

ManTech

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

Authorized Multiple Award Schedule 70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

**Contract Number
GS-35F-5143H**

Contract Period of Performance
December 30, 1997 through December 29, 2012

Through Modification PO-0029, effective January 13, 2010

ManTech MBI, Inc.

2250 Corporate Park Drive, Suite 500

Herndon, VA 20171

Attn: Melissa Amdahl

Tel: 703-218-8261

Large Business

<http://www.mantech.com/>

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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SPECIAL ITEM NUMBERS**SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

IT Systems Development Services (FPDS CODE D302)
IT Systems Analysis Services (FPDS CODE D306)
Automated Information Systems Design and Integration Services (FPDS CODE D307)
Programming Services (FPDS CODE D308)
IT Backup and Security Services (FPDS CODE D310)
IT Network Management Services (FPDS CODE D316)

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.

**INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL
SPECIAL ITEM NUMBERS****SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

1. Geographic Scope of Contract:

The geographic scope of contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and US Territories.

2. Contractor's Ordering Address and Payment Information:

- a. Ordering Address:
ManTech MBI, Inc.
c/o ManTech International Corporation
12015 Lee Jackson Highway
Fairfax, VA 22033
Attn: Melissa Amdahl

Orders transmitted by facsimile should be directed to:

Melissa Amdahl
(703) 218-6340

- b. Payment Address: Payment should be forwarded to the following lockbox address:
ManTech International Corp.
P.O. Box 822895
Philadelphia, PA 19182-2895

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:

Michelle Baker (703) 674-2756

3. Liability for Injury or Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 13-962-3698

Block 30: Type of Contractor - C Large Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1305478

4a. CAGE Code: 6Y862

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

5. FOB: Destination

6. Delivery Schedule

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

SPECIAL ITEM NUMBER

132-51

DELIVERY TIME (Days ARO)

As negotiated between Contractor and Ordering Office

Expedited delivery schedule can be negotiated with individual ordering agency.

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

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

- a. Prompt Payment: 0 % - Net 30 days from receipt of invoice or date of acceptance, whichever is later.
 - b. Quantity: None
 - c. Dollar Volume: None
 - d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
 - e. Other
- 8. Trade Agreements Act of 1979, as amended:**
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.
- 9. Statement Concerning Availability of Export Packing:**
N/A
- 10. Small Requirements:** The minimum dollar value of orders to be issued is \$100.00.
- 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. Ordering Procedures for Federal Supply Schedule Contracts**
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
 - b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.
- 13. Federal Information Technology/Telecommunication Standards Requirements:**
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 Standards Publications (FIPS PUBS):**
Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road,

Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 Federal Telecommunication Standards (FED-STDS)

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

14. Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2001)

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

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

- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

- f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. Contract Administration for Ordering Offices:

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

16. GSA Advantage!

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

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

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

17. Purchase of Open Market Items

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

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

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

18. Contractor Commitments, Warranties and Representations

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

19. Overseas Activities

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

N/A

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

20. Blanket Purchase Agreements (BPAS)

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

21. Contractor Team Arrangements

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

22. Installation, Deinstallation, Reinstallation

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

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

23. Section 508 Compliance

As the premier provider of IT and EIT services to the Federal Government, ManTech is committed to assisting federal agencies and their clients to properly interpret and implement the requirements of Section 508 of the Rehabilitation Act of 1973 ("Section 508"). To that end, ManTech is ready to provide our customers with advisory assistance at any time during the EIT procurement life cycle – from performing Section 508 requirements analyses or market surveys to providing compliant goods or services needed by our customers to meet their mission requirements. Additionally, when providing goods and services covered by Section 508, ManTech informs its customers about Section 508 compliance so that they may make informed procurement decisions and satisfy the requirements of the Act. Section 508 compliance information may include completed compliance matrices in the form set forth at <http://www.section508.gov> or other information made available by our third party EIT product suppliers and manufacturers.

24. Prime Contractor Ordering from Federal Supply Schedules

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

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

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

25. Insurance – Work on a Government Installation (Jan 1997)(FAR 52-228-5)

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. Software Interoperability

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

27. Advance Payments

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

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**1. Scope**

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

2. Performance Incentives

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

3. Order

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

4. Performance of Services

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

5. Stop-Work Order (FAR 52.242-15) (Aug 1989)

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) 2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. Inspection of Services

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time and Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time and materials and labor hour orders placed under this contract.

7. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. Responsibilities of the Ordering Activity

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

9. Independent Contractor

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

10. Organizational Conflicts of Interest**a. Definitions.**

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

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

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

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

11. Invoices

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

12. Payments

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

13. Resumes

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

14. Incidental Support Costs

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

15. Approval of Subcontracts

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

16. Description of IT Services and Pricing

A description of each type of Information Technology services is provided below.

