to accomplish project objectives.

**Minimum Education:** Bachelor of Science in Mathematics, Economics, Statistics of other related field of study.

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#### **PS004 Documentation Specialist**

**Minimum/General Experience:** Three or more years of progressive experience in the design and creation of technical, operational and user documentation.

**Functional Responsibility:** Produce major documentation, technical and non-technical writing/editing, graphics, brochures, and/or manuals. Analyze technical literature, write descriptive copy, and verify documentation with related departments. Determine schedule for document submission and coordinate final printing and distribution. Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation

**Minimum Education:** Bachelor's degree or equivalent.

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#### **PS005 Documentation Specialist - Senior**

**Minimum /General Experience:** Five or more years of progressive experience in the design and creation of technical, operational and user documentation. Experienced in large-scale documentation preparation and production. An individual knowledgeable in computer-based documentation and presentation techniques, technical writing, technical proofreading and technical editing. Demonstrates excellent command and articulation of the English language. Demonstrates superior grammar skills.

**Functional Responsibility:** Under general direction, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large jobs.

**Minimum Education:** Bachelor's degree or equivalent.

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#### **PS006 IT Administrative Specialist**

**Minimum/General Experience:** Three years of progressive experience in technical writing and documentation preparation in the field of information processing.

**Function Responsibility:** Prepares documentation in support of IT projects. Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents. Provides integration of various sources into a

cohesive product, which may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material.

**Minimum Education:** Two years of college or equivalent training and education.

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### **PS007 Data Administrator**

**Minimum/General Experience:** Three years of experience in the design, implementation and support of database management systems. Has in-depth experience with one or more popular database management systems and best practices in database management. Hands-on knowledge of tools and techniques for managing database performance. Experience in developing and managing corporate data dictionaries.

**Functional Responsibility:** Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support an organization's needs. Consults with and advises users of the various databases. Works directly with users of data to resolve data conflicts and inappropriate data usage. Identifies opportunities for effectively satisfying corporate information needs through automation. Directs the maintenance and use of the corporate data dictionary.

**Minimum Education:** Bachelor's degree in a technical or management discipline.

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### **PS008 Data Processing Supervisor**

**Minimum/General Experience:** Two years of experience and/training in computer systems and technology.

**Functional Responsibility:** Responsible for quality assurance of work performed by data processing technicians. Schedules workload and reviews work products. Also serves as backup to Data Processing Technicians.

**Minimum Education:** Two-year degree in Science or Business.

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### **PS09 Data Processing Technician**

**Minimum/General Experience:** One year of experience and/training in computer systems and technology.

**Functional Responsibility:** Collects, reviews and organizes data records in paper or electronic format. Responsible for ensuring accuracy and completeness of data entered or contained within data files. Uses data entry screens to enter and validate data.

**Minimum Education:** High school graduate. One or more years of college

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### **PS010 Data Control Clerk - Lead**

**Minimum/General Experience:** Three years of experience working as a data control clerk. Familiar with the quality assurance techniques and methodologies for ensuring accurate records processing.

**Functional Responsibility:** Under general direction, instructs, directs, and checks the work of other data control clerks. Requires full technical knowledge of data control activities.

**Minimum Education:** Two-year degree in Science or Business.

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### **PS011 Data Control Clerk – Senior**

**Minimum/General Experience:** Two years of experience working as a data control clerk. Familiar with the quality assurance techniques and methodologies for ensuring accurate records processing.

**Functional Responsibility:** Under general direction, receives and reviews input and output data (grid sheets, scanner documents, paper tapes, magnetic tapes, etc.). Maintains and revises lists, control records and source data used in the preparation of recurring reports and records. May code source data and lists according to prescribed code designations. Performs related clerical and typing duties. Investigates and corrects problems causing incorrect input or output.

**Minimum Education:** Two-year degree in Science or Business.

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### **PS012 Data Control Clerk**

**Minimum/General Experience:** One or more years of experience working as a data control clerk. Familiar with the quality assurance techniques and methodologies for ensuring accurate records processing.

