



**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
INFORMATION TECHNOLOGY (IT) SERVICES SCHEDULE 70 FSC GROUP; CLASS 70;
STANDARD INDUSTRY GROUP 70; FSC CLASS/PRODUCT CODE: W070**

**SPECIAL ITEM NUMBER 132-33 & 132-33RC PERPETUAL SOFTWARE LICENSE
SPECIAL ITEM NUMBER 132-34 & 132-34RC MAINTENANCE OF SOFTWARE AS A SERVICE
SPECIAL ITEM NUMBER 132-50 & 132-50RC TRAINING COURSES
SPECIAL ITEM NUMBER 132-51 & 132-51RC INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

SIN 132-33 - Perpetual Software Licenses

FSC Class 7030 – ADP Software Maint/Repair/Rebuild of Equipment-ADP Equipment/Software/Supplies/Support Equipment

SIN 132-34 – Maintenance of Software as a Service

FSC Class J070 Main/Repair/Rebuild of Equipment-ADP Equipment/Software/Supplies/Support Equipment

SIN 132-50 & 132-50 RC Training Courses

FSC Class U012 Education/Training- Information Technology/Telecommunications Training

SIN 132-51 & 132-51RC Information Technology IT Professional Services

FPDS Class D302 IT Systems Development Services
FPDS Class D306 IT Systems Analysis Services
FPDS Class D307 Automated Information Systems Design/Integration Services
FPDS Class D308 Programming Services
FPDS Class D310 IT Backup and Security Services
FPDS Class D311 IT Data Conversion Services
FPDS Class D316 IT Network Management Services
FPDS Class D399 Other Information Technology Services, NEC

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.



VERTEX SOLUTIONS, INC.
d/b/a **ADAYANA GOVERNMENT GROUP**
3141 FAIRVIEW PARK DR., SUITE 800
FALLS CHURCH, VA 22042
PHONE: (703) 564-7100
FAX: (703) 564-7104

Internet Address: www.adayana.com

Contract Number: GS-35F-5544H

Period Covered by Contract: 4 May 2013 – 3 May 2018

Business Size: Large Business

Pricelist current through Modification #PO-0014 & PA-0015, dated 18 September 2013
“Prices Shown are Net (discount deducted)”

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

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Pricelist dated 5 May 1998 Includes the Addition of Training and New Labor Categories.

Pricelist dated 14 February 2001 incorporates Modification #PO0004 for revised pricing.

Modification #PO0005 dated 1 July 2002, incorporates an Economic Price Adjustment.

Pricelist dated 24 March 2003, incorporates an update to Terms and Conditions of Refresh #9 & #10, and the exercise of the First 5 Year Option Period.

Pricelist dated 14 October 2003 incorporates an update to Terms and Conditions through Refresh #12 and FX-03.

Modification #PO9 dated 24 March 2004 incorporates an Economic Price Adjustment.

Pricelist Dated 13 May 2004 is for the addition of Labor Categories.

Pricelist Dated 1 April 2008 incorporates an update to Terms and Conditions through Refresh #21, FX-51, and the exercise of the Second 5 Year Option Period.

Pricelist Dated 13 May 2008 incorporates Modification #'s PA-0006 and PA-0007 to revise the period of performance awarded for the Second Five Year Option Modification # PO-0005 effective 1 April 2008 and add SIN 132-50 that was previously awarded in 1999 but omitted from the Second Five Year Option award in error.

Pricelist Dated 8 August 2008 incorporates Modification # PA-0010 for the award of an Economic Price Adjustment.

Pricelist dated 20 March 2009 incorporates administrative changes.

