

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Schedule Authorized Federal Supply Schedule Pricelist**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu-driven-database system. The INTERNET address is [GSAAdvantage.gov](http://GSAAdvantage.gov)

### **Schedule for Information Technology Professional Services (IT-70)**

#### **Contract Number: GS-35F-5381H**

Contract Period: April 13, 2013 – December 31, 2017

SIN 132-51 Information Technology Professional Services

**For more information on ordering from Federal Supply Schedules**

**click on the FSS Schedules button at <http://www.fss.gsa.gov>**

#### **HONEYWELL TECHNOLOGY SOLUTIONS, INC.**

7000 Columbia Gateway Drive

Columbia, Maryland 21046

(410) 964-7717

Internet/Web Site: [www.honeywell.com/htsi](http://www.honeywell.com/htsi)

Business Size: Large Business

DUNS Number: 04-101-4242

Contract Administration: Rosie Hartuni, Sr. Contract Representative

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

## Federal Supply Schedule Price List Table of Contents

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## Special Item No. 132-51 Information Technology Professional Services

### SIN 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.

INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

**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:

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

**Ordering Address:**

Honeywell Technology Solutions Inc. (HTSI)  
7000 Columbia Gateway Drive  
Columbia, Maryland 21046

**Payment Address:**

Honeywell Technology Solutions Inc. (HTSI)  
C/O JP Morgan Chase Bank  
23230 Network Place  
Chicago, IL 60673-1232

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Rosie Hartuni, Sr. Contracts Representative (410) 964-7717  
Andy Hanks, Director Business Development (410) 964-7678

**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. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 04-101-4242  
Block 30: Type of Contractor – C. Large Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-0741967

- 4a. CAGE Code: 15151
- 4b. Contractor has/has not registered with the Central Contractor Registration Database.

**5. FOB DESTINATION:**

Not applicable to SIN 132-51.

**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)
<u>132-51</u>	30 Days

Services will be expedited according to individual task requirements.

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- 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% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None. Government educational institutions are offered the same discounts as all other Government customers.
- e. Other: None

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

Honeywell Technology Solutions Inc. (HTSI) is providing Information Technology Services only, not produced items.

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

Not applicable to SIN 132-51.

**10. SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is \$100.00.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY 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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

**16. GSA *ADVANTAGE!* :**

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

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

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

**17. PURCHASE OF OPEN MARKET ITEMS:**

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

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

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

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

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

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

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

**19. OVERSEAS ACTIVITIES:**

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

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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 applies.

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

**23. SECTION 508 COMPLIANCE:**

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

*\*\*NOTE: Contractor should insert the contractor's website or other location where full details can be found.\*\**

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

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

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

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

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

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5):**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY:**

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

**27. ADVANCE PAYMENTS:**

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

**28. SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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



**THE FOLLOWING CATEGORIES OF PERSONNEL ARE OFFERED UNDER THIS CONTRACT. THESE LABOR CATEGORIES AND THEIR MINIMUM QUALIFICATIONS ARE DESCRIBED ON THE FOLLOWING PAGES:**

1. Administrative Support & Graphics Specialist	37. Senior Hardware Installation Technician
2. Analytical Staff 1	38. Hardware Specialist
3. Analytical Staff 2	39. Senior Information Engineer
4. Analytical Staff 3	40. Principal Information Engineer
5. Analytical Staff 4	41. Management Staff 1
6. Analytical Staff 5	42. Management Staff 2
7. Analytical Staff 6	43. Management Staff 3
8. Application Engineer	44. Management Staff 4
9. Senior Application Engineer	45. Management Staff 5
10. Student Application Programmer	46. Network Installation Technician
11. Junior Application Programmer	47. Senior Network Installation Technician
12. Application Programmer	48. Operations Manager
13. Senior Business Process Reengineering Specialist	49. Professional Staff 1
14. Principal Business Process Reengineering Specialist	50. Professional Staff 2
15. Communications Network Manager	51. Professional Staff 3
16. Communications Specialist	52. Professional Staff 4
17. Computer Security Systems Specialist	53. Professional Staff 5
18. Senior Computer Security Systems Specialist	54. Program Administration Specialist
19. Junior Computer Systems Analyst	55. Program Manager
20. Computer Systems Analyst	56. Project Control Specialist
21. Senior Computer Systems Analyst	57. Project Manager
22. Consultant Staff 1	58. Quality Assurance Analyst
23. Consultant Staff 2	59. Quality Assurance Manger
24. Consultant Staff 3	60. System Administrator
25. Cost Analyst	61. System Operator
26. Data Entry Clerk	62. Senior Systems Architect
27. Data Standardization Specialist	63. Principal Systems Architect
28. Database Mgmt Specialist	64. Technical Staff 1
29. Senior Database Mgmt Specilaist	65. Technical Staff 2
30. Documentation Specialist	66. Technical Staff 3
31. Field engineering/Technician Staff 1	67. Technical Staff 4
32. Field Engineering/Technician Staff 2	68. Technical Staff 5
33. Field Engineering/technician Staff 3	69. Technical Staff 6
34. Functional Analyst	70. Technical Writer/Editor
35. Senior Functional Analyst	71. Training Specialist
36. Hardware Installation Technician	72. Senior Training Specialist

### 1. Commercial Job Title: *Administrative Support and Graphics Specialist*

**Minimum/General Experience:** Requires a minimum of 2 years of experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, 1 year of specialized experience using commercial automated word processing (e.g., WordPerfect or Word), graphics systems (Harvard, Freelance, etc.), and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Directly supports Program Manager or Project Manager by maintaining personnel and other files, prepares correspondence and schedules, and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentation to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Minimum Education:** High school diploma.

