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CONTENT MANAGEMENT AND LIBRARY SOLUTIONS

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

Company Overview

Progressive Technology Federal Systems, Inc. (PTFS) has been a leading provider of enterprise content management solutions to Federal Civilian and DoD agencies since 1995. ArchivalWare, PTFS' enterprise content management application, has been in production for twelve years and is installed at more than eighty customer locations. This application is best known for providing knowledge management, geospatial, and declassification solutions and now provides content management as a service. Supporting services include digitization, system integration, application installation/configuration, content loading/organization, training, staff augmentation, and ongoing support. PTFS also supports Koha, an open source integrated library solution for research centers and libraries which has now been tightly integrated with ArchivalWare's core CMS. PTFS installs, customizes, and hosts this application and supports over 600 libraries and research centers with the solution.

Special Item No. 132-33 Perpetual Software Licenses

Special Item No. 132-34 Maintenance of Software as a Service

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

SPECIAL ITEM NUMBER 132-33 - PERPETUAL SOFTWARE LICENSES

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers

Operating System Software

Application Software

Electronic Commerce (EC) Software

Utility Software

Communications Software

Core Financial Management Software

Ancillary Financial Systems Software

Special Physical, Visual, Speech, and Hearing Aid Software

Microcomputers

- Operating System Software
- Application Software
- Electronic Commerce (EC) Software
- Utility Software
- Communications Software
- Core Financial Management Software
- Ancillary Financial Systems Software
- Special Physical, Visual, Speech, and Hearing Aid Software

NOTE: 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>.

SPECIAL ITEM NUMBER 132-34 - MAINTENANCE OF SOFTWARE AS A SERVICE

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially.

Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

Progressive Technology Federal Systems

11501 Huff Ct

North Bethesda, MD 20815

(301) 654-8088

www.ptfs.com

Contract Number: GS-35F-5322H

Period Covered by Contract: May 20, 1998 – May 19, 2018

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #70, dated May 20, 2013.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at www.fss.gsa.gov. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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 micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

11501 Huff Ct

North Bethesda, MD 20815

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

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

301-654-8088

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

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 Contract

Block 16: Data Universal Numbering System (DUNS) Number: **836998120**

Block 30: Type of Contractor: Small Business or Other Than Small Business depending on NAICS code

Block 31: Woman-Owned Small Business - **No**

Block 37: Contractor's Taxpayer Identification Number (TIN): 52-1942959

Block 40: Veteran Owned Small Business (VOSB): **No**

4a. CAGE Code: **04XA9**

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

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-33	30 Days
132-34	30 Days
132-51	30 Days

-PTFS will also work with clients that would like expedited delivery

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

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

a. Prompt Payment: 0.25% 10 days from receipt of invoice or date of acceptance, whichever is later.

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.

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$0.

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

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

Special Item Number 132-33 - Perpetual Software Licenses

Special Item Number 132-34 - Maintenance of Software as a Service

Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be

provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

This order is placed under written authorization from Lynn Clark dated November 26, 2012. 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 TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was

discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

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

PTFS has a limited 90 day warranty

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

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

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number **240-380-1182** for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from **8:30 to 5:30 EST**.

4. SOFTWARE MAINTENANCE

a. Software maintenance as it is defined: (select software maintenance type):

- ✓ 1. Software Maintenance as a Product (SIN 132-32 or SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

Software Maintenance as a product is billed at the time of purchase.

- ✓ 2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF TERM LICENSES (SIN 132-32) AND MAINTENANCE (SIN 132-34)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

b. Term licenses and/or maintenance may be discontinued per the terms of the End User License Agreement (EULA).

c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance are to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance are to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime

Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

7. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

8. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

<p style="text-align: center;">TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)</p>
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1. SCOPE

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

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

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

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

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

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

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

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

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such

restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all

corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, and conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

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

PTFS GSA LABOR RATES

PTFS GSA Labor Rates											
Effective 8/20/09		Proposed Government Site Rates		Rate Esc	3.30%	Proposed Contract or Site Rates	Contract or Site rate premium =	16%			
CLIN Number	Labor Category	Bid Rates GSA Schedule Onsite 19May08 - 18May09	Bid Rates GSA Schedule Onsite 19May09 - 18May10	Bid Rates GSA Schedule Onsite 19May10 - 18May11	Bid Rates GSA Schedule Onsite 19May11 - 18May12	Bid Rates GSA Schedule Onsite 19May12 - 18May13	Bid Rates GSA Schedule Contract or Site 19May08 - 18May09	Bid Rates GSA Schedule Contract or Site 19May09 - 18May10	Bid Rates GSA Schedule Contract or Site 19May10 - 18May11	Bid Rates GSA Schedule Contract or Site 19May11 - 18May12	Bid Rates GSA Schedule Contract or Site 19May12 - 18May13
1010	Computer Operator I	\$35.98	\$37.17	\$38.40	\$39.67	\$40.98	\$41.74	\$43.11	\$44.54	\$46.01	\$47.52
1011	Computer Operator II	\$46.50	\$48.03	\$49.61	\$51.25	\$52.94	\$53.94	\$55.72	\$57.56	\$59.46	\$61.42
1012	Computer Operator III	\$51.56	\$53.26	\$55.02	\$56.84	\$58.72	\$59.81	\$61.78	\$63.82	\$65.93	\$68.10
1013	Computer Operator IV	\$59.08	\$61.03	\$63.04	\$65.12	\$67.27	\$68.53	\$70.79	\$73.13	\$75.54	\$78.04
1014	Computer Programmer I	\$54.49	\$56.29	\$58.15	\$60.07	\$62.05	\$63.21	\$65.29	\$67.45	\$69.67	\$71.97
1015	Computer Programmer II	\$63.81	\$65.92	\$68.10	\$70.35	\$72.67	\$74.02	\$76.46	\$78.99	\$81.59	\$84.28
1016	Computer Programmer III	\$68.67	\$70.94	\$73.28	\$75.70	\$78.20	\$79.66	\$82.29	\$85.00	\$87.81	\$90.70
1017	Computer Programmer IV	\$83.16	\$85.90	\$88.73	\$91.66	\$94.68	\$96.47	\$99.65	\$102.94	\$106.33	\$109.84
1018	Computer Systems Analyst I	\$60.01	\$61.99	\$64.04	\$66.15	\$68.33	\$69.61	\$71.91	\$74.28	\$76.73	\$79.27
1019	Computer Systems Analyst II	\$72.87	\$75.27	\$77.75	\$80.32	\$82.97	\$84.53	\$87.32	\$90.20	\$93.18	\$96.25
1020	Computer Systems Analyst III	\$98.70	\$101.96	\$105.32	\$108.80	\$112.39	\$114.49	\$118.27	\$122.17	\$126.20	\$130.37
1021	Computer Systems Analyst IV	\$132.98	\$137.37	\$141.90	\$146.58	\$151.42	\$154.26	\$159.35	\$164.61	\$170.04	\$175.65