LABOR RATES

Contract Number: GS-35F-5143H

Special Item No. 132-51 Information Technology Professional Services

GSA Item Number	GSA Labor Category	7/28/08-12/31/08	1/1/09-12/31/09	1/1/10-12/31/10	1/1/11-12/31/11	1/1/12-12/31/12
MB0001	Administrative Assistant	\$ 44.44	\$ 45.77	\$ 47.15	\$ 48.56	\$ 50.02
MB0002	Business Systems Analyst	\$ 144.00	\$ 148.32	\$ 152.77	\$ 157.35	\$ 162.07
MB0003	Computer Scientist	\$ 143.56	\$ 147.87	\$ 152.30	\$ 156.87	\$ 161.58
MB0004	Configuration Mgmt Spec I	\$ 88.19	\$ 90.84	\$ 93.57	\$ 96.37	\$ 99.26
MB0005	Configuration Mgmt Spec II	\$ 97.01	\$ 99.92	\$ 102.92	\$ 106.01	\$ 109.19
MB0006	Curriculum Dev. Spec	\$ 77.26	\$ 79.57	\$ 81.96	\$ 84.42	\$ 86.95
MB0007	Customer Support I	\$ 49.22	\$ 50.70	\$ 52.22	\$ 53.79	\$ 55.40
MB0008	Customer Support II	\$ 59.07	\$ 60.84	\$ 62.67	\$ 64.55	\$ 66.48
MB0009	Customer Support III	\$ 67.00	\$ 69.01	\$ 71.08	\$ 73.21	\$ 75.40
MB0010	Database Analyst I	\$ 99.81	\$ 102.80	\$ 105.89	\$ 109.07	\$ 112.34
MB0011	Database Analyst II	\$ 109.79	\$ 113.08	\$ 116.48	\$ 119.97	\$ 123.57
MB0012	Director/Subject Matter Expert	\$ 144.00	\$ 148.32	\$ 152.77	\$ 157.35	\$ 162.07
MB0013	Functional Analyst I	\$ 94.34	\$ 97.17	\$ 100.09	\$ 103.09	\$ 106.19
MB0014	Functional Analyst II	\$ 110.75	\$ 114.07	\$ 117.49	\$ 121.02	\$ 124.65
MB0015	Functional Analyst III	\$ 132.90	\$ 136.88	\$ 140.99	\$ 145.22	\$ 149.58
MB0016	Graphics Designer I	\$ 67.00	\$ 69.01	\$ 71.08	\$ 73.21	\$ 75.40
MB0017	Graphics Designer II	\$ 80.40	\$ 82.81	\$ 85.29	\$ 87.85	\$ 90.49
MB0018	Information Systems Engineer II	\$ 120.00	\$ 123.60	\$ 127.31	\$ 131.13	\$ 135.06
MB0019	Information Systems Engineer II	\$ 144.00	\$ 148.32	\$ 152.77	\$ 157.35	\$ 162.07
MB0020	Information Systems Engineer III	\$ 174.00	\$ 179.22	\$ 184.60	\$ 190.13	\$ 195.84
MB0021	Information Systems Engineer IV	\$ 208.80	\$ 215.06	\$ 221.52	\$ 228.16	\$ 235.01
MB0022	Integration/Test Engineer I	\$ 83.41	\$ 85.91	\$ 88.49	\$ 91.14	\$ 93.87
MB0023	Integration/Test Engineer II	\$ 100.09	\$ 103.09	\$ 106.18	\$ 109.37	\$ 112.65
MB0024	Integration/Test Engineer III	\$ 120.10	\$ 123.71	\$ 127.42	\$ 131.24	\$ 135.18
MB0025	Master IT Analyst	\$ 144.00	\$ 148.32	\$ 152.77	\$ 157.35	\$ 162.07
MB0026	Network Administrator	\$ 55.38	\$ 57.04	\$ 58.75	\$ 60.52	\$ 62.33
MB0027	Network Engineer I	\$ 45.00	\$ 46.35	\$ 47.74	\$ 49.17	\$ 50.65
MB0028	Network Engineer II	\$ 54.00	\$ 55.62	\$ 57.29	\$ 59.01	\$ 60.78
MB0029	Network Engineer III	\$ 78.00	\$ 80.34	\$ 82.75	\$ 85.23	\$ 87.79
MB0030	Network Engineer IV	\$ 113.70	\$ 117.11	\$ 120.62	\$ 124.24	\$ 127.97
MB0031	Network Engineer V	\$ 126.00	\$ 129.78	\$ 133.67	\$ 137.68	\$ 141.81
MB0032	Program Manager	\$ 135.00	\$ 139.05	\$ 143.22	\$ 147.52	\$ 151.94
MB0033	Programmer/Analyst I	\$ 67.00	\$ 69.01	\$ 71.08	\$ 73.21	\$ 75.40
MB0034	Programmer/Analyst II	\$ 91.61	\$ 94.36	\$ 97.19	\$ 100.10	\$ 103.11
MB0035	Programmer/Analyst III	\$ 99.81	\$ 102.80	\$ 105.89	\$ 109.07	\$ 112.34
MB0036	Programmer/Analyst IV	\$ 119.77	\$ 123.37	\$ 127.07	\$ 130.88	\$ 134.80
MB0037	Project Control Specialist	\$ 77.26	\$ 79.57	\$ 81.96	\$ 84.42	\$ 86.95
MB0038	Project Manager	\$ 126.00	\$ 129.78	\$ 133.67	\$ 137.68	\$ 141.81
MB0039	QA Specialist I	\$ 104.60	\$ 107.74	\$ 110.97	\$ 114.30	\$ 117.73
MB0040	QA Specialist II	\$ 122.38	\$ 126.05	\$ 129.83	\$ 133.72	\$ 137.74
MB0041	Security Expert	\$ 166.13	\$ 171.11	\$ 176.25	\$ 181.53	\$ 186.98
MB0042	Security Expert I	\$ 181.17	\$ 186.61	\$ 192.20	\$ 197.97	\$ 203.91
MB0043	Senior Computer Scientist	\$ 182.54	\$ 188.01	\$ 193.65	\$ 199.46	\$ 205.45

GSA Item Number	GSA Labor Category	7/28/08-12/31/08	1/1/09-12/31/09	1/1/10-12/31/10	1/1/11-12/31/11	1/1/12-12/31/12
MB0044	Software Developer II	\$ 108.00	\$ 111.24	\$ 114.58	\$ 118.01	\$ 121.55
MB0045	Software Developer III	\$ 129.60	\$ 133.49	\$ 137.49	\$ 141.62	\$ 145.87
MB0046	Software Developer IV	\$ 155.52	\$ 160.19	\$ 164.99	\$ 169.94	\$ 175.04
MB0047	Software Engineer I	\$ 88.19	\$ 90.84	\$ 93.57	\$ 96.37	\$ 99.26
MB0048	Software Engineer II	\$ 110.75	\$ 114.07	\$ 117.49	\$ 121.02	\$ 124.65
MB0049	Software Engineer III	\$ 128.53	\$ 132.38	\$ 136.35	\$ 140.44	\$ 144.66
MB0050	Software Engineer IV	\$ 141.00	\$ 145.23	\$ 149.59	\$ 154.07	\$ 158.70
MB0051	Solutions Architect I	\$ 169.20	\$ 174.28	\$ 179.50	\$ 184.89	\$ 190.44
MB0052	Systems Administrator II	\$ 108.60	\$ 111.86	\$ 115.21	\$ 118.67	\$ 122.23
MB0053	Systems Architect I	\$ 123.74	\$ 127.46	\$ 131.28	\$ 135.22	\$ 139.27
MB0054	Systems Architect II	\$ 140.83	\$ 145.06	\$ 149.41	\$ 153.89	\$ 158.51
MB0055	Systems Engineer I	\$ 85.46	\$ 88.02	\$ 90.66	\$ 93.38	\$ 96.18
MB0056	Systems Engineer II	\$ 102.55	\$ 105.62	\$ 108.79	\$ 112.05	\$ 115.42
MB0057	Systems Engineer III	\$ 113.48	\$ 116.89	\$ 120.40	\$ 124.01	\$ 127.73
MB0058	Systems Engineer IV	\$ 136.18	\$ 140.27	\$ 144.47	\$ 148.81	\$ 153.27
MB0059	Systems Engineer V	\$ 163.42	\$ 168.32	\$ 173.37	\$ 178.57	\$ 183.93
MB0060	Technical Expert I	\$ 194.15	\$ 199.98	\$ 205.98	\$ 212.16	\$ 218.52
MB0061	Technical Expert II	\$ 220.82	\$ 227.44	\$ 234.27	\$ 241.29	\$ 248.53
MB0062	Technical Expert III	\$ 276.88	\$ 285.18	\$ 293.74	\$ 302.55	\$ 311.63
MB0063	Technical Expert IV	\$ 332.25	\$ 342.22	\$ 352.48	\$ 363.06	\$ 373.95
MB0064	Technical Expert V	\$ 387.63	\$ 399.26	\$ 411.24	\$ 423.57	\$ 436.28
MB0065	Technical Writer	\$ 55.38	\$ 57.04	\$ 58.75	\$ 60.52	\$ 62.33
MB0066	Training Specialist I	\$ 69.05	\$ 71.12	\$ 73.25	\$ 75.45	\$ 77.71
MB0067	Training Specialist II	\$ 77.26	\$ 79.57	\$ 81.96	\$ 84.42	\$ 86.95
MB0068	Training Specialist III	\$ 94.34	\$ 97.17	\$ 100.09	\$ 103.09	\$ 106.19
MB0069	Web Based App Developer I	\$ 66.00	\$ 67.98	\$ 70.02	\$ 72.12	\$ 74.28
MB0070	Web Based App Developer II	\$ 78.00	\$ 80.34	\$ 82.75	\$ 85.23	\$ 87.79
MB0071	Web Based App Developer III	\$ 99.60	\$ 102.59	\$ 105.67	\$ 108.84	\$ 112.10
MB0072	Web Based Training Specialist	\$ 87.00	\$ 89.61	\$ 92.30	\$ 95.07	\$ 97.92
MB0073	Web Site Design Specialist I	\$ 78.00	\$ 80.34	\$ 82.75	\$ 85.23	\$ 87.79
MB0074	Web Site Design Specialist II	\$ 87.00	\$ 89.61	\$ 92.30	\$ 95.07	\$ 97.92
MB0075	Web Site Operations Specialist	\$ 83.41	\$ 85.91	\$ 88.49	\$ 91.14	\$ 93.87