With an Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, 1 year general experience of which at least 1 year is specialized experience.

### 2. Commercial Job Title: *Analytical Staff – Level 1*

**Minimum/General Experience:** Individuals require the training, analytical/programmatic skills, and experience to operate within a high-tech environment. Must have 1 year of experience. Equivalent experience may be substituted for an advanced degree. The Analytical Staff must possess professional training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Analytical Staff provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyzes job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes.

**Minimum Education:** Bachelor's Degree

### 3. Commercial Job Title: *Analytical Staff – Level 2*

**Minimum/General Experience:** Individuals require the training, analytical/programmatic skills, and experience to operate within a high-tech environment. Must have 3 years of experience. Equivalent experience may be substituted for an advanced degree. The Analytical Staff must possess professional training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Analytical Staff provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyzes job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes.

**Minimum Education:** Bachelor's Degree

#### **4. Commercial Job Title: *Analytical Staff – Level 3***

**Minimum/General Experience:** Individuals require the training, analytical/programmatic skills, and experience to operate within a high-tech environment. Must have 5 years of experience. Equivalent experience may be substituted for an advanced degree. The Analytical Staff must possess professional training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Analytical Staff provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyzes job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes.

**Minimum Education:** Bachelor's Degree

#### **5. Commercial Job Title: *Analytical Staff - Level 4***

**Minimum/General Experience:** Individuals require the training, analytical/programmatic skills, and experience to operate within a high-tech environment. Must have 7 years of experience. Equivalent experience may be substituted for an advanced degree. The Analytical Staff must possess professional training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Analytical Staff provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyzes job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes.

**Minimum Education:** Bachelor's Degree

#### **6. Commercial Job Title: *Analytical Staff - Level 5***

**Minimum/General Experience:** Individuals require the training, analytical/programmatic skills, and experience to operate within a high-tech environment. Must have 9 years of experience.

Equivalent experience may be substituted for an advanced degree. The Analytical Staff must possess professional training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Analytical Staff provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyzes job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes.

**Minimum Education:** Bachelor's Degree

#### **7. Commercial Job Title: *Analytical Staff - Level 6***

**Minimum/General Experience:** Individuals require the training, analytical/programmable skills, and experience to operate within a high-tech environment. Must have 10 years of experience. Equivalent experience may be substituted for an advanced degree. The Analytical Staff must possess professional training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Analytical Staff provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyzes job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes.

**Minimum Education:** Master's Degree

#### **8. Commercial Job Title: *Application Engineer***

**Minimum/General Experience:** This person requires a minimum of 6 years of experience, of which at least 4 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.

**Functional Responsibility:** Analyzes functional business applications and designs specifications for functional activities. Develops block diagram 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.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 4 years of general experience of which at least 3 years must be specialized experience.

With 10 years of general experience of which at least 8 years must be specialized experience, a degree is not required.

**9. Commercial Job Title: *Senior Application Engineer***

**Minimum/General Experience:** This person requires a minimum of 10 years of experience managing or performing software engineering activities, of which at least 8 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.

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. 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.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With 13 years of general experience of which at least 11 years must be specialized experience, a degree is not required.

**10. Commercial Job Title: *Student Application Programmer***

**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.

**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.

**Minimum Education:** Current college student.

**11. Commercial Job Title: *Junior Application Programmer***

**Minimum/General Experience:** This position is for recent college graduates and requires no experience.

**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.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems Engineering Business, or other related discipline.

## 12. Commercial Job Title: *Application Programmer*

**Minimum/General Experience:** This position requires a minimum of 5 years of experience, of which at least 3 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.

**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.

participates in the design of software tools and subsystems to support reuse and domain analysis.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems Engineering Business, or other related discipline.

With a Master's Degree (in the fields described above), 4 years of general experience of which at least 2 years must be specialized experience is required.

With 9 years of general experience of which at least 7 years must be specialized experience, a degree is not required.

## 13. Commercial Job Title: *Sr. Business Process Reengineering Specialist*

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 8 years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques and organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineers.

**Functional Responsibility:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline.

With a Master's Degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With a Ph.D. (in the fields described above), 6 years of general experience of which at least 5 years must be specialized experience.

With 13 years of general experience of which at least 11 years is specialized, a degree is not required.

#### **14. Commercial Job Title: *Principal Business Process Reengineering Specialist***

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 7 years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineering Specialist.

**Functional Responsibility:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

**Minimum Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

With a Ph.D. (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline and 12 years of general experience of which at least 9 must be specialized experience, a Master's degree is not required.