Effective 8/20/09		Proposed Government Site Rates		Rate Esc	3.30%		Proposed Contract or Site Rates	Contract or Site rate premium =	16%			
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1022	Key Entry Operator I	\$32.40	\$33.47	\$34.57	\$35.71	\$36.89	\$37.58	\$38.82	\$40.11	\$41.43	\$42.80	
1023	Key Entry Operator II	\$36.00	\$37.19	\$38.42	\$39.69	\$41.00	\$41.76	\$43.14	\$44.56	\$46.03	\$47.55	
1024	Peripheral Equipment Operator I	\$33.16	\$34.25	\$35.38	\$36.55	\$37.76	\$38.47	\$39.73	\$41.05	\$42.40	\$43.80	
1025	Peripheral Equipment Operator II	\$36.00	\$37.19	\$38.42	\$39.69	\$41.00	\$41.76	\$43.14	\$44.56	\$46.03	\$47.55	
1026	Peripheral Equipment Operator III	\$41.15	\$42.51	\$43.91	\$45.36	\$46.86	\$47.73	\$49.31	\$50.94	\$52.62	\$54.35	
1033	System Technician I	\$33.16	\$34.25	\$35.38	\$36.55	\$37.76	\$38.47	\$39.73	\$41.05	\$42.40	\$43.80	
1034	System Technician II	\$44.39	\$45.85	\$47.36	\$48.92	\$50.53	\$51.49	\$53.19	\$54.95	\$56.76	\$58.63	
1035	System Technician III	\$48.90	\$50.51	\$52.18	\$53.90	\$55.68	\$56.72	\$58.60	\$60.53	\$62.53	\$64.59	
1036	System Technician IV	\$68.67	\$70.94	\$73.28	\$75.70	\$78.20	\$79.66	\$82.29	\$85.00	\$87.81	\$90.70	
1037	Hardware Specialist I	\$54.49	\$56.29	\$58.15	\$60.07	\$62.05	\$63.21	\$65.29	\$67.45	\$69.67	\$71.97	
1038	Hardware Specialist II	\$63.81	\$65.92	\$68.10	\$70.35	\$72.67	\$74.02	\$76.46	\$78.99	\$81.59	\$84.28	
1039	Hardware Specialist III	\$98.05	\$101.29	\$104.63	\$108.08	\$111.65	\$113.74	\$117.49	\$121.37	\$125.37	\$129.51	
1040	Hardware Specialist IV	\$109.72	\$113.34	\$117.08	\$120.94	\$124.93	\$127.28	\$131.48	\$135.81	\$140.30	\$144.93	