**Functional Responsibility:** Under direct supervision, receives and reviews input and output data (grid sheets, scanner documents, paper tapes, magnetic tapes, etc.). Maintains and revises lists, control records, and coding schemes necessary to process source data. Codes data and calculates batch totals where appropriate, inputs data with necessary documentation for computer processing, audits output to ensure control totals are correct, and distributes output reports according to predetermined instructions. Performs related clerical duties.

**Minimum Education:** High School

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### **PS013 Administrative Assistant**

**Minimum/General Experience:** One (1) year experience in administrative typing, technical typing, using computers and word processing equipment. Demonstrated working knowledge of various computer software applications for graphics, spreadsheets, and word processing.

**Functional Responsibility:** Performs administrative duties. Performs specialized assignments relating to typing, word processing, and graphics illustration using computers with very little direction. Performs a variety of support services such as operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc.

**Minimum Education:** An Associates Degree or business related course in Word Processing, Computer Graphics, Graphics Illustration or Administration.

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### **PS014 File Clerk**

**Minimum/General Experience:** At least six months of experience in the field or in a related area.

**Functional Responsibility:** Performs routine clerical duties, such as maintaining correspondence, cards, invoices, and other indexed records arranged in a file according to an established system. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

**Minimum Education:** Requires a high school diploma or its equivalent.

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### **PS015 Data Entry Clerk**

**Minimum/General Experience:** Six months of experience using computer or other data entry devices to record large volumes of data from source documents or from observations. Ability to key data and documents with minimum amount of errors.

**Functional Responsibility:** Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable.

**Minimum Education:** A High School Diploma or GED equivalent.

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### **SE001 Project Manager**

**Minimum/General Experience:** 5 or more years of progressive experience in supervision and day-to-day management of significant projects and processes. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors.

**Functional Responsibility:** Defines scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis. Ensures adherence to quality standards, reviews and approves deliverables. Provides professional and analytical guidance to work team. Recommends and takes action to direct the analysis and solutions of problems. Guides the contract to ensure adherence to budget and time schedules. Assists the client in assessing solution alternatives and providing quality oversight for all project deliverables. Provides periodic status reports to the client and manages the workload of the contractor staff.

**Minimum Education:** Bachelor's degree in relevant discipline.

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### **SE002 Systems Analyst - Senior**

**Minimum/General Experience:** Five or more years of progressive experience designing and analyzing complex computer systems. Experienced in leading teams of analysts. Knowledge of best practices in requirements analysis and systems design concepts. Ability to develop conceptual design of complex systems.

**Functional Responsibility:** Leads in evaluation, design, development, implementation, maintenance and support of current and proposed systems. Defines business needs, functional requirements, and analyzes and develops system design.

**Minimum Education:** Bachelor's degree in Computer Science or equivalent.

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### **SE003 Systems Analyst**

**Minimum/General Experience:** Three or more years analyzing and designing application modules under general direction. Excellent written and presentation skills would have been demonstrated over the last two years.

**Functional Responsibility:** Participates in the analysis, implementation and evaluation of current and proposed business systems. Generally responsible for less complex systems, conducts data analyses, confers with users, other project staff and vendors to determine problems, resolutions and requirements.

**Minimum Education:** Bachelor's degree in Computer Science or equivalent.

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### **SE004 Applications Systems Analyst**

**Minimum/General Experience:** Three or more years of progressive experience defining the scope of system modifications and writing moderately complex specifications. Experienced in implementing programming changes and developing new code for less complex portions of computer applications software. Knowledge of best practices in requirements analysis and systems design concepts.

**Functional Responsibility:** Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of applications systems analysis and programming activities, but requires instruction and guidance in other phases.

**Minimum Education:** Bachelor's degree in Computer Science or equivalent.

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### **SE005 Programmer Analyst - Senior**

**Minimum/General Experience:** Five or more years in developing detail system specifications and developing complex computer programs from user requirements and design specifications.