#### **15. Commercial Job Title: *Communications Network Manager***

**Minimum/General Experience:** This position requires a minimum of 7 years of experience, of which 5 years must be specialized. Specialized experience includes protocol analysis and knowledge of OSI protocols, particularly TCP/IP, X.25, X.400, and X.500. Experience with ATM and frame relay, other knowledge with bridges, routers, gateways, and FDDI, and detailed knowledge of UNIX operating systems. Experience as a CNE or ECNE desirable. Specialized experience also includes: supervising the operation and maintenance of communication network systems, which may be mainframe, mini, or client/server based. General experience includes all aspects of communication networks planning, installation, and support.

**Functional Responsibility:** Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large scale computer integrated networks. Schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff.

**Minimum Education:** Bachelor's degree in Computer Science, Information systems, Engineering, Business, or other related discipline.

With a Master's degree (in the fields described above), 5 years of general experience of which at least 3 years must be specialized experience.

With 11 years of general experience of which at least 9 years is specialized, a degree is not required.

#### **16. Commercial Job Title: *Communications Specialist***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 4 years must be specialized experience in 1 of the following: communications software, communications hardware, or network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction.

Communications Hardware specialized experience includes: installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexers), using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment, and analyzing the results. Communications Software specialized experience includes: developing, testing, installing, and operating network and computer (host) communications software (e.g., access method and protocol software, application interfaces, transaction processors, and emulators), and using and implementing communications standards.

Network Specialty specialized experience includes: designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc.; and optimization of network costs and performance and implementing accounting and charge back systems.

**Functional Responsibility:** Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

**Minimum Education:** Bachelor's degree (in the fields described in this paragraph).

With a Master's degree (in the fields described above), 5 years of general experience of which at least 3 years must be specialized experience.

With 10 years of general experience of which at least 8 years is specialized, a degree is not required.

#### **17. Commercial Job Title: *Computer Security Systems Specialist***

**Minimum/General Experience:** This position requires a minimum of 8 years of experience, of which at least 6 years must be specialized experience in determining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

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

**Minimum Education:** Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline.  
With a Master's Degree (in the fields described above) 7 years of general experience of which at least 5 years must be specialized experience is required.  
With 12 years of general experience of which at least 10 years is specialized, a degree is not required.

**18. Commercial Job Title: *Senior Computer Security Systems Specialist***

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 8 years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

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

**Minimum Education:** Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline.  
With a Master's Degree (in the fields described above), 8 years of general experience of which at least 7 years must be specialized experience.  
With a Ph.D., 6 years of general experience of which at least 5 years must be specialized experience.  
With 13 years of general experience of which at least 11 years is specialized, a degree is not required.

**19. Commercial Job Title: *Junior Computer Security Systems Analyst***

**Minimum/General Experience:** This position is for recent college graduates and requires no experience.

**Functional Responsibility:** Analyzes information requirements. Evaluates analytically and systematically problems of work flows, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst to develop appropriate corrective action. Helps 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.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**20. Commercial Job Title: *Computer System Analyst***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 4 years must be specialized. Specialized experience includes: analysis and design of

business applications on complex systems for large-scale computers, including 3 years of experience in data base management concepts, and use of the programming languages such as Ada, COBOL,4GL, and/or DBMS. Knowledge of current storage and retrieval methods, and 1 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.

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plan for automated information systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, and analyzes proposed system modifications, upgrades, and new COTS systems. 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.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 4 years of general experience of which at least 3 years must be specialized experience.

With 10 years of general experience of which at least 8 years must be specialized experience, a degree is not required.

## **21. Commercial Job Title: *Senior Computer Systems Analyst***

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 8 years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, and use of the programming languages such as Ada, COBOL,4GL, and/or DBMS. Knowledge of current storage and retrieval methods, and 1 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 assignments of a technical nature. Proven ability to work independently or under only general direction on complex application programs involving all phases of systems analysis is required.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With a PH.D. (in the fields described above), a minimum of 6 years of general experience is required of which at least 5 years must be specialized.

With 13 years of general experience of which at least 11 years must be specialized experience, a degree is not required.

## **22. Commercial Job Title: *Consultant Staff - Level 1***

**Minimum/General Experience:** Highly educated, experienced, and renowned scientists, analysts, and engineers are available to solve our customer's most difficult and forward-looking problems. These professionals, subject matter experts in their respective concentrations of engineering, science, and finance, apply sound analysis, business, and scientific expertise and practices to solve a wide variety of customer problems. These may include conducting re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Must have 8 years of experience. Equivalent experience may be substituted for an advanced degree. Expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. May have published articles or books in field of expertise and/or made presentations at professional conferences.

**Functional Responsibility:** Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies expert knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems.

**Minimum Education:** Bachelor's Degree

## **23. Commercial Job Title: *Consultant Staff - Level 2***

**Minimum/General Experience:** Highly educated, experienced, and renowned scientists, analysts, and engineers are available to solve our customer's most difficult and forward-looking problems. These professionals, subject matter experts in their respective concentrations of engineering, science, and finance, apply sound analysis, business, and scientific expertise and practices to solve a wide variety of customer problems. These may include conducting re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Must have 10 years of experience. Equivalent experience may be substituted for an advanced degree. Expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. May have published articles or books in field of expertise and/or made presentations at professional conferences.