LABOR CATEGORY DESCRIPTIONS

Education Substituted for General Experience: Minimum number of years in information technology or category specialty positions. Formal education may be substituted for experience. Each formal degree (i.e., Bachelor's, Master's, or Ph.D.) may be substituted for two (2) years of experience.

Experience Substituted for Formal Education: Specialized experience may be substituted for formal education. Two (2) years of experience are required to substitute for a Bachelor's degree. IT Certifications (i.e., MSCE) are equivalent to one (1) year of experience.

GSA Item Number	Labor Category	Education	Minimum Experience	Functional Responsibility
MB001	Admin. Assistant	High School Diploma	Three (3) years of experience in Information Technology (IT) support	Supports management staff by maintaining project or task files, preparing correspondence, maintaining schedules, and coordinating travel. Assists in the preparation of presentation graphics and support the development and reproduction of contract deliverables and reports. Uses office automation tools such as word processing and spreadsheet packages to perform work assignments.
MB002	Business Systems Analyst	Bachelor's Degree	Minimum/General Experience: Three (3) years of experience as an analyst and advanced knowledge of concepts, practices and procedures common within an industry. Functional Responsibility: Reviews, analyzes, and evaluates business systems and user needs.	Formulates business system recommendations that enhance client s mission(s) and/or business strategies. Collects and documents requirements. Writes detailed descriptions of client s needs. Documents required functionality. Models business processes, when required.
MB003	Computer Scientist	Bachelor's degree in Computer Science Plus one year of additional relevant course work	Ten (10) years of experience in systems analysis and programming, at least four (4) years of which dealt with leading edge technologies. Expertise in one or more specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced training.	Researches, installs, and evaluates state-of-the-art computer hardware, software, and communications resources, tools, and methods. Organizes data related to product performance and impact on overall system performance. Integrates hardware and software components into a seamless environment for development staff and users. May serve as a technical specialist regarding less complex, well-defined problems within a limited scope or specialized area of expertise. May perform technical implementation planning activities and perform user liaison functions under the direction of a Senior Computer Scientist as part of a more complex task representing a broader scope
MB004	Configuration Management Specialist I	Bachelor's degree	Two (2) years of general IT experience, with one (1) year of specialized experience in Configuration Management, Process Improvement, Activity/Process Modeling	Performs configuration management functions using defined products, tools, and processes. Maintains detailed records about configuration elements and ensures that they are updated when elements change. Verifies configuration element location whenever the configuration

				changes or in support of system/software maintenance activities. Prepares reports and works with customer property personnel as required to maintain records and ensure that they are up to date
MB005	Configuration Management Specialist II	Bachelor's degree	Four (4) years of general IT experience, with Two (2) years of specialized experience in Configuration Management, Process Improvement, Activity/Process Modeling	Performs configuration management functions using defined procedures and automated tools. Assists in development of configuration management plans. May lead configuration management teams as operational support functions or serve as an intermediate level expert in support of operations teams.
MB006	Curriculum Development Specialist I	Bachelor's degree	A minimum of Two (2) years of training experience including two years of curriculum development. Must have knowledge of and experience in working with various methods of training delivery, including self-learning tools.	Develops customized curricula. Determines scope and sequencing of training for personnel at various levels of expertise. Develops course materials, including script, exercises, and classroom or self-guided manuals and other teaching aids. Conducts needs assessments of present and anticipated training needs.
MB007	Customer Support I	High School Diploma	One (1) year of experience in Customer Support and/or Help Desk Support	Performs customer support functions for help desk, call center, training, network trouble shooting, data entry, web site content updates, research analysis, and documentation.
MB008	Customer Support II	High School Diploma	Two (2) years of experience in Customer Support and/or Help Desk Support	Provides direction and performs customer support functions for help desk, call center, training, network trouble shooting, data entry, web site content updates, research analysis, and documentation.
MB009	Customer Support III	High School Diploma	Four (4) years of experience in Customer Support and/or Help Desk Support	Provides senior level technical direction and leadership in customer support functions for help desk, call center, training, network trouble shooting, data entry, web site content updates, research analysis, and documentation
MB010	Database Analyst I	Bachelor's degree	Two (2) years of database analysis experience. Knowledge of the design methodology, data modeling technique, and CASE tool used to analyze and model the business processes and data flow	Gathers requirements according to methodologies developed by more senior staff. Performs various analyses activities associated with the design and development of database resources, collects and performs preliminary results analyses, and prepares reports and other documentation for use by more senior staff. May work with users in collecting information. Participates in the development of logical database modules under the direction of more senior staff. May serve as a problem resolution referral resource for database applications upon referral from user support staff in a triaged problem response environment.
MB011	Database Analyst II	Bachelor's degree	Four (4) years experience with database analysis and design, database administration, and/or database applications development. Experience with design methodologies, data modeling techniques, and case tools necessary to analyze and model business	Responsible for requirements collection and analysis, design, and implementation of database structures. Specific functions include designing requirements, capacity, environmental, and feasibility analyses; design; development; and support and maintenance for logical and physical database models. Performs functions associated with database optimization and performance tuning, sizing hardware and determining