**Functional Responsibility:** Develops detail programming and database specifications based on documented business requirements and design documents. Provides technical direction and input to design and requirements analysis. Codes complex programs and database triggers.

**Minimum Education:** B.S. in Computer Science or Math or equivalent.

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### **SE006 Programmer Analyst**

**Minimum/General Experience:** 3 or more years of designing and developing fully functional computer programs under limited supervision. Must be able to read general and detail specifications and identify inconsistencies.

**Functional Responsibility:** Under limited direction, implements programming specifications and conducts unit and system test on complex programs and system processes. Codes several programs simultaneously and is considered and “expert” in at least one relevant programming language.

**Minimum Education:** B.S. in Computer Science or Math or equivalent.

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#### **SE007 Database Management Analyst**

**Minimum/General Experience:** 5 or more years of database design and administration. Prior experience with supporting large-scale database implementations on 24-by-7 operation schedule. Demonstrated expertise in the use of CASE and advance database tuning methodologies.

**Functional Responsibility:** Responsible for setting data management and data warehousing strategies. Monitors database performance and performs database tuning as required. Considered an expert in at least one relevant CASE tool and DBMS on the project. Applies reengineering and engineering disciplines to develop migration documents.

**Minimum Education:** B.S. in Computer Science or Math. or equivalent.

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#### **SE008 Data Analyst**

**Minimum/General Experience:** Four years in setting and conducting detail and general data analyses in support of major database implementations. Has experience in data design and management procedures, including database conversion support and data modeling.

**Functional Responsibility:** Provides highly technical expertise and support in the use of DBMS. Defines file organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database back-up recovery procedures and ensures that data integrity, security, and recoverability are built into the DBMS applications.

**Minimum Education:** B.S. in Computer Science or Math or equivalent.

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#### **SE009 Database Administrator/Developer - Senior**

**Minimum/General Experience:** 7 years of experience in the development and maintenance of large database systems. An in-depth understanding of performance tuning and database performance monitoring techniques. Competent to work at the highest level of all phases of database management and development.

**Functional Responsibility:** Designs, implements, and maintains complex databases with respect to job control, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design.

**Minimum Education:** Bachelor's degree in Computer Science, Math or other related discipline.

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#### **SE010 Database Administrator/Developer – Intermediate**

**Minimum/General Experience:** 4 years of experience in the development and maintenance of large database systems. An in-depth understanding of performance tuning and database performance monitoring techniques. Competent to work at the highest level of all phases of database management.

**Functional Responsibility:** Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Competent to work on most phases of database administration, but may require some instruction and guidance in other phases.

**Minimum Education:** Bachelor's degree in Computer Science, Math or other related discipline.

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### **SE011 Database Administrator/Developer – Associate**

**Minimum/General Experience:** 1 year of experience in the development and maintenance of large database systems. Familiarity with performance tuning and database performance monitoring techniques. This level is staffed by beginners who have had sufficient educational background and/or experience to qualify them to start in database management

**Functional Responsibility:** Works under direct supervision assisting in the implementation and maintenance of databases.

**Minimum Education:** Bachelor's degree in Computer Science, Math or other related discipline.

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### **SE012 Data Architect**

**Minimum/General Experience:** Four years of experience in data design, database architecture design, metadata and repository creation. Ability to translate business needs into data architecture solutions.

**Functional Responsibility:** Creates data designs, database architectures, metadata and data repository. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

**Minimum Education:** Bachelor of Science or equivalent in a technical discipline.

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### **SE013 Client Server Applications Programmer/Analyst**

**Minimum/General Experience:** At least two years of experience designing and coding computer mainframe and client/server applications and utilities based on user requirements. Ability to develop fully functional applications from user requirements and high-level conceptual designs. Experienced in the design and implementation of client/server applications and databases.

**Functional Responsibility:** Designs, implements, and maintains moderately applications and databases in a client/server environment with respect to access methods, access time, validation

checks, organization, security, documentation and statistical methods. Involved with the design of the databases and working with the users to develop specifications. Includes maintenance of databases dictionaries, overall monitoring and standard procedures, and integration of systems through client/server database design.