**Functional Responsibility:** Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies expert knowledge to determine the accuracy and reasonableness of the data. Documents and

summarizes the results and develops and recommends creative and innovative solutions to the customer's problems.

**Minimum Education:** Bachelor's Degree

#### **24. Commercial Job Title: *Consultant Staff - Level 3***

**Minimum/General Experience:** Highly educated, experienced, and renowned scientists, analysts, and engineers are available to solve our customer's most difficult and forward-looking problems. These professionals, subject matter experts in their respective concentrations of engineering, science, and finance, apply sound analysis, business, and scientific expertise and practices to solve a wide variety of customer problems. These may include conducting re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Must have 15 years of experience. Equivalent experience may be substituted for an advanced degree. Expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. May have published articles or books in field of expertise and/or made presentations at professional conferences.

**Functional Responsibility:** Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies expert knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems.

**Minimum Education:** Bachelor's Degree.

#### **25. Commercial Job Title: *Cost Analyst***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 4 years must be specialized. Specialized experience includes: demonstrated experience in providing technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of computer system selections. General experience includes increasing responsibilities in information systems of a technical and fiscal nature.

**Functional Responsibility:** Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline.

With a Master's Degree (in the fields described above), 5 years of general experience of which at least 3 years must be specialized experience.

With 10 years of general experience of which at least 8 years is specialized, a degree is not required.

#### **26. Commercial Job Title: *Data Entry Clerk***

**Minimum/General Experience:** Requires 1 year of experience in data entry and verification. Typically required to work under close supervision and direction.

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

**Minimum Education:** High school diploma.

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 1 month of training for 1 month of experience, not to exceed 3 months.

## **27. Commercial Job Title: *Data Standardization Specialist***

**Minimum/General Experience:** This position requires a minimum of 3 years of experience, of which at least 2 years must be specialized. Specialized experience includes: building and/or maintaining data/information repositories for organizations that use information engineering concepts and enterprise, and data and process modeling in the identification and development of standardized objects. General experience includes technical writing in enterprise, process, and/or data modeling. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Provide technical support in the evaluation of prime object names, data elements, and other objects. Evaluates proposed objects and their attributes. Ensures that proposed object definitions are clear, concise, and technically correct, and that they represent singular concepts. Ensures that the values of object attributes and domains are accurate and correct. Ensures that the proposed objects are consistent with data and process models.

**Minimum Education:** Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a bachelor's degree (in the fields described above), 2 years of general experience of which at least 1 year must be specialized experience.

With 6 years of general experience of which at least 4 years in specialized, a degree is not required .

## **28. Commercial Job Title: *Data Base Management Specialist***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 4 years must be specialized. Specialized experience includes: Demonstrated experience with DBMS technologies, application design utilizing various DBMS, and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and program. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a master's degree (in the fields described above), 4 years of general experience of which at least 3 years must be specialized experience.

With 10 years of general experience of which at least 8 years in specialized, a degree is not required .

## **29. Commercial Job Title: *Senior Data Base Management Specialist***

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 8 years must be specialized. Specialized experience includes: Demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

**Functional Responsibility:** Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on DBMS concepts. Provides daily supervision and direction to support staff.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a master's degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With 13 years of general experience of which at least 11 years in specialized, a degree is not required.

### **30. Commercial Job Title: *Documentation Specialist***

**Minimum/General Experience:** This position requires a minimum of 3 years of experience of which at least 2 years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** Associate's degree (in the fields described in this paragraph).

With a Bachelor's degree (in the fields described above), 2 years of general experience of which at least 1 year must be specialized experience.

With 6 years of general experience of which at least 4 years is specialized, a degree is not required.

### **31. Commercial Job Title: *Field Engineering/Technician Staff – Level 1***

**Minimum/General Experience:** Individual requires the training, skills, and experience to operate and maintain systems within a technical ADP/systems environment. Provides knowledge of system requirements, operations, and specifications. Applies technical expertise in operating and maintaining complex operating environments, states of technology, and current processes. Must have 5 years of experience. This technical position requires training or experience in one or more of the following disciplines or the equivalent: computer systems, engineering, logistics, quality assurance, systems analysis; business, or management.

**Functional Responsibility:** Demonstrated working knowledge in area of technical specialty. Applies standard principles, theories, concepts, and techniques to accomplish assignments. Provides solutions to a variety of problems. Ability to operate and maintain various systems ranging from large scale to individual systems. Uses a wide application of principles, theories, and concepts. Provides solutions to a wide range of difficult problems. Solutions are imaginative, thorough, and practicable.

**Minimum Education:** High school diploma.

**32. Commercial Job Title: *Field Engineering/Technician Staff – Level 2***

**Minimum/General Experience:** Individual requires the training, skills, and experience to operate and maintain systems within a technical ADP/systems environment. Provides knowledge of system requirements, operations, and specifications. Applies technical expertise in operating and maintaining complex operating environments, states of technology, and current processes. Must have 7 years of experience. This technical position requires training or experience in one or more of the following disciplines or the equivalent: computer systems, engineering, logistics, quality assurance, systems analysis; business, or management.