Effective 8/20/09		Proposed Government Site Rates		Rate Esc	3.30%		Proposed Contract or Site Rates	Contract or Site rate premium =	16%		
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1041	Document Preparation Clerk I	\$30.60	\$31.61	\$32.65	\$33.73	\$34.84	\$35.50	\$36.67	\$37.88	\$39.13	\$40.42
1042	Document Preparation Clerk II	\$38.00	\$39.25	\$40.55	\$41.89	\$43.27	\$44.08	\$45.53	\$47.04	\$48.59	\$50.19
1043	Senior Systems Engineer I	\$83.16	\$85.90	\$88.73	\$91.66	\$94.68	\$96.47	\$99.65	\$102.94	\$106.33	\$109.84
1044	Senior Systems Engineer II	\$92.01	\$95.05	\$98.19	\$101.43	\$104.78	\$106.73	\$110.25	\$113.89	\$117.65	\$121.53
1045	Senior Systems Engineer III	\$98.05	\$101.29	\$104.63	\$108.08	\$111.65	\$113.74	\$117.49	\$121.37	\$125.37	\$129.51
1046	Senior Systems Engineer IV	\$115.00	\$118.80	\$122.72	\$126.77	\$130.95	\$133.40	\$137.80	\$142.35	\$147.05	\$151.90
1051	Network Technician I	\$55.99	\$57.84	\$59.75	\$61.72	\$63.76	\$64.95	\$67.09	\$69.31	\$71.59	\$73.96
1052	Network Technician II	\$63.81	\$65.92	\$68.10	\$70.35	\$72.67	\$74.02	\$76.46	\$78.99	\$81.59	\$84.28
1053	Network Technician III	\$73.15	\$75.56	\$78.05	\$80.63	\$83.29	\$84.85	\$87.65	\$90.55	\$93.53	\$96.62
1054	Network Technician IV	\$92.01	\$95.05	\$98.19	\$101.43	\$104.78	\$106.73	\$110.25	\$113.89	\$117.65	\$121.53
1055	Assistant Project Manager	\$83.16	\$85.90	\$88.73	\$91.66	\$94.68	\$96.47	\$99.65	\$102.94	\$106.33	\$109.84
1056	Clerical I	\$30.34	\$31.34	\$32.37	\$33.44	\$34.54	\$35.19	\$36.36	\$37.56	\$38.79	\$40.08
1057	Clerical II	\$35.20	\$36.36	\$37.56	\$38.80	\$40.08	\$40.83	\$42.18	\$43.57	\$45.01	\$46.49
1058	Clerical III	\$39.60	\$40.91	\$42.26	\$43.65	\$45.09	\$45.94	\$47.45	\$49.02	\$50.64	\$52.31
1059	Clerical IV	\$45.00	\$46.49	\$48.02	\$49.60	\$51.24	\$52.20	\$53.92	\$55.70	\$57.54	\$59.44

Effective 8/20/09		Proposed Government Site Rates		Rate Esc	3.30%	Proposed Contract or Site Rates	Contract or Site rate premium =	16%			
CLIN Number	Labor Category	Bid Rates GSA Schedule Onsite 19May08 - 18May09	Bid Rates GSA Schedule Onsite 19May09 - 18May10	Bid Rates GSA Schedule Onsite 19May10 - 18May11	Bid Rates GSA Schedule Onsite 19May11 - 18May12	Bid Rates GSA Schedule Onsite 19May12 - 18May13	Bid Rates GSA Schedule Contract or Site 19May08 - 18May09	Bid Rates GSA Schedule Contract or Site 19May09 - 18May10	Bid Rates GSA Schedule Contract or Site 19May10 - 18May11	Bid Rates GSA Schedule Contract or Site 19May11 - 18May12	Bid Rates GSA Schedule Contract or Site 19May12 - 18May13
1061	Archivist	\$72.25	\$74.63	\$77.09	\$79.63	\$82.26	\$83.81	\$86.58	\$89.43	\$92.38	\$95.43
1062	Sr. Archivist	\$76.50	\$79.02	\$81.63	\$84.32	\$87.10	\$88.74	\$91.67	\$94.69	\$97.82	\$101.05
1063	Sr. Systems Librarian	\$119.43	\$123.37	\$127.44	\$131.65	\$135.99	\$138.54	\$143.11	\$147.83	\$152.71	\$157.75
1069	Librarian	\$62.25	\$64.30	\$66.42	\$68.61	\$70.87	\$72.21	\$74.59	\$77.05	\$79.60	\$82.22
1070	Sr. Librarian	\$72.25	\$74.63	\$77.09	\$79.63	\$82.26	\$83.81	\$86.58	\$89.43	\$92.38	\$95.43
1071	Cataloger	\$76.50	\$79.02	\$81.63	\$84.32	\$87.10	\$88.74	\$91.67	\$94.69	\$97.82	\$101.05
1072	Sr. Cataloger	\$86.01	\$88.85	\$91.78	\$94.81	\$97.94	\$99.77	\$103.06	\$106.47	\$109.98	\$113.61
1073	Systems Librarian	\$108.18	\$111.75	\$115.44	\$119.25	\$123.19	\$125.49	\$129.63	\$133.91	\$138.33	\$142.89
1074	Sr. Project Manager	\$133.49	\$137.90	\$142.45	\$147.15	\$152.01	\$154.85	\$159.96	\$165.24	\$170.69	\$176.32
1075	Director	\$177.98	\$183.85	\$189.92	\$196.19	\$202.66	\$206.46	\$213.27	\$220.31	\$227.58	\$235.09
1076	Sr. Principal Analyst	\$158.70	\$163.94	\$169.35	\$174.94	\$180.71	\$184.09	\$190.17	\$196.44	\$202.93	\$209.62
1077	Principal Analyst	\$126.08	\$130.24	\$134.54	\$138.98	\$143.57	\$146.25	\$151.08	\$156.06	\$161.21	\$166.53
1078	Expert Systems Engineer	\$132.00	\$136.36	\$140.86	\$145.51	\$150.31	\$153.12	\$158.17	\$163.39	\$168.78	\$174.35
1088	Program Manager	\$134.67	\$139.11	\$143.70	\$148.44	\$153.34	\$156.22	\$161.37	\$166.70	\$172.20	\$177.88
1089	Project Manager	\$105.44	\$108.92	\$112.51	\$116.22	\$120.06	\$122.31	\$126.35	\$130.52	\$134.82	\$139.27
1090	Quality Assurance Manager	\$87.53	\$90.42	\$93.40	\$96.48	\$99.66	\$101.53	\$104.89	\$108.35	\$111.92	\$115.62
1104	Help Desk Manager	\$64.61	\$66.74	\$68.94	\$71.22	\$73.57	\$74.95	\$77.42	\$79.98	\$82.61	\$85.34
1105	Help Desk Specialist	\$49.52	\$51.15	\$52.84	\$54.58	\$56.38	\$57.44	\$59.34	\$61.30	\$63.32	\$65.41
1106	Principal Systems Architect	\$99.30	\$102.58	\$105.97	\$109.47	\$113.08	\$115.19	\$118.99	\$122.92	\$126.97	\$131.16
1066	Library Technician 1	\$35.20	\$36.36	\$37.56	\$38.80	\$40.08	\$40.83	\$42.18	\$43.57	\$45.01	\$46.49
1067	Library Technician 2	\$43.27	\$44.70	\$46.18	\$47.70	\$49.27	\$50.19	\$51.85	\$53.56	\$55.33	\$57.15
1068	Library Technician 3	\$51.00	\$52.68	\$54.42	\$56.22	\$58.08	\$59.16	\$61.11	\$63.13	\$65.21	\$67.36