Pricelist dated 11 May 2011 incorporates update to all Terms and Conditions through Refresh #27

Pricelist date 4 May 2013 incorporates update to all Terms and Conditions through Refresh #31, and Third Five Year Option Period Modification #PO-0012

Pricelist dated 18 September 2013 Incorporates Modifications # PO-0014 Add SIN(s) and Products & #PA-0015 Address Change

**VERTEX SOLUTIONS, INC. DBA ADAYANA GOVERNMENT GROUP
CORPORATE BACKGROUND**

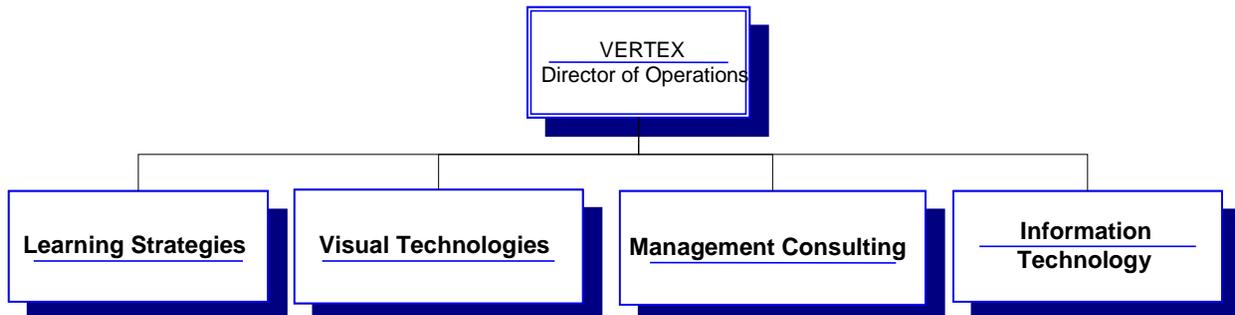
CORPORATE BACKGROUND:

Since 1996, VERTEX’s mission has been to enhance individual and organizational performance through the application of multidisciplinary learning solutions. Headquartered in Falls Church, Virginia, VERTEX has implemented enterprise-level e-Learning programs for over 40 Federal Government Agencies and private sector corporations ranging in size from 10,000 - 240,000 employees. VERTEX partners with these organizations to design, develop and deploy enterprise-wide e-Learning solutions. We also provide the information technology planning, business process reengineering and change management required to smoothly transition the entire organization to a workable e-Learning environment. Our solutions, methodologies, and development approach were developed from industry "best practices" and have resulted in numerous customers receiving national awards. VERTEX’s multidisciplinary team of over 150 professionals provide the progressive learning solutions required to improve human performance, augment knowledge capital, and enhance the way individuals and organizations learn. VERTEX is proud to have provided products and services to its many clients, assisting them to serve their customers. In 2008 Vertex Solutions merged with several companies and become Adayana Government Group.

We are a value added learning solutions and training firm with clientele including:

| FEDERAL GOVERNMENT | |
|--|--------------------------------------|
| Administrative Office of the US Courts | DOL (Department of Labor) |
| General Sales Administration | NITC (USDA) |
| U.S. Navy | U.S. Air Force |
| Department of Commerce | USDA |
| OPM Office of Personnel Management | NTIS National Technical Info Service |
| Air Combat Command | Department of Agriculture |
| Department of Treasury | Social Security Administration |
| Department of Homeland Security | Veterans Admin (VBA & VHA) |
| Department of Veterans Affairs | OSHA |
| Fedsources | Occupational Safety and Health |
| National Security Agency | |
| STATE AND LOCAL GOVERNMENT | INDUSTRY |
| Illinois Law Enforcement | CNA Corporation |
| | Red Cross |
| | |

VERTEX’s associates are organized around four complementary Centers-of-Practice, shown below.