**Functional Responsibility:** Demonstrated working knowledge in area of technical specialty. Applies standard principles, theories, concepts, and techniques to accomplish assignments. Provides solutions to a variety of problems. Ability to operate and maintain various systems ranging from large scale to individual systems. Uses a wide application of principles, theories, and concepts. Provides solutions to a wide range of difficult problems. Solutions are imaginative, thorough, and practicable.

**Minimum Education:** High school diploma.

**33. Commercial Job Title: *Field Engineering/Technician Staff – Level 3***

**Minimum/General Experience:** Individual requires the training, skills, and experience to operate and maintain systems within a technical ADP/systems environment. Provides knowledge of system requirements, operations, and specifications. Applies technical expertise in operating and maintaining complex operating environments, states of technology, and current processes. Must have 9 years of experience. This technical position requires training or experience in one or more of the following disciplines or the equivalent: computer systems, engineering, logistics, quality assurance, systems analysis; business, or management.

**Functional Responsibility:** Demonstrated working knowledge in area of technical specialty. Applies standard principles, theories, concepts, and techniques to accomplish assignments. Provides solutions to a variety of problems. Ability to operate and maintain various systems ranging from large scale to individual systems. Uses a wide application of principles, theories, and concepts. Provides solutions to a wide range of difficult problems. Solutions are imaginative, thorough, and practicable.

**Minimum Education:** High school diploma.

**34. Commercial Job Title: *Functional Analyst***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 3 years must be specialized. Specialized experience includes developing functional requirements for complex integrated ADP system. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's degree (in the fields described above), 4 years of general experience of which at least 2 years must be specialized experience.

With 10 years of general experience of which at least 8 years must be specialized experience, a degree is not required.

### **35. Commercial Job Title: *Senior Functional Analyst***

**Functional Responsibility:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 8 years must be specialized. Specialized experience includes: superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With 13 years of general experience of which at least 11 years must be specialized experience, a degree is not required.

### **36. Commercial Job Title: *Hardware Installation Technician***

**Minimum/General Experience:** This position requires a minimum of 5 years of experience of which at least 3 years must be specialized. Specialized experience includes: analysis and installation of computer based systems; analysis and installation of local area nets; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communication systems. Proven ability to work independently or under only general direction.

**Functional Responsibility:** Conducts sites surveys; assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

**Minimum Education:** High school diploma.

With an Associate's degree: 4 years of general experience of which at least 2 years must be specialized experience.

With a Bachelor's degree: 3 years of general experience of which at least 1 year must be specialized experience.

### **37. Commercial Job Title: *Senior Hardware Installation Technician***

**Minimum/General Experience:** This position requires a minimum of 8 years of experience of which at least 6 years must be specialized. Specialized experience includes: supervision of installation technicians; analysis, design, and installation of computer based systems; analysis, design, and installation of local area nets; and analysis and installation of communication systems. General experience includes increasing responsibilities in technical management.

**Functional Responsibility:** Organizes and directs hardware installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schemes. Mobilizes 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.

**Minimum Education:** High school diploma.

With an Associate's degree: 7 years of general experience of which at least 5 years must be specialized experience.

With a Bachelor's degree: 6 years of general experience of which at least 3 years must be specialized experience.

### **38. Commercial Job Title: *Hardware Specialist***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 4 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.

**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.

**Minimum Education:** Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Bachelor's Degree (in the fields described above), 4 years of general experience of which at least 2 years must be specialized experience.

With 9 years of general experience of which at least 7 years is specialized, a degree is not required.

### **39. Commercial Job Title: *Senior Information Engineer***

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 8 years must be specialized. Specialized experience should include information system development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, system planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With a Ph.D. (in the fields described above), 6 years of general experience is required of which at least 5 years must be specialized.

With 13 years of general experience of which at least 11 years must be specialized experience, a degree is not required.

#### **40. Commercial Job Title: *Principal Information Engineer***

**Minimum/General Experience:** This position requires a minimum of 10 years of experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and document preparation. Of the 10 years of general experience, a minimum of 7 years of specialized experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design, and programming using CASE and IE tools and methods, e.g., Oracle CASE, IEF CASE, and I-CASE. Demonstrated experience in the client/server environment. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** 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. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, and business analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Education:** Master's Degree in Computer Science, Information Systems, Engineering, or other related discipline.

With a Ph.D. (in the fields described above), 8 years of general experience is required of which at least 6 years must be specialized experience.

With a Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related discipline and 12 years of general experience of which at least 9 years must be specialized experience, a Master's degree is not required.

**41. Commercial Job Title: *Management Staff – Level 1***

**Minimum/General Experience:** Must have a management background with demonstrated knowledge of a technical discipline and 1 year of experience. Individuals require the training, skills, and experience of professional, technical, or analytical staff plus extensive management/supervisory experience. Equivalent experience may be substituted for an advanced degree.

**Functional Responsibility:** The Management Staff typically is responsible for the technical contract management of programs and projects. Majority of contact is with various management levels within the operating unit, at other operating units, and within the customer community concerning programs/projects, operational decisions, and contractual clarifications.