			processes and data flow, and create database structures.	capacity requirements, and planning for future enhancements.
MB012	Director/ Subject Matter Expert	Bachelor's degree	<p>Directors have twelve (12) years of progressive experience in managing, directing, and implementing information technology projects. Experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. Directors are senior personnel who not only have responsibility for managing projects, but also possess strong technical skills.</p> <p>Subject Matter Experts (SMEs) have twelve (12) years of progressive experience in supporting large information technology projects related to the individual's subject matter expertise. These senior personnel are experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.) with many years of experience. These staff have BS or BA degrees in technical disciplines. They have extensive experience as technical leaders and/or senior Project Managers</p>	<p>A Director serves as the leader of a delivery order and assists the Program Manager in working with the Government's Contracting Officer's Representative (COR), other government management personnel, and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems. Provides overall managerial direction for a specific project. Manages ADP services and support operations that may include multiple task orders. Organizes resources to support multiple concurrent task orders and manages the execution of those task orders. Organizes, directs, and coordinates planning and production of all project support activities. Conducts oral and written communications with the Program Manager for planning and control of the project or multiple, concurrent task orders. Communicates with all levels of Government management personnel, other contract personnel, and customer agency representatives. Formulates project feasibility studies, determines costs, and ensures conformance to work standards. Assigns, schedules, and reviews work of subordinates including subcontractors. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques.</p> <p>Subject Matter Experts serve as technical experts in areas relevant to a particular project. SMEs produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications.</p>
MB013	Functional Analyst I	Bachelor's degree	Two (2) years of general experience, including one (1) years of technical experience that is directly applicable to the project.	Provides technical direction for a project task and supervises the personnel assigned to the task. May serve as the technical authority in a technical area within a clearly defined scope of expertise. For less complex projects, plans the work necessary to complete the task, estimates required resources, develops schedules, and assigns work. Monitors results and keeps Project Manager abreast of accomplishments and issues. Anticipates problems, and works to mitigate anticipated problems. Completes tasks within estimated

				time frames and budget constraints. Interacts with government management personnel. Reports orally and in writing to contractor management and government representatives. May oversee less complex and/or smaller efforts (either projects or tasks) under the direction of a Functional Analyst II.
MB014	Functional Analyst II	Bachelor's degree	Four (4) years of general experience, including two (2) years of technical experience that is directly applicable to the project.	Provides senior level technical direction for a large and/or complex project task and supervises the personnel assigned to the task. May serve as the technical authority in one or more technical areas. Plans the work necessary to complete the task, estimates required resources, develops schedules, and assigns work. Monitors results and keeps Project Manager abreast of accomplishments and issues. Anticipates problems, and works to mitigate anticipated problems. Completes tasks within estimated time frames and budget constraints. Interacts with government management personnel. Reports orally and in writing to contractor management and government representatives.
MB015	Functional Analyst III	Bachelor's degree	Six (6) years of general experience, including four (4) years of technical experience that is directly applicable to the project.	Provides senior level technical direction for a large and/or complex project task and supervises the personnel assigned to the task. May serve as the technical authority in one or more technical areas. Plans the work necessary to complete the task, estimates required resources, develops schedules, and assigns work. Monitors results and keeps Project Manager abreast of accomplishments and issues. Anticipates problems, and works to mitigate anticipated problems. Completes tasks within estimated time frames and budget constraints. Interacts with government management personnel. Reports orally and in writing to contractor management and government representatives.
MB016	Graphics Designer I	Bachelor's degree	Two (2) years of experience in producing complex graphical presentations. One (1) year specializing in multimedia presentations for internet use	Produces, edits, and creates multimedia presentations, on a variety of topics using video imaging systems, computer-generated graphics applications, and multimedia computer-assisted design systems. Works alone or in a team environment to meet the specific needs of the customer.
MB017	Graphics Designer II	Bachelor's degree	Four (4) years of experience in producing complex graphical presentations. Two (2) years specializing in multimedia presentations for internet use	Designs graphical presentations in coordination with technical, training, and operations staff as well as other personnel. Produces, edits, and creates multimedia presentations, on a variety of topics using video imaging systems, computer-generated graphics applications, and multimedia computer-assisted design systems. May serve as a specialist consultant regarding presentation and format issues. May oversee the work of less experienced graphics personnel.
MB018	Information Systems Engineer I	Bachelor's Degree in Computer Science or	Two (2) years of experience in developing and implementing information systems programs	Under General supervision, carries out all phases of information systems program that involves access to computers and computerized data enabling networks,

		related field		security, firewalls and information systems data. Conduct regular audits of being operated and Information Systems Policies and Procedures are being implemented. Respond to queries and request for computer informatio and reports.
MB019	Information Systems Engineer II	Bachelor's Degree in Computer Science or related field	Two (4) years of experience in developing and implemnting information sysstems programs	Under General supervision, carries out all phases of information systems program that involves access to computers and computerized data enabling networks, security, firewalls and information systems data. Conduct regular audits of being operated and Information Systems Policies and Procedures are being implemented. Respond to queries and request for computer informatio and reports.
MB020	Integration Test Engineer I	Associates Degree	Two (2) years of experience in computer software development. At least one (1) years of integration and acceptance testing experience.	Develops test plans, scripts, and scenarios. Designs test cases and executes software evaluation tests. Reviews and evaluates test results to ensure compliance with applicable requirements and approved design specifications. Prepares all required test documentation according to project standards. Designs and prepares applicable test data. Prepares failure analysis reports when required
MB021	Integration Test Engineer II	Bachelor's degree	Four (4) years of experience in computer software development. At least two (2) years of integration and acceptance testing experience.	Establishes and maintains the processes for evaluating software products and associated documentation. Develops test plans, test scripts, and testing scenarios. Reviews test plans with clients and obtains test plan approval or modifies draft plans to attain customer acceptance. Designs test cases and executes software evaluation tests. Reviews evaluation test results to ensure compliance with applicable requirements and approved design specifications. Prepares all required test documentation according to project standards. Assembles test analysis reports at the completion of test results. Designs and prepares applicable test data. Prepares test data tracking reports and documents acceptance/failure results. May act as a team leader for a test and evaluation team
MB022	Integration Test Engineer III	Bachelor's degree	Six (6) years of experience in computer software development. At least four (4) years of integration and acceptance testing experience.	Establishes and maintains the processes for evaluating software products and associated documentation. Develops test plans, test scripts, and testing scenarios. Reviews test plans with clients and obtains test plan approval or modifies draft plans to attain customer acceptance. Designs test cases and executes software evaluation tests. Reviews evaluation test results to ensure compliance with applicable requirements and approved design specifications. Prepares all required test documentation according to project standards. Assembles test analysis reports at the completion of test results. Designs and prepares applicable test data. Prepares test data tracking reports and documents acceptance/failure results. May act as a team leader for a test and evaluation team