VERTEX SOLUTIONS, INC.
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

LEARNING ARCHITECTS FOR THE 21ST CENTURY

| | |
|---------------------------------|--|
| LEARNING STRATEGIES PRACTICE | The Learning Strategies Practice provides effective, integrated learning solutions to VERTEX customers that enhance individual, team, and enterprise performance. These solutions include Human performance & Learning Strategy Development, HR & Professional Development Consulting, Curriculum Analysis & Media Selection, IT Learning Solutions, Training Needs Assessment, Virtual University Planning, Training Conversion & Development in all Media and Training Source Evaluation. |
| VISUAL TECHNOLOGIES PRACTICE | The Visual Technologies Practice provides engineering research, design, implementation, and support services for Distance Learning systems. The Practice's objective is to provide VERTEX customers with the complete spectrum of products and services necessary to design, implement, justify and support distance learning technology solutions. Our services include Learning Environments, Interactive Response Systems, Interactive Broadcast Studios, Satellite Network Architecture Design, Classroom and Conference Room Presentation Systems, Facility Audio/Video Distribution Systems Design, Audio & Video Delivery Front Ends to Video Teleconferencing, Network Delivery, Web Broadcasting Systems and Video Store and Forward/Video Archiving Systems Design. |
| MANAGEMENT CONSULTING PRACTICE | The Management Consulting Practice provides management consulting services to build enterprise-level distance learning programmed and solutions. The Practice's objective is to support the development of industry benchmarked distance learning programs through the implementation of holistic business analyses and the application of sound management practices. We identify and integrate individual organizational elements into a unified business thrust focused on creating learning products and services that are responsive to strategic business objectives. Our services include Strategic Planning, Strategic Facilitation, Business Process Modeling, Acquisition Planning, Benchmarking Studios, Cost Benefit Analysis, Financial Planning, GPRA Compliance & Performance, Organizational Development, Risk Analysis and Change Leadership. |
| INFORMATION TECHNOLOGY PRACTICE | The Information Technology Practice provides technology solutions and consulting services to build and support enterprise-level programs, with an emphasis on distance learning. The Practice's objective is to collaborate strategically with clients over the life cycle of an IT program to provide cost-effective products and services. Our services include Enterprise-wide Education Management Requirements, Technical Market Surveys, IT Requirements Analysis, Database Architecture Design, Website Development, Bandwidth Optimization, Alternative Analysis & Trade-off Studies, Web Software Development, IT Benchmarking Studies and Intranet /Internet Consulting. |

INFORMATION FOR ORDERING OFFICES

FSS SIN(s): 132-33, 132-33RC, 132-34, 132-34RC, 132-50, 132-50RC, 132-51 & 132-51RC

Contract Number: GS-35F-5544H

Contract Period: 4 May 2013 to 3 May 2018

Contractor's Name: VERTEX Solutions, Inc., dba Adayana Government Group

Contractor's Address: 3141 Fairview Park Dr., Suite 800

Falls Church, VA 22042

Phone: (703) 564-7100

Fax: (703) 564-7104

Business Size: Large Business

Data Universal Numbering System (DUNS): 963761986

1a. Special Item Number(s) for this contract:

| SIN | DESCRIPTION |
|-------------------|--|
| 132-33 & 132-33RC | Perpetual Software License |
| 132-34 & 132-34RC | Maintenance of Software as a Service |
| 132-50 & 132-50RC | Training Courses |
| 132-51 & 132-51RC | Information Technology Professional Services |

1b. Training and Services rates can be found on page 21 of this pricelist

2. Maximum Order:

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

Special Item Number 132-51 & 132-51RC - Information Technology (IT) Professional Services

Special Item Number 132-33 & 132-33RC - Perpetual Software Licenses

Special Item Number 132-34 & 132-34RC - Maintenance of Software as a service

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 132-50 & 132-50RC - Training Services

3. Minimum Order: \$100.00

4. Geographic Scope of Contract: Geographic Scope of Contract will be domestic delivery only.

5. Point of Production: 3141 Fairview Park Dr., Suite 800

Falls Church, VA 22042

6. Basic Discounts: None

7. Quantity Discounts: None offered

8. Prompt Payment Terms: Net 30 days from receipt of invoice or date of acceptance, whichever is later.

9a. Government Purchase Cards: Are accepted up to the micropurchase threshold.