LABOR CATEGORY DESCRIPTIONS

1010 Computer Operator I

A. Functional Responsibility: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based or peripheral equipment.

B. Minimum/General Experience: High school education or technical school is required. This position requires a minimum of 0 years experience

C. Education:

1. High School or technical training
 2. With 6 months experience (formal training is not required)
-

1011 Computer Operator II

A. Functional Responsibility: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based or peripheral equipment.

B. Minimum/General Experience: High school education or technical short is required. This position requires a minimum of 6 months experience.

C. Education:

1. High School or technical training
-

1012 Computer Operator III

A. Functional Responsibility: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based or peripheral equipment.

B. Minimum/General Experience: High school education or technical short is required. This position requires a minimum of 12 months experience.

C. Education:

1. High School or technical training
-

1013 Computer Operator IV

A. Functional Responsibility: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based or peripheral equipment.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of two years experience.

C. Education:

1. With a Bachelor's Degree (in the fields described in B above): one year general experience.
-

1014 Computer Programmer I

- A. Functional Responsibility:** Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps develop appropriate corrective action.
- B. Minimum/General Experience:** Currently enrolled as a full-time student at a university or college and majoring in Computer Science, Information Systems, Engineering, Business, or other related discipline.
-

1015 Computer Programmer II

- A. Functional Responsibility:** Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.
- B. Minimum/General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience.
-

1016 Computer Programmer III

- A. Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.
- B. Minimum/General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of two years experience, of which at least one year must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.
- C. Education:**
1. With a Master's Degree (in the fields described in B above) one year general experience is required.
 2. With five years of general experience, a degree is not required.
-

1017 Computer Programmer IV

- A. Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.
- B. Minimum/General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of five years experience, of which at least two year must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.
- C. Education:**
1. With a Master's Degree (in the fields described in B above) two years general experience is required.
 2. With seven years of general experience, a degree is not required.

1018 Computer Systems Analyst I

A. Functional Responsibility: Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists senior level Computer Systems Analyst to develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Computer Systems Analyst or a Computer Systems Analyst coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

B. Minimum/General Experience: An Associate's degree or trade school certificate in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent graduates and requires no experience.

1019 Computer Systems Analyst II

A. Functional Responsibility: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

B. Minimum/General Experience: A Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of one year's experience. Experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as C, C++, Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

C. Education:

1. With a Bachelor's Degree (in the fields described in B above): 0 years general is required.
2. With four years of general experience of which at least two years must be specialized experience, a degree is not required.

1020 Computer Systems Analyst III

A. Functional Responsibility: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates

closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of two years experience, of which at least one year must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as C, C++, Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

C. Education:

1. With a Master's Degree (in the fields described in B above): 0 years general is required.

2. With six years of general experience of which at least three years must be specialized experience, a degree is not required.

1021 Computer Systems Analyst IV

A. Functional Responsibility: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as C, C++, Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

C. Education:

1. With a Master's Degree (in the fields described in B above): 2 years general is required.

2. With eight years of general experience of which at least four years must be specialized experience, a degree is not required.

1022 Key Entry Operator I

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

B. Minimum/General Experience: Requires a high school diploma and a minimum of one years experience in data entry and verification. At minimum, typing speed of 30-35 wpm. Typically required to work under close supervision and direction.

C. Education:

1. With an Associate's Degree in any related discipline or one half (1/2) year of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.

1023 Key Entry Operator II

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

B. Minimum/General Experience: Requires a high school diploma and a minimum of two years experience in data entry and verification. At minimum, typing speed of 35-45 wpm. Typically required to work under close supervision and direction.

C. Education:

1. With an Associate's Degree in any related discipline or one year of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.

1024 Peripheral Equipment Operator I

A. Functional Responsibility: Monitors and supports and operates computer peripherals such as printers, scanners and plotters. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based or peripheral equipment.

B. Minimum/General Experience: Technical/trade school or short course is required. This position requires a minimum of 0 years experience.

C. Education:

1. High School or technical training

2. With 6 months experience, formal training is not required

1033 System Technician I

A. Functional Responsibility: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: This position requires a minimum of 6 months experience. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

1. With an Associates (in the fields described in B above): no experience is necessary.

1034 System Technician II

A. Functional Responsibility: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of one year experience. Experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

1. With an Associates Degree (in the fields described in B above): two years general experience of which at least one year must be specialized experience is required.
2. With five years general experience of which at least three years is specialized, a degree is not required.

1035 System Technician III

A. Functional Responsibility: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or certificate is required. This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

1. With a Bachelor's Degree (in the fields described in B above): three years general experience of which at least one years must be specialized experience is required.
2. With seven years general experience of which at least five years is specialized, a degree is not required.