MB023	Master IT Analyst	Master's Degree	Twelve (12) years in supervision of substantial IT project. Five years of this must have been supervising services contracts, including people of various job categories and skills.	Ensure problem resolution and customer satisfaction, provides supervisory, technical, and administrative direction for personnel.
MB024	Network Administrator	Associates Degree	Three (3) years of technical experience with local and wide area network administration. Requires competence in network engineering principles and techniques; also requires knowledge of available hardware and system software	Designs, installs, modifies, and maintains LAN and WAN resources. Maintains network operating systems, tunes system resources, and trouble shoots and resolves problems. Makes adjustments to network operating systems. Works with other information resources staff to design, develop, install, test, debug, modify and maintain software applications and database resources on the LAN/WAN. Works with users to resolve network, account and connectivity problems.
MB025	Network Engineer I	Associates Degree	Three (3) years of technical experience with local and wide area network operations. Requires competence in network engineering principles and techniques; also requires knowledge of available hardware and system software.	Configures, tests, implements, and maintains LAN and WAN operation support activities, and supports application programmers working in that environment. Provides operational support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.
MB026	Network Engineer II	Bachelor's degree	Four (4) years of computer systems experience with two (2) years of technical experience in local and wide area network operations. Requires competence in all phases of network engineering principles and techniques; also requires knowledge of available hardware, system software, and management practices	Designs, configures, tests, implements, and maintains LAN and WAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact
MB027	Network Engineer III	Bachelor's degree	Six (6) years of computer systems experience with three (3) years of technical experience in local and wide area network operations. Requires competence in all phases of network engineering principles and techniques; also requires knowledge of available hardware, system software, and management practices	Designs, configures, tests, implements, and maintains LAN and WAN operation support activities, and provides senior technical support to application programmers working in that environment on network issues. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.
MB028	Network Engineer IV	Bachelor's degree	Eight (8) years of computer systems experience with Four (4) years of technical experience in local and wide area network operations. Requires competence in all phases of network engineering principles and techniques; also requires	Designs, configures, tests, implements, and maintains LAN and WAN operation support activities, and provides senior technical support to application programmers working in that environment on network issues. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in

			knowledge of available hardware, system software, and management practices	planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.
MB029	Network Engineer V	Bachelor's degree	Ten (10) years of computer systems experience with five (5) years of technical experience in local and wide area network operations. Requires competence in all phases of network engineering principles and techniques; also requires knowledge of available hardware, system software, and management practices	Designs, configures, tests, implements, and maintains LAN and WAN operation support activities, and provides senior technical support to application programmers working in that environment on network issues. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.
MB030	Program Manager	Bachelor's degree	Twelve (12) years of applicable experience, including five (5) years of specialized experience in supervision of projects of similar size and complexity	Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program Leads the planning effort for the program and its possible contingencies. Establishes the program management structure and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost control mechanisms.
MB031	Programmer Analyst I	Bachelor's degree	Two (2) years of computer programming and analysis experience.	Designs and develops subsystem components according to specifications developed by more senior staff. Performs testing activities and analyzes test results. Performs clearly defined development functions ranging from design support, through coding and testing, to implementation. May implement COTS solutions as part of larger development efforts. May work with users to resolve application and operational problems referred from a user support source as part of a problem triage system
MB032	Programmer Analyst II	Bachelor's degree	Four (4) years of computer programming and analysis experience. At least one (1) year of experience as a lead programmer/analyst on software development and/or maintenance.	Designs and develops complex subsystems, designs databases and database access methodologies. Develops specifications for complex subsystems. Oversees testing activities in accordance with specifications and leads problem resolution efforts. May participate in any design and development phases from specification development through implementation. May work with users to define processes and develop models for rapid implementation. May evaluate and implement COTS solutions within an overall implementation structure planned and overseen by more senior staff. May lead programming and implementation teams charged with specific functions within the context of a larger development effort. May work with users to resolve complex application and operational problems referred from a user

				support source as part of a problem triage system.
MB033	Programmer Analyst III	Bachelor's degree	Six (6) years of computer programming and analysis experience. At least two (2) years of experience as a lead programmer/analyst on software development and/or maintenance.	Performs analysis and programming functions at the systems/application level or for complex subsystems. Performs database design functions, establishes database access hierarchies and procedures, and develops standards, procedures, and convention for database access. Develops specifications for highly complex programming activities. Works on all phases of programming with minimal supervision. May evaluate and implement complex COTS solutions and/or oversee teams of less senior staff performing analysis and programming functions on a project or task.
MB034	Programmer Analyst IV	Bachelor's degree	Eight (8) years of computer programming and analysis experience. At least four (4) years of experience as a lead programmer/analyst on software development and/or maintenance.	Performs analysis and programming functions at the systems/application level or for complex subsystems. Performs database design functions, establishes database access hierarchies and procedures, and develops standards, procedures, and convention for database access. Develops specifications for highly complex programming activities. Works on all phases of programming with minimal supervision. May evaluate and implement complex COTS solutions and/or oversee teams of less senior staff performing analysis and programming functions on a project or task.
MB035	Project Control Specialist	Bachelor's degree	Four (4) years of general administration experience, with two (2) years of specialized experience in project control and management assistance in both cost reimbursable and fixed price environments.	Maintains project schedules and ensures that deliverables are completed in a timely manner. Oversees project cost controls and executes cost projections. Supports project management personnel in the use of project management tools that are used for purposes like activity management, resource planning, and cost control. Ensures that the invoicing process provides proper information and distribution on the invoices. Ensures smooth coordination consistent with contract and tasking procedures. May coordinate human resources management such as time recording, payroll, and benefits recording. May oversee the activities of less senior clerical and administrative staff.
MB036	Project Manager	Bachelor's degree	Ten (10) years of applicable experience, including five (5) years of specialized experience in supervision of projects of similar size and complexity	Plans, organizes, and controls the overall activities of the project (such as project management, staffing, requirements definition, technical work, quality of products, and product cost). Ensures that all activities conform to the terms and conditions of the contract. Provides administrative oversight, handles contractual matters, and serves as liaison between the Contracting Officer's Technical Representative (COTR), Contracting Officer (CO), and corporate management. Consults with the COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Coordinates activities and seeks resolution of contractual and technical problems while