**Minimum Education:** Bachelor's degree in Computer Science or related discipline.

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#### **SE014 Software Systems Engineer - Supervisor**

**Minimum/General Experience:** 10 years of general experience in development and maintenance of software systems. At least five years of leadership experience demonstrated as a team leader or project leader on smaller projects. Ability to work with users and technical staff to accomplish project goals and objectives.

**Functional Responsibility:** Supervises activities of all software systems programming personnel for a major project, several smaller projects, or a small department. Responsible for quality assurance. Makes decisions on personnel actions (hiring, terminations, promotions, etc.). Responsible for meeting budget goals and objectives. Provides input to policy level direction regarding standards and budget constraints.

**Minimum Education:** Bachelor's degree in Computer Science, Management or other related discipline.

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#### **SE015 Software Systems Engineer – Lead**

**Minimum/General Experience:** 5 years of experience as a senior member of system engineering teams. Ability to interact with users and technical staff to ensure that systems developed meet expectations of performance and quality. Requires full technical knowledge of all phases of software systems programming applications.

**Functional Responsibility:** Duties include instructing, directing, and checking the work of other programming personnel. Formulates and defines specifications for complex software programming applications or modifies/maintains complex existing applications. Responsible for program design, coding, testing, debugging, and documentation. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Responsible for quality assurance review and the evaluation of new and existing software products.

**Minimum Education:** Bachelor's degree in Computer Science, Math or other related discipline.

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#### **SE016 Software Systems Engineer – Senior**

**Minimum/General Experience:** 5 years of experience as a senior member of system engineering teams. Ability to interact with users and technical staff to ensure that systems developed meet expectations of performance and quality. Requires full technical knowledge of all phases of software systems programming applications.

**Functional Responsibility:** Formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. May have responsibility for the evaluation of new and existing software products.

**Minimum Education:** Bachelor's degree in Computer Science, Math or other related discipline.

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### **SE017 Software Systems Engineer – Intermediate**

**Minimum/General Experience:** 2 years of experience as a member of system engineering teams. Ability to interact with users and technical staff to ensure that systems developed meet expectations of performance and quality. Requires familiarity with all phases of software systems programming applications. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases.

**Functional Responsibility:** Works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Works with applications dealing with utility programs, job control language, macros, subroutines, and other control modules.

**Minimum Education:** Bachelor's degree in Computer Science, Math or other related discipline.

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### **SE018 Software Systems Engineer – Associate**

**Minimum/General Experience:** 1 year of experience as a member of system engineering teams. Ability to interact with users and technical staff to ensure that systems developed meet expectations of performance and quality. Requires familiarity with all phases of software systems programming applications. Generally, beginners who have had sufficient educational background and/or experience to qualify them to start in systems programming.

**Functional Responsibility:** Under direct supervision, works from specifications to assist in developing and modifying operating and software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. May customize purchased applications and assist in maintaining program libraries and technical manuals.

**Minimum Education:** Bachelor's degree in Computer Science, Math or other related discipline.

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### **SE019 Software Tester**

**Minimum/General Experience:** Four years of general systems experience and two years in testing environments, using structured testing tools and methods. Experience in testing client-server and web-enabled applications.

**Functional Responsibility:** Produces detail software test plans from requirements and design documents, and other available documentation. Performs all levels of software evaluation and

executes integration test plans. Reviews test results and determines approaches for correcting software defects and re-testing of corrected defects.

**Minimum Education:** Bachelor's degree or equivalent in Computer Science or related discipline.

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### **SE020 Quality Assurance Manager**

**Minimum/General Experience:** Five years of experience developing and implementing quality programs. In-depth experience in quality control and quality assurance positions. Demonstrated experience in a more responsible position within quality assurance and quality control. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. At least two years supervising Quality Assurance Analysts in a structured QA environment. Experience administering problem management processes.