1036 System Technician IV

A. Functional Responsibility: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

1. With a Bachelor's Degree (in the fields described in B above): four years general experience of which at least two years must be specialized experience is required.
2. With nine years general experience of which at least seven years is specialized, a degree is not required.

1037 Hardware Specialist I

A. Functional Responsibility: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: This position requires a minimum of 6 months experience. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

1. With an Associates (in the fields described in B above): no experience is necessary.

1038 Hardware Specialist II

A. Functional Responsibility: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of one year experience. Experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

1. With An Associates Degree (in the fields described in B above): two years general experience of which at least one year must be specialized experience is required.

2. With five years general experience of which at least three years is specialized, a degree is not required.

1039 Hardware Specialist III

A. Functional Responsibility: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or certificate is required. This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

1. With a Bachelor's Degree (in the fields described in B above): three years general experience of which at least one year must be specialized experience is required.

2. With seven years general experience of which at least five years is specialized, a degree is not required.

1040 Hardware Specialist IV

A. Functional Responsibility: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

C. Education:

- 1. With a Bachelor's Degree (in the fields described in B above):** four years general experience of which at least two years must be specialized experience is required.
 - 2. With nine years general experience of which at least seven years is specialized,** a degree is not required.
-

1041 Document Preparation Clerk I

A. Duties. Performs document preparation for optical scanning or other tasks/procedures.

B. Qualifications. Requires a high school diploma. Typically required to work under close supervision and direction.

C. Education:

- 1. Requires a high school diploma.** Formal specialized training may be substituted for a diploma. With 2 months experience a diploma is not required.
-

1042 Document Preparation Clerk II

A. Duties. Performs document preparation for optical scanning or other tasks/procedures..

B. Qualifications. Requires a high school diploma and one year experience.

C. Education:

- 1. An Associate of Arts (AA) degree in Computer Science or related study will be considered equivalent to one half (½) year of general experience.** Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.
-

1043 Senior Systems Engineer I

A. Functional Responsibility: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

B. Minimum/General Experience: A Associates degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

C. Education:

- 1. With a Bachelor's Degree (in the fields described in B above):** one year general experience.
 - 2. With five years of general experience of which at least two years must be specialized experience,** a degree is not required.
-

1044 Senior Systems Engineer II

A. Functional Responsibility: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

B. Minimum/General Experience: A Associates degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

C. Education:

1. With a Bachelor's Degree (in the fields described in B above): four years general experience of which at least three years must be specialized experience is required.
2. With eight years of general experience of which at least four years must be specialized experience, a degree is not required.

1045 Senior Systems Engineer III

A. Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of four years experience managing or performing software engineering activities, of which at least two years must be specialized. Specialized experience includes: demonstrated experience working with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

C. Education:

1. With a Master's Degree (in the fields described in B above): two years general experience of which at least one year must be specialized.
2. With ten years of general experience of which at least five years must be specialized experience, a degree is not required.

1046 Senior Systems Engineer IV

A. Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs

and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience managing or performing software engineering activities, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience working with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

C. Education:

1. **With a Master's Degree (in the fields described in B above):** eight years general experience of which at least six years must be specialized experience is required.
2. **With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.**

1051 Network Technician I

A. Functional Responsibility: Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

B. Minimum/General Experience: Minimum education requirement is a high school diploma. This position requires a minimum of six months experience. Experience includes: analysis, design, and installation of local area networks; and analysis and installation of communications systems.

C. Education:

1. **With an Associate's Degree:** No experience is required.

1052 Network Technician II

A. Functional Responsibility: Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

B. Minimum/General Experience: Minimum education requirement is a high school diploma. This position requires a minimum of one years experience. General experience includes increasing responsibilities in technical management.

C. Education:

1. **With an Associate's Degree:** one years general experience of which at 6 months specialized experience is required.
2. **With a Bachelor's Degree:** 6 months general is required.

1053 Network Technician III

A. Functional Responsibility: Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings

documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

B. Minimum/General Experience: Minimum education requirement is a high school diploma. This position requires a minimum of two years experience of which at least one year must be specialized. Specialized experience includes: supervision of installation technicians; analysis, design, and installation of local and wide area nets; and analysis and installation of communication systems. Familiar with e engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management.

C. Education:

1. With an Associate's Degree: one years general experience is required.
2. With a Bachelor's Degree: six months general experience is required.

1054 Network Technician IV

A. Functional Responsibility: Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

B. Minimum/General Experience: Minimum education requirement is a high school diploma. This position requires a minimum of four years experience of which at least two years must be specialized. Specialized experience includes: supervision of installation technicians; analysis, design, and installation of local and wide area nets; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management.

C. Education:

1. With an Associate's Degree: two years general experience of which at least one year must be specialized experience is required.
2. With a Bachelor's Degree: one year general experience of which at least 6 months specialized experience is required.

1055 Assistant Project Manager

A. Functional Responsibility: Serves as the assistant project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall also assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), 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 insuring 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.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, of which at least two years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

C. Education:

1. **With a Master's Degree (in the fields described in B above):** four years of general experience of which at least five years specialized experience is required.
 2. **With a Ph.D. (in the fields described in B above)** two years of general experience of which at least four years specialized experience is required.
 3. **With eight years general experience of which at least six years specialized experience, a degree is not required.**
-

1056 Clerical I

A. Duties. Directly supports management by providing general office functions which include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

B. Qualifications. Requires a high school diploma and a minimum of one year experience in general office administration. At minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word).