				working with the CO, COTR, and the Government Project Manager.
MB037	Quality Assurance Specialist I	Bachelor's degree	Two (2) years experience, of which at least one (1) years must be specialized. Specialized experience includes verification and validation, software/system testing and integration, software metrics and their application to quality assessment.	Performs duties within the established quality processes for evaluating software, systems, systems integration and associated documentation. May act as team lead and determine the resources required for quality assurance. Conducts formal and informal reviews at pre-determined points throughout the development and integration life cycle
MB038	Quality Assurance Specialist II	Bachelor's degree	Four (4) years experience, of which at least Two (2) years must be specialized. Specialized experience includes verification and validation, software/system testing and integration, software metrics and their application to quality assessment.	Establishes and maintains processes for evaluating software, systems, systems integration and associated documentation. Determines the resources required for quality assurance. Maintains the level of quality throughout the system life cycle. Conducts formal and informal reviews at pre-determined points throughout the development and integration life cycle
MB039	Security Expert	Bachelor's degree	Eight (8) years of computer security experience, with four (4) years of internet security specialization	Performs security analyses and advises on security issues .. Conducts risk and threat analyses and documents results. Investigates threats and incursions, recommends remediation, and oversees safeguard implementation. Evaluates software such as firewall and virus protection packages and recommends alternatives for specific environments. Applies information security concepts to the analysis of complex Internet security issues, designs solutions, and develops security solutions to customer problems
MB040	Security Expert I	Bachelor's degree	Ten (10) years of computer security experience, with six (6) years of internet security specialization	Performs security analyses and advises on security issues .. Conducts risk and threat analyses and documents results. Investigates threats and incursions, recommends remediation, and oversees safeguard implementation. Evaluates software such as firewall and virus protection packages and recommends alternatives for specific environments. Applies information security concepts to the analysis of complex Internet security issues, designs solutions, and develops security solutions to customer problems
MB041	Senior Computer Scientist	Masters degree in Computer Science	Fifteen (15) years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more unique specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced degrees.	Directs program development or modifications in complex applications where existing programming techniques and preceding applications provide little guidance. Provides recommendations on the application of current and future technologies to solve complex problems. Evaluates state-of-the-art computer hardware, software, and software development tools. Serves as a technical specialist in charge of lower-level analysts and support staff on complex or enterprise-level development projects. Plans, develops, coordinates and directs technical research and implementation. Consults with user

				management and systems analysts to clarify program intent, identify problems, suggest changes, and determine extent of programming or technological change required.
MB042	Software Engineer I	Bachelor's degree	Three (3) years of computer systems/programming experience including one (1) year of specialized experience in software engineering.	Performs software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Implements or evaluates software tools and subsystems to support software reuse and domain analysis. Performs the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Manages and performs software configuration management.
MB043	Software Engineer II	Bachelor's degree	Four (4) years of computer systems/programming experience including two (2) years of specialized experience in software engineering	Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities. Develops, evaluates, and recommends tools which support analysis and development. Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Adam, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, Power Builder), database technology, network operating systems, and Internet Web technology
MB044	Software Engineer III	Bachelor's degree	Six (6) years of computer systems/programming experience including four (4) years of specialized experience in software engineering	Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities.

				<p>Develops, evaluates, and recommends tools which support analysis and development. Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Adam, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, Power Builder), database technology, network operating systems, and Internet Web technology</p>
MB045	Software Engineer IV	Bachelor's degree	<p>Eight (8) years of computer systems/programming experience including six (6) years of specialized experience in software engineering</p>	<p>Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities. Develops, evaluates, and recommends tools which support analysis and development. Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Adam, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, Power Builder), database technology, network operating systems, and Internet Web technology</p>
MB046	Software Developer II	Bachelor's degree	<p>Minimum/General Experience: Two (2) to four (4) years of experience coding, testing and debugging software programs.</p>	<p>Functional Responsibility: Codes, tests and debugs computer applications. Documents methods and procedures used during development. Works with little supervision and is able to interpret System Design Documents with very little or no assistance. Prepares test data and works collaboratively with quality assurance specialists.</p>
MB047	Software Developer III	Bachelor's degree	<p>Minimum/General Experience: Four (4) to Five (5) years of experience coding, testing and debugging software programs.</p>	<p>Functional Responsibility: Codes, tests and debugs complex computer applications. Documents methods and procedures used during development. Trains other software developers (levels I and II). Works under general supervision and has latitude to exercise initiative and independent judgment. Analyzes proposed computer programs in terms of equipment requirements and capabilities. Analyzes, reviews and revises software programs to increase operating efficiency or to adhere to new requirements/standards. Contributes to the System Design Document. Prepares detailed analyses, plans, diagrams, and verification procedures for existing and proposed software applications. Minimum Education:</p>
MB048	Software	Bachelor's	Minimum/General	Codes, tests and debugs highly complex

	Developer IV	degree	Experience: Eight (8) years of experience coding, testing and debugging software programs. Functional Responsibility:	computer applications. Documents methods and procedures used during development. Mentors other software developers (levels I, II and III). Works under general supervision and has wide latitude to exercise initiative and independent judgment. Analyzes proposed computer programs in terms of equipment requirements and capabilities. Analyzes, reviews and revises software programs to increase operating efficiency or to adhere to new requirements/standards. Contributes heavily to the System Design Document. Prepares detailed analyses, plans, diagrams, and verification procedures for existing and proposed software applications.
MB049	Solutions Architect I	Bachelor's degree	Minimum/General Experience: Three (3) years of experience designing and/or developing architectural approaches (hardware & software) for information technology (IT) projects.	Functional Responsibility: Consults with clients to design and architect comprehensive IT system solutions. Responsible for ensuring the completeness of requirements collection, systems design, and technical infrastructure (to include hardware, software, etc.) Assists the development team by verifying that the implementation conforms to the system design. Prototypes, from time to time, various aspects of the overall solution to ensure that the technologies selected will satisfy the client's requirements. Reviews software code to ensure efficiency and compliance with the system design. Provides leadership, guidance and mentoring to the development team. Minimum Education:
MB050	Systems Administrator II	Bachelor's degree	Minimum/General Experience: Three (3) years of experience installing and deploying software on Windows, Macintosh, and/or UNIX-based computer platforms.	Functional Responsibility: Installs, integrates and deploys commonly used commercial-off-the-shelf (COTS) business software products. Manages daily activities of account creation/deletion, configuration and business system operation. Optimizes system operation and resource utilization. Administers security, and designs and executes backup/recovery procedures. Ensures reliability and accessibility of business system for end user(s).
MB051	Systems Architect I	Bachelor's degree	Minimum/General Experience: Four (4) years of experience designing and implementing software applications and/or repositories.	Functional Responsibility: Designs, develops and assists in the implementation of software applications and/or repositories. Responsible for ensuring the completeness of requirements collection and software systems design. Assists the development team by verifying that the implementation conforms to the system design. Reviews software code to ensure efficiency and compliance with the system design. Provides leadership, guidance and mentoring to the software development team.
MB052	Systems Architect II	Bachelor's degree	Minimum/General Experience: Six (6) years of experience designing and implementing software applications and/or repositories.	Functional Responsibility: Designs, develops and assists in the implementation of software applications and/or repositories. Responsible for ensuring the completeness of requirements collection and software systems design. Assists the development team by verifying that the implementation conforms to the system design. Reviews software code to