**Functional Responsibility:** Responsible for the effective development and implementation of programs to ensure that all information systems products and services meet minimum organization standards and end-user requirements. Administers change control process and ensures adequate product testing prior to implementation. Administers problem management process including monitoring and reporting on problem resolution. Makes recommendations regarding the acquisition and/or implementation of software to increase information systems efficiency. Assigns work to subordinates and monitors staff performance

**Minimum Education:** Bachelor's degree or equivalent education.

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### **SE021 Quality Assurance Analyst**

**Minimum/General Experience:** Experience in quality control and quality assurance positions. Demonstrated experience in performing quality assurance and quality control of software, and management processes. Experience in Quality Control verification and validation, and software testing validation, and integration.

**Functional Responsibility:** Implements Quality Assurance procedures to ensure that all information systems products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs complex workflow analysis and recommends quality improvements.

**Minimum Education:** Bachelor's degree or equivalent education.

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### **NE001 Help Desk Manager**

**Minimum/General Experience:** Five years experience of problem management in a help desk support environment. Requires experience in all phase of help desk operation.

**Functional Responsibility:** Has overall responsibility for help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are coordinated, monitored, logged, tracked, and resolved appropriately. May maintain responsibility for development, maintenance, and integrity of help desk software. Assigns personnel to various operations and directs their activities. Reviews and evaluates work and prepares performance reports.

**Minimum Education:** Bachelor's degree or equivalent education.

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### **NE002 Help Desk Coordinator – Senior**

**Minimum/General Experience:** Three years of experience in the use of problem management database and help desk system. Experience in performing problem research, resolution and follow-up.

**Functional Responsibility:** Responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment. Typically involves use of problem management database and help desk system. May provide guidance/training for less-experienced personnel.

**Minimum Education:** Two years of college or equivalent education.

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### **NE003 Help Desk Coordinator - Intermediate**

**Minimum/General Experience:** Two years of experience in the use of problem management database and help desk system. Experience in performing problem research, resolution and follow-up.

**Functional Responsibility:** Responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to senior level support. May involve use of problem management database and help desk systems.

**Minimum Education:** Two years of college or equivalent education.

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### **NE004 LAN Support Technician - Senior**

**Minimum/General Experience:** Four years of experience in data communications troubleshooting. Requires extensive knowledge of PC/LAN communications hardware/software in a multi-protocol environment and network management software.

**Functional Responsibility:** Monitors and responds to complex technical control facility hardware and software problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide LAN server support. May function as lead position providing guidance and training for less-experienced technicians.

**Minimum Education:** Bachelor's degree or equivalent education (MCSE, CNE, CNA, etc.).

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### **NE005 LAN Support Technician – Intermediate**

**Minimum/General Experience:** Two years of experience in data communications troubleshooting. Knowledge of PC/LAN communications hardware/software in a multi-protocol environment and network management software.

**Functional Responsibility:** Monitors and responds to technical control facility hardware and software problems utilizing hardware and software testing tools and techniques. May interface with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. May assist with installation of terminals and associated hardware. May provide LAN server support. Requires strong knowledge of PC/LAN communications hardware/software, in a multi-protocol environment, and network management software.

**Minimum Education:** Two-year degree or equivalent education and certification in network technology (MCSE, CNE, CNA, etc.).

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### **NE006 Network Engineer**

**Minimum/General Experience:** Five years of experience supporting the operation and implementation of LAN/WAN systems. Experience includes participating in decisions to purchase, install, and support of network communications, including LAN/WAN systems. Has experience in industry best practices and techniques for implementing networks.

**Functional Responsibility:** Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems. Assists in the planning of large-scale systems projects through vendor comparison and cost studies. Requires thorough knowledge of LAN/WAN systems, networks, and applications.

**Minimum Education:** Bachelor's degree or equivalent education and certification in network technology (MCSE, CNE, CNA, etc.).

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### **NE007 Network Specialist**

**Minimum/General Experience:** 3 Years of progressive network experience installing and supporting complex LAN/WAN implementations. Has experience leading other network specialists and working independently.