C. Education:

1. **With an Associate's Degree in any related discipline:** one year general experience of which at least one year is specialized experience is required.
-

1057 Clerical II

A. Duties. Directly supports management by providing general office functions which can include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

B. Qualifications. Requires a high school diploma and a minimum of two years experience in general office administration. At minimum, two years of specialized experience using commercial automated word processing (e.g., WordPerfect, Word). Demonstrated ability to work independently or under only general direction.

C. Education:

1. **With an Associate's Degree in any related discipline:** two years general experience of which at least one year is specialized experience is required.
-

1058 Clerical III

A. Duties. Directly supports management by providing general office functions which can include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

B. Qualifications. Requires a high school diploma and a minimum of three years experience in general office administration. At minimum, three years of specialized experience using commercial automated word processing (e.g., WordPerfect, Word). Demonstrated ability to work independently or under only general direction.

C. Education:

1. **With an Associate's Degree in any related discipline:** three years general experience of which at least two year is specialized experience is required.
-

1059 Clerical IV

A. Duties. Directly supports management by providing general office functions which can include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

B. Qualifications. Requires a high school diploma and a minimum of four years experience in general office administration. At minimum, three years of specialized experience using commercial automated word processing (e.g., WordPerfect, Word). Demonstrated ability to work independently or under only general direction.

C. Education:

1. With an Associate's Degree in any related discipline: three years general experience of which at least two year is specialized experience is required.

1069 Librarian

A. Duties. Designs, develops and helps the implementation of enterprise-wide or large scale virtual digital library systems. Provides specific subject matter expertise as required in system or information areas to allow coordination between library personnel and technical staff. Provides data analysis and conversion expertise. Performs analysis tasks as required to gather required information to enable systems designs to be performed. Provides supervision and direction to staff working in the same subject areas.

B. Qualifications. A Master's degree in Library Science or Information Management or a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of one year experience, of which at least 6 months must be specialized. Specialized experience includes: MARC record knowledge, work in automated information center environment, all aspects of daily library operations including circulation, cataloging, acquisitions, and full text indexing and retrieval. Technical experience implementing solutions using online library systems, full-text imaging systems, WWW gateways.

C. Education:

1. With a Ph.D. in Computer Science, Information Systems, Engineering, or other related discipline: two years of general experience is required of which at least one must be specialized experience.

2. Without a degree three years general experience with at least two years specialized experience is required.

1070 Sr. Librarian

A. Duties. Designs, develops and helps the implementation of enterprise-wide or large scale virtual digital library systems. Provides specific subject matter expertise as required in system or information areas to allow coordination between library personnel and technical staff. Provides data analysis and conversion expertise. Performs analysis tasks as required to gather required information to enable systems designs to be performed. Provides supervision and direction to staff working in the same subject areas.

B. Qualifications. A Master's degree in Library Science or Information Management or a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: MARC record knowledge, work in automated information center environment, all aspects of daily library operations including circulation, cataloging, acquisitions, and full text indexing and retrieval. Technical experience implementing solutions using online library systems, full-text imaging systems, WWW gateways.

C. Education:

1. With a Ph.D. in Computer Science, Information Systems, Engineering, or other related discipline: three years of general experience is required of which at least one must be specialized experience.

2. Without a degree five years general experience with at least three years specialized experience is required.

1071 Cataloger

A. Duties. Responsible for bibliographic description of new materials acquired for the collection, using copy cataloging and item creation. Duties may include cataloging new titles, de-cataloging titles, re-cataloging and/or editing existing titles, removing holdings and item records, adding holdings and item records to existing bibliographic records, other ongoing bibliographic database maintenance and maintaining any documentation, including internal procedural manuals. Accessing OCLC, RLIN, or other remote cataloging databases to retrieve copy cataloging records for use in local systems. Access using Internet or other telecommunication devices

(Passport/Prism software, etc.). Familiarity with current cataloging procedures and standard descriptive schemes, including, but not limited to, AACR2, LCSH, MeSH, Dewey Decimal and Library of Congress classification formats. Must be able to work with authority control functionality in online, integrated library systems. Provides communication liaison expertise as required in system or information areas to allow coordination between library staff and technical support personnel. Provides data analysis and conversion expertise when required.

B. Qualifications. A Master's degree in Library Science with a concentration in cataloging. This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: MARC record knowledge, past work in a automated information center environment, past work using an ILS, copy cataloging experience, understanding of electronic authority control.

C. Education:

1. With a Ph.D. in Library Science: two years of general experience is required of which at least one must be specialized experience.

2. Without a degree five years general experience with at least three years specialized experience is required.

1072 Senior Cataloger

A. Duties. Responsible for bibliographic description of new materials acquired for the collection, using copy cataloging, original cataloging, holdings and item creation. Duties may include cataloging new titles, de-cataloging single titles, re-cataloging single titles, correcting cataloging errors in the database, adding holdings and item records to existing bibliographic records, and assigning classification numbers to collection pieces. Maintaining the bibliographic integrity of the ILS system, performing file maintenance, performing inventory of collection components, answering questions on the current library collection and preparing any required reports overseeing the disposition of unwanted and duplicate materials. Provides communication liaison expertise as required in cataloging area to allow coordination between public services staff and technical services staff. Provides data analysis and conversion expertise when required. Reviews product literature and technology advances to maintain current working knowledge of changes in cataloging access tools. Reviews professional literature to maintain current working knowledge of any changes in cataloging rules, classification schemes and authority thesauri changes. Provides supervision and direction when required to any staff working in the cataloging area. Accessing OCLC, RLIN, or other remote cataloging databases to retrieve copy cataloging records for use in local systems. Access using Internet or other telecommunication devices (Passport/Prism software, etc.). Familiarity with current cataloging procedures and standard descriptive schemes, including, but not limited to, AACR2, LCSH, MeSH, Dewey Decimal and Library of Congress classification formats. Must be able to work with authority control functionality in online, integrated library systems.