**Minimum Education:** Bachelor's Degree.

**42. Commercial Job Title: *Management Staff – Level 2***

**Minimum/General Experience:** Must have a management background with demonstrated knowledge of a technical discipline and 5 years of experience. Individuals require the training, skills, and experience of professional, technical, or analytical staff plus extensive management/supervisory experience. Equivalent experience may be substituted for an advanced degree.

**Functional Responsibility:** The Management Staff typically is responsible for the technical contract management of programs and projects. Majority of contact is with various management levels within the operating unit, at other operating units, and within the customer community concerning programs/projects, operational decisions, and contractual clarifications.

**Minimum Education:** Bachelor's Degree.

**43. Commercial Job Title: *Management Staff – Level 3***

**Minimum/General Experience:** Must have a management background with demonstrated knowledge of a technical discipline and 12 years of experience. Individuals require the training, skills, and experience of professional, technical, or analytical staff plus extensive management/supervisory experience. Equivalent experience may be substituted for an advanced degree.

**Functional Responsibility:** The Management Staff typically is responsible for the technical contract management of programs and projects. Majority of contact is with various management levels within the operating unit, at other operating units, and within the customer community concerning programs/projects, operational decisions, and contractual clarifications.

**Minimum Education:** Bachelor's Degree.

**44. Commercial Job Title: *Management Staff – Level 4***

**Minimum/General Experience:** Must have a management background with demonstrated knowledge of a technical discipline and 20 years of experience. Individuals require the training, skills, and experience of professional, technical, or analytical staff plus extensive management/supervisory experience. Equivalent experience may be substituted for an advanced degree.

**Functional Responsibility:** The Management Staff typically is responsible for the technical contract management of programs and projects. Majority of contact is with various management levels within the operating unit, at other operating units, and within the customer community concerning programs/projects, operational decisions, and contractual clarifications.

**Minimum Education:** Bachelor's Degree.

#### **45. Commercial Job Title: *Management Staff – Level 5***

**Minimum/General Experience:** Must have a management background with demonstrated knowledge of a technical discipline and 18 years of experience. Individuals require the training, skills, and experience of professional, technical, or analytical staff plus extensive management/supervisory experience. Equivalent experience may be substituted for an advanced degree.

**Functional Responsibility:** The Management Staff typically is responsible for the technical contract management of programs and projects. Majority of contact is with various management levels within the operating unit, at other operating units, and within the customer community concerning programs/projects, operational decisions, and contractual clarifications.

**Minimum Education:** Master's Degree.

#### **46. Commercial Job Title: *Network Installation Technician***

**Minimum/General Experience:** This position requires a minimum of 5 years of experience of which at least 3 years must be specialized. Specialized experience includes: analysis, design, and installation of local area networks; and analysis and installation of communications systems. Specialized experience includes use of engineering documentation, network configurations and topologies, X.25, TCP/IP, frame relay, bridges, and routers. General experience includes increasing responsibilities in technical management

**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.

**Minimum Education:** High school diploma.

With an Associate's degree: 4 years of general experience of which at least 2 years must be specialized experience.

With a Bachelor's degree: 3 years of experience of which at least 1 year must be specialized experience.

#### **47. Commercial Job Title: *Senior Network Installation Technician***

**Minimum/General Experience:** This position requires a minimum of 9 years of experience of which at least 5 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.

**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.

**Minimum Education:** High school diploma.

With an Associate's degree: 8 years of general experience of which at least 4 years must be specialized experience.

With a Bachelor's degree: 6 years of general experience of which at least 3 years must be specialized experience.

#### **48. Commercial Job Title: *Operations Manager***

**Minimum/General Experience:** This position requires a minimum of 7 years of experience, of which at least 5 years must be specialized. Specialized experience includes: supervision and operations experience on a large-scale computer system, and knowledge of hardware, software, and operating system. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibility:** Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 5 years of general experience of which at least 3 years must be specialized experience.

With 10 years of general experience of which at least 8 years must be specialized experience, a degree is not required.

#### **49. Commercial Job Title: *Professional Staff - Level 1***

**Minimum/General Experience:** Individuals require the training, skills, and experience of Technical Staff plus extensive breadth and depth of knowledge in one or more specific domains and normally operate in a management structure which provides sophisticated planning, scheduling, performance tracking, and risk management. This management structure is geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques including simulations, prototyping, and system demonstrations. Must have 1 year of experience. Equivalent experience may be substituted for an advanced degree. The Professional Staff is generally experienced in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Must possess training or

equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** Demonstrates a broad knowledge of the technical discipline and applies extensive expertise as a generalist. Applies and/or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty.

**Minimum Education:** Bachelor's Degree

#### **50. Commercial Job Title: *Professional Staff - Level 2***

**Minimum/General Experience:** Individuals require the training, skills, and experience of Technical Staff plus extensive breadth and depth of knowledge in one or more specific domains and normally operate in a management structure which provides sophisticated planning, scheduling, performance tracking, and risk management. This management structure is geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques including simulations, prototyping, and system demonstrations. Must have 5 years of experience. Equivalent experience may be substituted for an advanced degree. The Professional Staff is generally experienced in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Must possess training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** Demonstrates a broad knowledge of the technical discipline and applies extensive expertise as a generalist. Applies and/or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty.