				ensure efficiency and compliance with the system design. Provides leadership, guidance and mentoring to the software development team.
MB053	Systems Engineer I	Bachelor's degree	Two (2) years of systems analysis and Systems Integration experience	Performs well-defined software and systems requirements analyses under the direction of more senior staff. Collections capacity, performance, and requirements data and other functional information. Aggregates business process characteristic data as well as data that supports business case and ROI analysis activities under the direction of more senior staff.
MB054	Systems Engineer II	Bachelor's degree	Four (4) years of systems analysis and Systems Integration experience.	Analyzes software and system requirements to determine current capabilities, system functions, and business case and ROI alternatives. Interviews end-users and reviews business process documentation to determine system requirements. Uses current information system technology to generate detailed sets of system requirements in graphical and textual format suitable for use by programmers. May serve as a team leader coordinating the activities of project or task teams organized to perform specific activities or produce specific products or outputs
MB055	Systems Engineer III	Bachelor's degree	Six (6) years of systems analysis and systems integration experience.	Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, and reviews business process documentation to determine system requirements, business case parameters, and return on investment (ROI) scenarios. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks.
MB056	Systems Engineer IV	Bachelor's degree	Eight (8) years of systems analysis and systems integration experience.	Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, and reviews business process documentation to determine system requirements, business case parameters, and return on investment (ROI) scenarios. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks.
MB057	Systems Engineer V	Bachelor's degree	Ten (10) years of systems analysis and systems integration experience.	Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, and reviews business process documentation to determine system requirements, business case parameters, and return on investment (ROI) scenarios. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format.

				May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks.
MB058	Technical Expert I	Master's Degree	Experience qualifications will be determined on a case-by-case basis. Generally this requires eight years of general experience in information systems, including six years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than six years and more consistent with the age of the technology). Recognized expert in the technology being addressed.	Prepares materials for reports and assists with the preparation of resource materials for assignments in area of expertise. Performs research within parameters defined by more experienced staff using expertise developed through academic study or minimal professional exposure. Collects data and makes field decisions regarding it within guidelines established by more senior personnel.
MB059	Technical Expert II	Master's Degree	Experience qualifications will be determined on a case-by-case basis. Generally this requires ten years of general experience in information systems, including eight years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than eight years and more consistent with the age of the technology). Recognized expert in th	Contributes to reports and performs analytical work leading to the completion of studies and analysis efforts. May conduct research using criteria defined by or under the direction of more senior staff using own familiarity with content/subject areas in a given field. May perform preliminary data analysis efforts leading to the development of initial conclusions or findings. May provide consultative support to technical or operations personnel performing tasks in the technical expert's field of expertise.
MB060	Technical Expert III	Master's Degree	Experience qualifications will be determined on a case-by-case basis. Generally this requires twelve years of general experience in information systems, including ten years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than ten years and more consistent with the age of the technology).	Prepares reports under the general direction of more senior staff or prepares portions of reports in specific expertise areas. Analyzes data and develops conclusions and findings that become the source for decisions, policy actions, or plans. May serve as a content advisor in well-defined subject areas. Leads workshops, seminars, and training sessions.
MB061	Technical Expert IV	Master's Degree	Experience qualifications will be determined on a case-by-	Provides significant technical or content area expertise in a given area. Working as a senior

			case basis. Generally this requires fourteen years of general experience in information systems, including ten years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise in new state-of-the-art technology, the specialized experience may be less than ten years and more consistent with the age of the technology). Recognized expert in the technology being addressed	member of a team, reviews elements of customer problems and contributes to the definition of solutions. Structures reports of moderate length and complexity addressing well defined topics, writes reports and report sections, and reviews materials prepared by less senior staff in areas of specialization. May serve as a content advisor in well-defined subject areas. May oversee the work of support personnel contributing to work assignments in expertise areas
MB062	Technical Expert V	Master's Degree	Experience qualifications will be determined on a case-by-case basis. Generally this requires sixteen years of general experience in information systems, including ten years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise in new state-of-the-art technology, the specialized experience may be less than ten years and more consistent with the age of the technology). Recognized expert in the technology being addressed.	Provides technology or content specific expertise in an area or a cluster of closely related areas. Reviews complex customer problems and formulates solutions, designs research and analysis efforts capable of addressing complex issues, reviews research results, and formulates findings, conclusions, and recommendations. Writes reports and reviews report material generated by less senior staff. Acts as an information resource regarding major questions and provides guidance concerning complex information technology, systems, and management issues. May oversee the work of less senior personnel in areas of expertise.
MB063	Technical Writer	Bachelor's degree	Five (5) years of experience planning, managing, and developing documentation of all aspects of the system development life cycle. Requires knowledge of system development life cycle and knowledge of technical writing tools and techniques.	Plans, manages and coordinates documentation of all aspects of the system development life cycle for projects. Establishes documentation guidelines and practices. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively orally and in writing.
MB064	Training Specialist I	Bachelor's degree	Two (2) years of experience of which one (1) are specialized in a related field to subject matter. Is proficient with standard concepts, practices, and procedures within a particular field. Must have knowledge of and experience in working with various methods of training delivery, including self-learning tools	Lectures class on designated content topics, following outline, handouts and texts. Administers written and practical exams and is evaluated on performance and knowledge.