B. Qualifications. A Master's degree in Library Science. This position requires a minimum of five years experience, of which at least two years must be specialized. Specialized experience includes: MARC record knowledge, COSATI record experience, past work in a automated information center environment, past work using an ILS, copy cataloging experience, original cataloging experience, technical report cataloging, experience with electronic authority control, supervisory experience.

C. Education:

1. With a Ph.D. in Computer Science: three years of general experience is required of which at least one must be specialized experience.

2. Without a degree eight years general experience with at least five years specialized experience is required.

1073 Systems Librarian

A. Duties. Supports and maintains all administrative activities required for a fully functional integrated library software system, including, but not limited to, index change decisions, alteration of display screens in all components (for both staff and users), system backups, batch loading of records, user profile workgroup creation and monitoring, WWW client design and maintenance, patron record database upkeep, software upgrades and

bug fixes, RDBMS upgrades and bug fixes, and ongoing database management. Provides communication liaison expertise as required in system or information areas to allow coordination between library staff and technical support personnel. Provides data analysis and conversion expertise when required. Performs analysis tasks as required to gather required information to enable expanded systems designs to be performed. Reviews product literature and technology advances to maintain current working knowledge of changes in information systems. Responsible for any and all information systems provided by the library, including, but not limited to, ILS software and hardware, networking and telecommunication issues, CD-ROM network and standalone systems, online access information retrieval products, remote cataloging tools, and all peripheral equipment (printers, barcode readers, equipment cabinets, etc.). Provides supervision and direction when required to any staff working in the support area.

B. Qualifications. A Master's degree in Library Science or Information Management or a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline. This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: MARC record knowledge, work in automated information center environment, all aspects of daily library operations including circulation, cataloging, acquisitions, and serials control. Technical experience implementing solutions using online library systems, full-text imaging systems, WWW gateways.

C. Education:

1. With a Ph.D. in Computer Science, Information Systems, Engineering, or other related discipline: three years of general experience is required of which at least one must be specialized experience.
2. Without a degree five years general experience with at least three years specialized experience is required.

1074 Sr. Project Manager

A. Duties. Manages and supervises the design, development and implementation of enterprise-wide or large scale information systems and virtual digital library systems. Responsible for all aspects of the task to include planning, analysis, design, implementation and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other management and technical staff.

B. Qualifications. A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of nine years experience, of which at least five years must be specialized. Specialized experience includes: supervision of system engineers, librarians, analysts and technicians, and experience with managing government contracts and delivery orders. Experience managing solutions using online library systems, full-text imaging systems, WWW gateways or other enterprise wide information systems.

C. Education:

1. With a Ph.D. in Computer Science, Information Systems, Engineering, or other related discipline: five years of general experience is required of which at least three must be specialized experience.
2. With A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline and ten years general experience of which at least six years must be specialized experience, a Master's degree is not required.
3. Without a degree twelve years general experience with at least six years specialized experience is required.

1075 Director

A. Duties. Manages and supervises the design, development and implementation of enterprise-wide or large scale information systems and virtual digital library systems. Responsible for all aspects of the task to include planning, analysis, design, implementation and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other

management and technical staff.

B. Qualifications. A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of fifteen years experience, of which at least five years must be specialized. Specialized experience includes: supervision of system engineers, librarians, analysts and technicians, experience with the logical and physical, functional, operational, and technical architecture of large and complex imaging and information systems. Technical experience implementing solutions using online library systems, full-text imaging systems, WWW gateways.

C. Education:

1. With a Ph.D. in Computer Science, Information Systems, Engineering, or other related discipline: ten years of general experience is required of which at least four must be specialized experience.
2. With A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline and fifteen years general experience of which at least eight years must be specialized experience, a Master's degree is not required.
3. Without a degree fifteen years general experience with at least ten years specialized experience is required.

1076 Sr. Principal Analyst

A. Duties. Designs, develops and manages implementation of enterprise-wide or large scale information systems and virtual digital library systems. Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Performs enterprise wide strategic systems planning to develop phased solutions to complex information system implementation projects. Applies reverse engineering and re-engineering disciplines to develop migration for systems and data from legacy systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures. Provides daily supervision and direction to staff.

B. Qualifications. A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience, of which at least five years must be specialized. Specialized experience includes: supervision of system engineers, librarians, analysts and technicians, experience with the logical and physical, functional, operational, and technical architecture of large and complex imaging and information systems. Technical experience implementing solutions using online library systems, full-text imaging systems, WWW gateways.

C. Education:

1. With a Ph.D. in Computer Science, Information Systems, Engineering, or other related discipline: eight years of general experience is required of which at least two must be specialized experience.
2. With A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline and eleven years general experience of which at least six years must be specialized experience, a Master's degree is not required.
3. Without a degree fifteen years general experience with at least five years specialized experience is required.

1077 Principal Analyst

A. Duties. Designs, develops and helps the implementation of enterprise-wide or large scale information systems and virtual digital library systems. Provides specific subject matter expertise as required in system or information areas to allow design and engineering of enterprise-wide information systems. Applies reverse engineering and re-engineering disciplines to develop migration for systems and data from legacy systems. Provides data analysis and conversion expertise. Performs analysis tasks as required to gather required information to enable systems designs to be performed. Provides supervision and direction to staff working in the same subject areas.