**Minimum Education:** Bachelor's Degree

#### **51. Commercial Job Title: *Professional Staff - Level 3***

**Minimum/General Experience:** Individuals require the training, skills, and experience of Technical Staff plus extensive breadth and depth of knowledge in one or more specific domains and normally operate in a management structure which provides sophisticated planning, scheduling, performance tracking, and risk management. This management structure is geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques including simulations, prototyping, and system demonstrations. Must have 9 years of experience. Equivalent experience may be substituted for an advanced degree. The Professional Staff is generally experienced in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Must possess training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** Demonstrates a broad knowledge of the technical discipline and applies extensive expertise as a generalist. Applies and/or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty.

**Minimum Education:** Bachelor's Degree

#### **52. Commercial Job Title: *Professional Staff - Level 4***

**Minimum/General Experience:** Individuals require the training, skills, and experience of Technical Staff plus extensive breadth and depth of knowledge in one or more specific domains and normally operate in a management structure which provides sophisticated planning, scheduling, performance tracking, and risk management. This management structure is geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques including simulations, prototyping, and system demonstrations. Must have 10 years of experience. Equivalent experience may be substituted for an advanced degree. The Professional Staff is generally experienced in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Must possess training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** Demonstrates a broad knowledge of the technical discipline and applies extensive expertise as a generalist. Applies and/or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty.

**Minimum Education:** Master's Degree

#### **53. Commercial Job Title: *Professional Staff - Level 5***

**Minimum/General Experience:** Individuals require the training, skills, and experience of Technical Staff plus extensive breadth and depth of knowledge in one or more specific domains and normally operate in a management structure which provides sophisticated planning, scheduling, performance tracking, and risk management. This management structure is geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques including simulations, prototyping, and system demonstrations. Must have 15 years of experience. Equivalent experience may be substituted for an advanced degree. The Professional Staff is generally experienced in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Must possess training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** Demonstrates a broad knowledge of the technical discipline and applies extensive expertise as a generalist. Applies and/or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty.

**Minimum Education:** Ph.D.

#### **54. Commercial Job Title: *Program Administration Specialist***

**Minimum/General Experience:** Requires a minimum of 4 years of experience, of which at least 2 years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgement and initiative in problem solving.

**Functional Responsibility:** Assists in the preparation of management plans and reports.

Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

**Minimum Education:** High school degree

With an Associate's degree in Computer Science, Business, 2 years of general experience of which at least 1 year must be specialized experience.

With a Bachelor's degree in any field, will require 1 year of general experience and 1 year of specialized experience.

#### **55. Commercial Job Title: *Program Manager***

**Minimum/General Experience:** This position requires a minimum of 15 years of experience, of which at least 10 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.

**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.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's degree (in the fields described in section B above ), 13 years of general experience of which at least 9 years of specialized experience is required.

With a Ph.D. (in the fields described above), 12 years of general experience of which at least 8 years must be specialized experience.

#### **56. Commercial Job Title: *Project Control Specialist***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 3 years must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops

work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline.

With a Master's Degree (in the fields described above), 4 years of general experience of which at least 2 years must be specialized experience is required.

With 10 years of general experience of which at least 8 years of specialized experience, a degree is not required.

#### **57. Commercial Job Title: *Project Manager***

**Minimum/General Experience:** This position requires a minimum of 12 years of experience, of which at least 9 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.

**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.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

With a Master's Degree (in the fields described above), 10 years of general experience of which at least 7 years of specialized experience is required.

With a Ph.D. (in the fields described above), 8 years of general experience of which at least 6 years of specialized experience is required.

With 15 years of general experience of which at least 12 years is specialized experience, a degree is not required.

#### **58. Commercial Job Title: *Quality Assurance Analyst***

**Minimum/General Experience:** This position requires a minimum of 6 years of experience, of which at least 3 years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS, knowledge of current storage and retrieval methods, 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 assignments of a technical nature and proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness,

adherence to the design concept and to user standards, and review of program documentation to assure government standards/requirements are adhered to, and for progress accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 5 years of general experience of which at least 2 years must be specialized experience.

With 10 years of general experience of which at least 8 years must be specialized experience, a degree is not required.

#### **59. Commercial Job Title: *Quality Assurance Manager***

**Minimum/General Experience:** This position requires a minimum of 8 years of experience, of which at least 5 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.

**Functional Responsibility:** 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.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 6 years of general experience of which at least 4 years must be specialized experience.

With a Ph.D. (in the fields described above), 5 years of general experience of which at least 3 years must be specialized experience.

With 13 years of general experience of which at least 11 years must be specialized experience, a degree in the fields described above is not required.

#### **60. Commercial Job Title: *System Administrator***

**Minimum/General Experience:** This position requires a minimum of 4 years of experience, of which at least 3 years must be specialized experience in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibility:** Supervises and manages the daily activities of configuration and operating of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Establishes and maintains a process for evaluating software and associated documentation.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 3 years of general experience of which at least 2 years must be specialized experience.