9b. Government Purchase Cards: Are accepted above the micropurchase threshold, will accept over \$3,000.

10. Foreign Items: None

11a. Time of Delivery: 30 Days

11b. Expedited Delivery: Contact VERTEX

11c. Overnight and 2-Day Delivery: Contact VERTEX

11d. 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.

12. F.O.B. Point(s): Destination

13a. Ordering Address: VERTEX Solutions, Inc.
dba Adayana Government Group
3141 Fairview Park Dr., Suite 800
Falls Church, VA 22042
Attn: Jeff Kidwell
(703) 564-7111

13b. Ordering Procedures: Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405.3 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.

14. Payment Address: VERTEX Solutions, Inc.
dba Adayana Government Group
3141 Fairview Park Dr., Suite 800
Falls Church, VA 22042
Attn: Accounts Receivable

15. Warranty Provision: In accordance with Standard Commercial Warranty

16. Export Packaging Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: None

18. Terms and Conditions of rental, maintenance and repair: Not Applicable

19. Terms and Conditions of installation: Not Applicable

20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

20a. Terms and Conditions for any other Services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventative maintenance: Not Applicable

24a. Special attributes such as environmental attributes: Not Applicable

24b. SECTION 508 COMPLIANCE:

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes

No

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

25. Data Universal Numbering System (DUNS) Number: 963761986

26. VERTEX Solutions, Inc. dba Adayana Government Group is registered with the Central Contractor Registration (CCR) Database at www.SAM.gov:

**TERMS AND CONDITIONS APPLICABLE TO PERPETUAL SOFTWARE LICENSES
(SIN 132-33 & 132-33RC) AND MAINTENANCE AS A SERVICE (SIN 132-34 &
132-34RC) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
SOFTWARE**

1. INSPECTION/ACCEPTANCE

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

**2. END USER LICENSE AGREEMENTS (EULA) / TERMS OF SERVICE (TOS)
AGREEMENT REQUIREMENTS**

The Contractor shall provide all Enterprise User License Agreements in an editable format.

3. GUARANTEE/WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

4. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number (703) 564-7100 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:00 a.m. to 5:00 p.m. EST, Monday thru Friday.

5. SOFTWARE MAINTENANCE

1. Software Maintenance as a Product (SIN 132-33)
 - a. Vertex software maintenance shall include the following:

Software updates, revisions and fixes; online technical support

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

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

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

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

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

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

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

6. PERIODS OF MAINTENANCE (132-34)

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

b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

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

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

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

7. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at

the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to ___N/A___% of all term license payments during the period that the software was under a term license within the ordering activity.

8. TERM LICENSE CESSATION

a. After a software product has been on a continuous term license for a period of ___N/A___* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

9. UTILIZATION LIMITATIONS – (132-33, AND 132-34)

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

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

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

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

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right

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

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

10. SOFTWARE CONVERSIONS – (132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version.

11. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

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

12. RIGHT-TO-COPY PRICING

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

None Available

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES
FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50 & 132-50RC)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. ****If applicable**** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;
 - (6) Class schedules; and
 - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

Prices shown for VERTEX Solutions Training Courses are NET Prices; Discounts have already been deducted. The following Training Courses are offered by VERTEX Solutions:

a. Distance Learning Training Course:

| | |
|----------------------------|--|
| Course Title: | Distance Learning Training Course - Distance Learning Orientation – VSI-TRNG-001 |
| Description: | This 8-hour workshop is designed for participants who are interested in becoming familiar with the fundamentals of distance learning. This workshop uses a combination of lecture, small group discussion and exercises, role playing, and hands-on training to enable participants be able to (1) identify the most common media used in distance learning ; (2) identify implementation issues for each media; (3) identify key considerations in media and technology selection; and (4) simulate a Distance Learning training event. |
| Length: | 1 day |
| Prerequisites: | None |
| Class Size: | Minimum: 5 (small classes can be combined to meet minimum) Maximum: 10 |
| Training Locations: | VERTEX Solutions Falls Church, VA; or Government Site. |
| Class Schedules: | As required. |
| Special Notes: | All associated logistics or appropriate Classified Data handling issues are considered outside the scope of this contract and will be the responsibility of the government and will be negotiated with each delivery order as applicable. (Cost does not include reimbursable travel expenses) If Training is conducted at a Government/Customer facility, the Government/Customer is responsible for the provision of appropriately configured hardware and software to run the Distance Learning Application for the required workstations. |
| Price | \$478.56 per student effective 01/01/04 |

b. Presenting in a Teletraining Environment Training Course:

| | |
|----------------------------|---|
| Course Title: | Presenting in a Teletraining Environment – VSI-TRNG-002 |
| Description: | This two day workshop is designed for participants who are involved in the planning, presenting, or delivery of distance learning events using the Interactive Video Teletraining (IVT) or Video Conferencing (VC) systems. This includes not only presenters but also individuals who are responsible for the recruiting and coaching of presenters, planning and development of training, and those involved in the coordination and logistics of training events. This workshop provides participants with the opportunity to apply what they've learned by developing their own teletraining presentation and simulating the delivery of the presentation in a distance learning environment. Each of these components is accomplished through the use of lecture, small group discussion and exercises, role playing, and hands-on training. |
| Length: | 2 days |
| Prerequisites: | Recommendation: Orientation to Distance Learning |
| Class Size: | Minimum: 5 (small classes can be combined to meet minimum) Maximum: 8 |
| Training Locations: | VERTEX Solutions Falls Church, VA; or Government Site. |
| Class Schedules: | As Required. |
| Special Notes: | All associated logistics or appropriate Classified Data handling issues are considered outside the scope of this contract and will be the responsibility of the government and will be negotiated with each delivery order as applicable. (Cost does not include reimbursable travel expenses) If Training is conducted at a Government/Customer facility, the Government/Customer is responsible for the provision of appropriately configured hardware and software to run the Distance Learning Application for the required workstations. |
| Price | \$909.27 per student effective 01/01/04 |

c. Distance Learning Self Assessment Training Course:

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|----------------------------|--|
| Course Title: | Distance Learning Self Assessment – VSI-TRNG-003 |
| Description: | Course includes a one and one-half day instruction on conducting a self-assessment and benchmark internal review of an organization’s base-line capabilities and state of readiness to implement a technology enabled training program. The scope of the self-assessment will include people, process and technology. The methodology includes base-lining the current state, outlining the desired state and conducting a gap analysis. Attendees will become proficient with the VERTEX self-assessment survey instrument and have a documented report on the organizations current versus desired state of readiness for Distance Learning (i.e., technology enabled training). |
| Length: | 1.5 days |
| Prerequisites: | None |
| Class Size: | Minimum: 5 (small classes can be combined to meet minimum) Maximum: 15 |
| Training Locations: | VERTEX Solutions Falls Church, VA; or Government Site. |
| Class Schedules: | As Required. |
| Special Notes: | All associated logistics or appropriate Classified Data handling issues are considered outside the scope of this contract and will be the responsibility of the government and will be negotiated with each delivery order as applicable. (Cost does not include reimbursable travel expenses) If Training is conducted at a Government/Customer facility, the Government/Customer is responsible for the provision of appropriately configured hardware and software to run the Distance Learning Application for the required workstations. |
| Price | \$ 3,229.34 per class delivery effective 01/01/04 |

d. Information Security Program Training Course:

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|----------------------------|---|
| Course Title: | Information Security Program – VSI-TRNG-004 |
| Description: | Course provides a working knowledge of the Executive Branch’s Information Security Program, for security managers and assistant security managers; federal and contractor employees who work with classified information in any way, to include administrative and technical personnel; and security professionals and others who affect the quality of classification management and declassification within their organizations. Students receive an overview of EO 12958 and implementing directive; an organization’s responsibilities for original and derivative classification; declassification systems; procedures for safeguarding classified materials; and how to mark classified materials. Discussion will show how to implement an effective information security program. |
| Length: | 3 days |
| Prerequisites: | None. |
| Class Size: | Minimum: 5 Maximum: 30 |
| Training Locations: | VERTEX Solutions Falls Church, VA; or Government Site. |
| Class Schedules: | As Required. |
| Special Notes: | All associated logistics or appropriate Classified Data handling issues are considered outside the scope of this contract and will be the responsibility of the government and will be negotiated with each delivery order as applicable. (Cost does not include reimbursable travel expenses) If Training is conducted at a Government/Customer facility, the Government/Customer is responsible for the provision of appropriately configured hardware and software to run the Distance Learning Application for the required workstations. |
| Price | \$473.78 per student effective 01/01/04 |

e. Fundamentals of Pre-Publication Reviews Training Course:

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|----------------------------|--|
| Course Title: | Fundamentals of Pre-Publication Reviews – VSI-TRNG-005 |
| Description: | Course provides the knowledge and tools to conduct a pre-publication security review. SECDEF Memorandum, 7 Dec 98, subject: “Web Site Administration,” requires DoD organizations to conduct security reviews on the information contained in their web sites. The skills and knowledge the students take away from this course will not only assist persons who are tasked with conducting web site reviews but will also assist a person who must conduct any type of pre-publication review. Students will learn a process for conducting a pre-publication review, types of information to be extracted, how to identify sensitive information, and the tools that a reviewer should use when conducting a pre-publication review. |
| Length: | 2 days |
| Prerequisites: | None. |
| Class Size: | Minimum: 5 Maximum: 30 |
| Training Locations: | VERTEX Solutions Falls Church, VA; or Government Site. |
| Class Schedules: | As Required. |
| Special Notes: | All associated logistics or appropriate Classified Data handling issues are considered outside the scope of this contract and will be the responsibility of the government and will be negotiated with each delivery order as applicable. (Cost does not include reimbursable travel expenses) If Training is conducted at a Government/Customer facility, the Government/Customer is responsible for the provision of appropriately configured hardware and software to run the Distance Learning Application for the required workstations. |
| Price | \$378.06 per student effective 01/01/04 |

9. “NO CHARGE” TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

VERTEX Solutions, Inc. provides no training courses free of charge.

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

6. INSPECTION OF SERVICES

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 Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

Prices shown for VERTEX Solutions Labor Categories are NET Prices; Discounts have already been deducted.

See VERTEX Solutions Labor Category rates and descriptions that Follow:

VERTEX SOLUTIONS, INC. LABOR CATEGORY RATES

Overview of VERTEX Special Item Number 132-51 & 132-51RC Information Technology (IT)
Professional Services Offering. See our product descriptions on the following page.