B. Qualifications. A Master's degree in Library Science or Information Management or a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: supervision of system engineers, librarians, analysts and technicians, experience with the logical and physical, functional, operational, and technical architecture of large and complex imaging and information systems. Technical experience implementing solutions using online library systems, full-text imaging systems, WWW gateways.

C. Education:

1. With a Ph.D. in Computer Science, Information Systems, Engineering, or other related discipline: four years of general experience is required of which at least two must be specialized experience.

2. Without a degree ten years general experience with at least six years specialized experience is required.

1078 Expert Systems Engineer

A. Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience managing or performing software engineering activities, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience working with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

C. Education:

1. With a Master's Degree (in the fields described in B above): nine years general experience of which at least seven years must be specialized experience is required.

2. With fifteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

1088 Program Manager

A. Functional Responsibility: Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience, of which at least five years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

C. Education:

1. With a Masters degree (in the fields described in section B above): eight years general experience of which at least nine years specialized experience is required.
2. With a Ph.D. (in the fields described in B above) seven years general experience of which at least eight years must be specialized experience.

1089 Project Manager

A. Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), 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 insuring 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.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight years experience, of which at least four years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

C. Education:

1. With a Master's Degree (in the fields described in B above): six years of general experience of which at least seven years specialized experience is required.
2. With a Ph.D. (in the fields described in B above) four years of general experience of which at least six years specialized experience is required.
3. With ten years general experience of which at least eight years specialized experience, a degree is not required.

1090 Quality Assurance Manager

A. Duties. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

C. Education:

1. With a Master's Degree (in the fields described in B above): six years of general experience of which at least four years must be specialized experience.
2. With a Ph.D. (in the fields described in B above) five years of general experience is required of which at least three years must be specialized experience.
3. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree in the fields described in B above) is not required.

1104 Help Desk Manager

A. Functional Responsibility: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

B. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

C. Education:

1. With a Master's Degree (in the fields described in B above): two years general experience of which at least one year must be specialized experience is required.
2. With six years general experience of which at least four years is specialized, a degree is not required.

1105 Help Desk Specialist

A. Functional Responsibility: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

B. Minimum/General Experience: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of one year experience. Experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

C. Education:

1. With a Bachelor's Degree (in the fields described in B above): 3 months general is required.
2. With four years general experience of which at least two years is specialized, a degree is not required.

1106 Principal Systems Architect

A. Duties. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

B. Qualifications. A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience, of which at least seven years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis,

design methodologies and design tools (such as IDEF 1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering.

C. Education:

1. With a Ph.D. (in the fields described in B above): eight years of general experience is required of which at least six years must be specialized experience.
2. With A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline and 12 years general experience of which at least nine years must be specialized experience, a Masters degree is not required.
3. With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

1107 Library Technician 1

A. Duties. Supports the library professional staff in performing the day to day activities of the library. Will assist the professional technical services staff in a variety of functions, including: bibliographic data entry; collection development, acquisitions & fund accounting; serials check in, routing, binding & claiming; and stacks maintenance, shelving, weeding & collection shifts. Will assist the professional public services staff in a variety of functions, including: circulation check in/checkout support, overdue maintenance & holds duties; processing inter-library loan requests, filling incoming requests & photocopying; and administrative support, collection inventories & collection barcoding.

B. Qualifications. A basic understanding of bibliographic records and their role in an automated library system. A working knowledge of either the Dewey Decimal or LC classification schemes used in libraries. A broad understanding of library services and missions as well as an understanding of library workflows patterns and departmental duties. Must have prior working experience in either circulation, inter-library loan, technical services or stacks maintenance. At a minimum a high school degree is required, as well as one year of library experience. The technician will be able to communicate effectively in person and on the telephone.

C. Education:

1. With an Associate Degree, the understanding of bibliographic records may be waived.
2. With a Bachelor's degree, the year of library experience may be waived.

1108 Library Technician 2

A. Duties. Supports the library professional staff in performing the day to day activities of the library. Will assist the professional technical services staff in a variety of functions, including: bibliographic data entry; collection development, acquisitions & fund accounting; serials check in, routing, binding & claiming; and stacks maintenance, shelving, weeding & collection shifts. Will assist the professional public services staff in a variety of functions, including: reference support services, online database searching & entry-level telephone support; circulation check in/checkout support, overdue maintenance & holds duties; processing inter-library loan requests, filling incoming requests & photocopying; and administrative support.

B. Qualifications. Working knowledge of bibliographic record formats and experience in maintaining the integrity of an online database, using proper data entry methods and procedures. A basic understanding of either the Dewey Decimal or LC classification schemes used in libraries, with a working proficiency in one. A basic understanding of library services and missions as well as an understanding of library workflows patterns and departmental duties. Must have prior working experience in either circulation, inter-library loan, technical services or stacks maintenance. A high school degree is required along with a minimum of two years library experience. Experience working in an automated library setting and PC workstation familiarity is required. The technician must be able to communicate effectively in person and on the telephone.

- C. Education:**
- 1. With an Associate Degree, one year of library experience may be waived.**
 - 2. With a Bachelor's Degree, one year of library experience may be waived and the understanding of bibliographic records may be waived.**

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Dan Quinn

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Email: dquinn@ptfs.com

Fax: (301)654-5789

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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