MB065	Training Specialist II	Bachelor's degree	Four (4) years of experience of which two (2) are specialized in a related field to subject matter. Is proficient with standard concepts, practices, and procedures within a particular field. Must have knowledge of and experience in working with various methods of training delivery, including self-learning tools	Participates in, and conducts technical training programs. Writes training text, prepares handouts, and designs tests and laboratory exercises. Lectures class on designated content topics, following outline, handouts and texts. Administers written and practical exams and is evaluated on performance and knowledge.
MB066	Training Specialist III	Bachelor's degree	Six (6) years of experience of which four (4) are specialized in a related field to subject matter. Is proficient with standard concepts, practices, and procedures within a particular field. Must have knowledge of and experience in working with various methods of training delivery, including self-learning tools.	Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on designated content materials following outline, handouts and texts. Administers written and practical exams and is evaluated on performance and knowledge. May coordinate multi-session training programs and provide direction to less senior training staff.
MB067	Web Based Training Specialist	Bachelor's degree	A minimum of six (6) years in the field of multimedia presentation, with three (3) years specializing in web-based training initiatives	Develops multimedia software and creates multimedia presentations (including video and sound components as appropriate). Contributes to graphics design by identifying educational objectives as determining how they can best be represented. Performs web authoring activities for virtual online courses and creates web pages. Creates web-deployed applications and administrative tools
MB068	Web Site Design Specialist I	Bachelor's degree	Three (3) years of general experience, including one (1) year of specialized experience in Web design.	Interprets site design concepts and executes specifications in designing sites. Integrates content/media resources to present client information in an effective manner. Organizes content to achieve coherency and to maximize presentation impact. Interprets security requirements and applies them to specifications. Coordinates design specifications with developer staff
MB069	Web Site Design Specialist II	Bachelor's degree	Five (5) years of general experience, including three (3) years of specialized experience in Web design	Designs requirement analyses activities, specifies logical and physical design parameters, collections design data, and formulates site designs for complex and sophisticated resources. Works with customers to integrate priorities and objects into design concepts. Creates design specifications and/or reviews the specifications created by less senior staff. Evaluates technical alternatives and selects the most effective and appropriate. Reviews alternative media and content and makes recommendations that integrate content, media, and technical resources. Works with developer staff to execute designs and implement web resources. May oversee the work of less experienced website design staff.
MB070	Web Site Operations Specialist	Bachelor's degree	Three (3) years of web operations experience, including one (1) year specialization in user	Manages content, access, and security for one or more Internet or intranet resources. Updates content information, creates links, maintains URLs, establishes privileges and

			interface and communication	sets priorities, and maintains web-activated resources such as database and forms. Provides first level support to users in areas such as accessibility and site utilization. Creates and maintains site maps and other accessibility tools.
MB071	Web-based Application Developer I	Bachelor's degree	One (1) year of general computer systems development experience using structured analysis, design methodologies, design tools and techniques, object-oriented principles, the logical and physical functional, operational, and technical architecture of large and complex information systems.	Develops Web-based solutions under the direction of more senior development staff. Understanding of current development methodologies including 3-tier, 2-tier and single-tier application development. Knowledge of technologies such as Java, XML, MS Visual Basic, ASP, HTML, COM, MS IIS, MS SQL, and Oracle. Assist Website operations group in trouble-shooting when problems in existing systems are identified. Writes technical documentation as needed.
MB072	Web-based Application Developer II	Bachelor's degree	Three (3) years of general computer systems development experience, of which at least one (1) year must be specialized in structured analysis, design methodologies, design tools and techniques, object-oriented principles, the logical and physical functional, operational, and technical architecture of large and complex information systems	Develops Web-based solutions based on requirements from business process managers. Understanding of current development methodologies including 3-tier, 2-tier and single-tier application development. Knowledge of technologies such as Java, XML, MS Visual Basic, ASP, HTML, COM, MS IIS, MS SQL, and Oracle. Resolves systems integration issues between heterogeneous platforms.
MB073	Web-based Application Developer III	Bachelor's degree	Five (5) years of general computer systems development experience, of which at least three (3) years must be specialized in structured analysis, design methodologies, design tools and techniques, object-oriented principles, the logical and physical functional, operational, and technical architecture of large and complex information systems	Responsible for all aspects of web based application development and their operation either on the Internet or on a client's intranet. Works with clients to define requirements, determines how to optimize existing resources in order to meet requirements, designs web-based applications using advanced web design tools and techniques and significantly increases the operational efficiency via web-based data centralization and data accessibility.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

ManTech Integrated Data Systems 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-protege programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

Kimberly A. Bowley
Corporate Small Business Liaison Officer
(703) 218-6317, fax (703) 218-6340
kim.bowley@mantech.com

FEDERAL SUPPLY SCHEDULES BLANKET PURCHASE AGREEMENTS

BLANKET PURCHASE AGREEMENTS - THEY'RE NOT JUST FOR -SIMPLIFIED ACQUISITION PURCHASES

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.303-2(c)(3): "BPAs may be established with Federal Supply Schedule contractors...". Let's look at the benefits of a BPA with a Federal Supply Schedule contractor today:

Setting up a BPA with a Federal Supply Schedule contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork.

In the past, individual orders under a BPA could not exceed the maximum order limitation. Today, that is no longer true. With the removal of the maximum order limitation, agencies are no longer restricted by any dollar limitations when placing orders under a BPA.

For large BPAs, agencies are empowered and encouraged to seek further price reductions.

With a Federal Supply Schedule BPA you can order as much as you want, as little as you want and as often as you want. There is no better tool available to purchase than a Federal Supply Schedule BPA. Your flexibility and the advantages are endless when you set up a BPA!

You can use a BPA as an ordering device that your field offices across the nation can participate in, allowing them to place orders directly. In doing so, your entire agency reaps the benefits of additional discounts negotiated into your own BPA!! In addition, you reduce the administrative burden of writing numerous purchase orders.

Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6. Teaming Arrangements may be incorporated into your BPA!

FAR 13.3 provides the following procedures for establishing BPAs under the Simplified Acquisition Procedures:

The Contracting Officer may use BPAs:

- When there is a need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- When a need for commercial sources of supply for one or more offices that do not have purchase authority exists.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

SAMPLE BPA FORMAT

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____ and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH _____ (Ordering Agency):

(1) The following contract services/products 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:

<u>ITEM (Model/Part Number or Type of Service)</u>	<u>SPECIAL BPA DISCOUNT/PRICE</u>
_____	_____
_____	_____

(2) Delivery:

<u>DESTINATION</u>	<u>DELIVERY SCHEDULE/DATES</u>
_____	_____
_____	_____

(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:

<u>OFFICE</u>	<u>POINT OF CONTACT</u>
_____	_____
_____	_____

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

(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) Task/Delivery 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 as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery 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 AND FEDERAL SUPPLY SCHEDULES

In the spirit of the Federal Acquisition Streamlining Act, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve –

- Satisfy the customer (cost, quality and timeliness of delivery)
- Maximize use of commercial products and services
- Consider contractor's past performance
- Promoting competition
- Minimize administrative costs
- Conduct business with integrity, fairness and openness
- Fulfill public policy objectives

The Federal Supply Schedule program is a source that customers may use to achieve what the System has outlined for Acquisition Teams to follow.

Each member of the "Acquisition Team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award. Team Arrangements combined with the Federal Supply Schedule Program provide Federal customers a powerful commercial acquisition strategy.