**Functional Responsibility:** Analyzes and develops telecommunications networks in support of a wide range of capabilities, including voice, data, video, and/or wireless services. Develops, designs and plans for installation and maintenance of network components for LAN/WAN implementation. Develops network specifications and works closely with other IT professionals to implement network services.

**Minimum Education:** Two years of college and network certification (MCSE, CNE, CNA, etc.).

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### **WE001 Web Project Manager**

**Minimum/General Experience:** 5 or more years of experience in coordination and day-to-day management of web projects. Experience in management, and understanding of web technologies.

**Functional Responsibility:** Serves as project manager of a development team responsible for planning, developing, and deploying websites including preparation of text, graphics, audio, and video for web pages. Works directly with partners and clients to determine project scope and specifications. Coordinates the work of design and development teams to implement online designs. Reviews progress, manages resources, and ensures overall quality of completed website.

**Minimum Education:** Bachelor's degree in computer science or equivalent education

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### **WE002 Web Designer**

**Minimum/General Experience:** Two years of experience in the design, implementation and maintenance of web sites. Requires experience in user interface, animation and special effects elements of web sites. Requires understanding of web-based technologies and thorough knowledge of HTML, PhotoShop, Illustrator, and/or other design-related applications.

**Functional Responsibility:** Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

**Minimum Education:** Bachelor's degree in fine arts or graphics design.

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### **WE003 Web Designer - Associate**

**Minimum/General Experience:** One year of experience in the area of web design. Requires knowledge of web-based technologies including browsers ASP pages, HTML code, object-oriented technology, and graphics software.

**Functional Responsibility:** Under direct supervision, designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the appeal of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

**Minimum Education:** Bachelor's degree or equivalent education.

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### **WE004 Web Software Developer**

**Minimum/General Experience:** Three years of experience designing and development web based applications for Intranet and Internet deployment. Experience with one or more web tools for software development (such as HTML, CGI, and JavaScript.) Requires navigation and site-design expertise, development experience in web-based languages.

**Functional Responsibility:** Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for components of websites. Works with graphic

designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Integrates web applications with backend databases and deploys large web-based transaction systems using application servers. May research, test, build, and coordinate the integration of new products based on production and client requirements.

**Minimum Education:** Bachelor's degree in computer science or related field.

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#### **WE005 Web Technical Administrator**

**Minimum/General Experience:** 3 years of technical experience in the administration of website technical architecture. Experience with software, hardware and communication components required to support web deployment of applications.

**Functional Responsibility:** Responsible for achieving overall technical integrity of organization's website. Maintains and upgrades hardware and software including website technical architecture related to hardware and telecommunication connectivity. Administers email, chat, and FTP services. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Creates tools to ease production process. Automates routine procedures. Works on system-level services to ensure proper patch levels on applications and operating systems. Monitors database integrity. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security.

**Minimum Education:** Bachelor's degree in computer science or related field and experience in systems technologies.

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#### **WE006 Web Security Administrator**

**Minimum/General Experience:** Four years of experience working on security and web technologies. Strong experience in the implementation of Internet firewall and encryption technologies. Knowledge of security procedures and information protection methods. Requires experience in Firewall/DMZ design and implementation.

**Functional Responsibility:** Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet including the protection of confidential order information and external business-to-business connections. Applies Internet firewall and encryption technologies to maintain organizational and customer security. Ensures that the user community understands and adheres to established security procedures. Updates and deletes users, monitors and performs follow-up compliance violations, and develops security policies, practices and guidelines.

**Minimum Education:** Bachelor's degree in computer science or related field and experience in systems technologies.

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#### **WE007 Web Content Administrator**

**Minimum/General Experience:** Requires experience in production management, web page design, HTML, and web graphics types and standards.

**Functional Responsibility:** Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Responsible for managing and performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates, and pursues content. Seeks out customers to gather feedback for website improvement and enhancements.