With 8 years of general experience of which 6 years is specialized, a degree is not required.

#### **61. Commercial Job Title: *System Operator***

**Minimum/General Experience:** This position requires a minimum of 3 years of experience, of which at least 2 years must be specialized experience operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware.

**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.

**Minimum Education:** An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required.

With a Bachelor's degree (in the fields described above), 2 years of general experience of which at least 1 year must be specialized experience.

With 7 years of general experience of which at least 5 years is specialized, a degree is not required.

#### **62. Commercial Job Title: *Senior Systems Architect***

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 8 years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, 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.

**Functional Responsibility:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture, including 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.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Master's Degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience.

With a Ph.D. (in the fields described above), 6 years of general experience is required of which at least 5 years must be specialized experience.

With 13 years of general experience of which at least 11 years must be specialized experience, a degree is not required.

### 63. Commercial Job Title: *Principal Systems Architect*

**Minimum/General Experience:** This position requires a minimum of 10 years of experience, of which at least 7 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.

**Functional Responsibility:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture, including 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 system 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.

**Minimum Education:** Master's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

With a Ph.D. (in the fields described above), 8 years of general experience is required of which at least 6 years must be specialized experience.

With a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline and 12 years of general experience of which at least 9 years must be specialized experience, a Master's degree is not required.

### 64. Commercial Job Title: *Technical Staff - Level 1*

**Minimum/General Experience:** Individuals requiring the technical training, skills and experience to operate within a high-tech environment. Must have 1 year of experience. Equivalent experience may be substituted for an advanced degree. The Technical Staff must possess technical training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects.

**Minimum Education:** Bachelor's Degree

**65. Commercial Job Title: *Technical Staff - Level 2***

**Minimum/General Experience:** Individuals requiring the technical training, skills and experience to operate within a high-tech environment. Must have 3 years of experience. Equivalent experience may be substituted for an advanced degree. The Technical Staff must possess technical training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects.

**Minimum Education:** Bachelor's Degree

**66. Commercial Job Title: *Technical Staff - Level 3***

**Minimum/General Experience:** Individuals requiring the technical training, skills and experience to operate within a high-tech environment. Must have 5 years of experience. Equivalent experience may be substituted for an advanced degree. The Technical Staff must possess technical training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects.

**Minimum Education:** Bachelor's Degree

**67. Commercial Job Title: *Technical Staff - Level 4***

**Minimum/General Experience:** Individuals requiring the technical training, skills and experience to operate within a high-tech environment. Must have 7 years of experience. Equivalent experience may be substituted for an advanced degree. The Technical Staff must possess technical training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current

engineering processes. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects.

**Minimum Education:** Bachelor's Degree

**68. Commercial Job Title:** *Technical Staff - Level 5*

**Minimum/General Experience:** Individuals requiring the technical training, skills and experience to operate within a high-tech environment. Must have 9 years of experience. Equivalent experience may be substituted for an advanced degree. The Technical Staff must possess technical training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects.

**Minimum Education:** Bachelor's Degree

**69. Commercial Job Title:** *Technical Staff - Level 6*

**Minimum/General Experience:** Individuals requiring the technical training, skills and experience to operate within a high-tech environment. Must have 10 years of experience. Equivalent experience may be substituted for an advanced degree. The Technical Staff must possess technical training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing re-engineering; business process analyses, information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

**Functional Responsibility:** The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects.

**Minimum Education:** Master's Degree

**70. Commercial Job Title:** *Technical Writer/Editor*

**Minimum/General Experience:** This position requires a minimum of 3 years of experience, of which at least 1 year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, users, manuals, special reports, or any other customer deliverables and documents.

**Minimum Education:** Bachelor's degree in English, Literature, or other related discipline.  
With a Master's Degree (in the fields described above), 2 years of general experience of which at least 1 year must be specialized experience.  
With 7 years of general experience of which at least 5 years is specialized, a degree is not required.

**71. Commercial Job Title: *Training Specialist***

**Minimum/General Experience:** This position requires a minimum of 4 years of experience, of which at least 2 years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor material (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Minimum Education:** B.A. or B.S. degree in any field.  
With a Master's Degree 2 years of general experience of which at least 1 year must be specialized experience.  
With 8 years of general experience of which at least 6 years is specialized, a degree is not required.

**72. Commercial Job Title: *Senior Training Specialist***

**Minimum/General Experience:** This position requires a minimum of 7 years of experience, of which at least 5 years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor material (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Minimum Education:** B.A. or B.S. degree in any field.  
With a Master's Degree 6 years of general experience, of which at least 4 years must be specialized experience. With Ph.D. 4 years of general experience, of which at least 3 years must be specialized, is required.  
With 10 years of general experience of which at least 8 years is specialized, a degree is not required.

**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)**

*\*\*The phrase, "Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services" in the following paragraphs may need to be revised in order to be consistent with the Offeror's proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.\*\**

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

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM 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/IAM 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**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS --COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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

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

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

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

## **9. INDEPENDENT CONTRACTOR**

All IT/IAM 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/IAM 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/IAM Service offered under Special Item Numbers 132-51 IT/IAM 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/IAM 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, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science