**Minimum Education:** Bachelor's degree in English, Journalism, Graphic Design, Communications, or related field.

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**LABOR RATES (SIN 132-51: Information Technology Professional Services)**

**Proposed Price List: Effective January 2003**

<b>Position Number</b>	<b>Position Title</b>	<b>Hourly Rate</b>
<b>Organizational/Management Services</b>		
PS001	Task Manager	\$ 78.85
PS002	Functional Expert	\$ 86.49
PS003	Statistician - Senior	\$ 85.00
PS004	Documentation Specialist	\$ 38.09
PS005	Documentation Specialist - Senior	\$ 44.33
PS006	IT Administrative Specialist	\$ 36.22
PS007	Data Administrator	\$ 59.77
PS008	Data Processing Supervisor	\$ 37.02
PS009	Data Processing Technician	\$ 28.25
PS010	Data Control Clerk - Lead	\$ 47.64
PS011	Data Control Clerk - Senior	\$ 42.20
PS012	Data Control Clerk	\$ 38.46
PS013	Administrative Assistant	\$ 33.44
PS014	File Clerk	\$ 26.50
PS015	Data Entry Clerk	\$ 27.67
<b>Software Engineering</b>		
SE001	Project Manager	\$ 97.94
SE002	Systems Analyst - Senior	\$ 78.35
SE003	Systems Analyst	\$ 70.74
SE004	Applications Systems Analyst	\$ 67.84
SE005	Programmer Analyst - Senior	\$ 62.02
SE006	Programmer Analyst	\$ 59.85
SE007	Database Management Analyst	\$ 81.62
SE008	Data Analyst	\$ 56.59
SE009	Database Administrator/Developer - Senior	\$ 92.51
SE010	Database Administrator/Developer - Intermediate	\$ 69.58
SE011	Database Administrator Developer - Associate	\$ 49.38
SE012	Data Architect	\$ 102.82
SE013	Client/Server Applications Programmer/Analyst	\$ 51.90
SE014	Software Systems Engineer - Supervisor	\$ 90.53
SE015	Software Systems Engineer - Lead	\$ 82.55
SE016	Software Systems Engineer - Senior	\$ 75.80

<b>Position Number</b>	<b>Position Title</b>	<b>Hourly Rate</b>
SE017	Software Systems Engineer - Intermediate	\$ 60.37
SE018	Software Systems Engineer - Associate	\$ 40.67
SE019	Software Tester	\$ 48.97
SE020	Quality Assurance Manager	\$ 91.60
SE021	Quality Assurance Analyst	\$ 71.43
<b>Network Engineering &amp; Support Services</b>		
NE001	Help Desk Manager	\$ 71.29
NE002	Help Desk Coordinator - Senior	\$ 58.59
NE003	Help Desk Coordinator	\$ 49.38
NE004	LAN Support Technician - Senior	\$ 65.85
NE005	LAN Support Technician - Intermediate	\$ 58.30
NE006	Network Engineer	\$ 52.00
NE007	Network Specialist	\$ 51.14
<b>Web Services</b>		
WE001	Web Project Manager	\$ 114.87
WE002	Web Designer	\$ 99.02
WE003	Senior Web Developer	\$ 78.35
WE004	Web Software Developer	\$ 66.13
WE005	Web Technical Administrator	\$ 58.30
WE006	Web Security Administrator	\$ 107.13
WE007	Web Content Administrator	\$ 57.57

**Notes**

1. Administrative support costs, not to exceed 5 percent of the extended price calculated using the above labor rates, will be added to any resultant delivery order.
2. Non-labor direct costs (e.g. travel and supplies) will be reimbursed at actual allowable costs plus applicable general and administrative (G&A) expense, per Federal Acquisition Regulations (FAR) cost principles.

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Ascellon Corporation provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact **Ade Adebisi, (301) 918-4073, [aadebisi@Ascellon.com](mailto:aadebisi@Ascellon.com), fax (301) 918-4071.**



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

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
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_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
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_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **CONTRACTOR TEAM ARRANGEMENTS**

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

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

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

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

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

Here is a general outline on how it works:

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