| SIN | Order # | Labor Category Title | Rates Effective 8/8/2012 | Rates Effective 8/8/2013 | Rates Effective 8/8/2014 | Rates Effective 8/8/2015 | Rates Effective 8/8/2016 | Rates Effective 8/8/2017 |
|--------|---------|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 132-51 | V001 | Senior Program Manager | \$135.43 | \$ 139.76 | \$ 144.23 | \$ 148.85 | \$ 153.61 | \$ 158.53 |
| 132-51 | V002 | Program Manager | \$123.98 | \$ 127.95 | \$ 132.04 | \$ 136.27 | \$ 140.63 | \$ 145.13 |
| 132-51 | V003 | Project Manager | \$111.83 | \$ 115.41 | \$ 119.10 | \$ 122.91 | \$ 126.84 | \$ 130.90 |
| 132-51 | V004 | Senior Systems Engineer | \$108.28 | \$ 111.75 | \$ 115.32 | \$ 119.01 | \$ 122.82 | \$ 126.75 |
| 132-51 | V005 | Systems Engineer | \$69.08 | \$ 71.29 | \$ 73.57 | \$ 75.92 | \$ 78.35 | \$ 80.86 |
| 132-51 | V006 | Junior Systems Engineer | \$60.20 | \$ 62.13 | \$ 64.12 | \$ 66.17 | \$ 68.29 | \$ 70.47 |
| 132-51 | V007 | Senior Program Analyst | \$112.31 | \$ 115.91 | \$ 119.62 | \$ 123.44 | \$ 127.39 | \$ 131.47 |
| 132-51 | V008 | Program Analyst | \$97.55 | \$ 100.67 | \$ 103.89 | \$ 107.22 | \$ 110.65 | \$ 114.19 |
| 132-51 | V009 | Junior Program Analyst | \$67.72 | \$ 69.88 | \$ 72.12 | \$ 74.43 | \$ 76.81 | \$ 79.27 |
| 132-51 | V010 | Senior Telecommunications Specialist | \$136.67 | \$ 141.04 | \$ 145.56 | \$ 150.21 | \$ 155.02 | \$ 159.98 |
| 132-51 | V011 | Telecommunications Specialist | \$103.72 | \$ 107.04 | \$ 110.46 | \$ 114.00 | \$ 117.64 | \$ 121.41 |
| 132-51 | V012 | Senior Computer Systems Analyst | \$86.80 | \$ 89.58 | \$ 92.45 | \$ 95.40 | \$ 98.46 | \$ 101.61 |
| 132-51 | V013 | Junior Computer Systems Analyst | \$73.75 | \$ 76.11 | \$ 78.55 | \$ 81.06 | \$ 83.66 | \$ 86.33 |
| 132-51 | V014 | Senior Network Engineer | \$118.41 | \$ 122.20 | \$ 126.11 | \$ 130.14 | \$ 134.31 | \$ 138.61 |
| 132-51 | V015 | Senior Instructional Technologist | \$156.64 | \$ 161.66 | \$ 166.83 | \$ 172.17 | \$ 177.68 | \$ 183.36 |
| 132-51 | V016 | Instructional Technologist | \$120.39 | \$ 124.25 | \$ 128.22 | \$ 132.32 | \$ 136.56 | \$ 140.93 |
| 132-51 | V017 | Junior Instructional Technologist | \$74.23 | \$ 76.60 | \$ 79.05 | \$ 81.58 | \$ 84.19 | \$ 86.89 |
| 132-51 | V018 | Senior Technician | \$47.38 | \$ 48.89 | \$ 50.46 | \$ 52.07 | \$ 53.74 | \$ 55.46 |
| 132-51 | V019 | Junior Technician | \$40.62 | \$ 41.92 | \$ 43.27 | \$ 44.65 | \$ 46.08 | \$ 47.55 |
| 132-51 | V020 | Senior Interactive Media Specialist | \$103.31 | \$ 106.62 | \$ 110.03 | \$ 113.55 | \$ 117.19 | \$ 120.94 |
| 132-51 | V021 | Interactive Media Specialist | \$85.60 | \$ 88.34 | \$ 91.17 | \$ 94.09 | \$ 97.10 | \$ 100.20 |
| 132-51 | V022 | Graphic Artist | \$57.28 | \$ 59.11 | \$ 61.00 | \$ 62.96 | \$ 64.97 | \$ 67.05 |
| 132-51 | V023 | Junior Graphic Artist | \$45.98 | \$ 47.46 | \$ 48.98 | \$ 50.54 | \$ 52.16 | \$ 53.83 |
| 132-51 | V024 | Technical Writer | \$56.42 | \$ 58.23 | \$ 60.09 | \$ 62.01 | \$ 64.00 | \$ 66.05 |
| 132-51 | V025 | Senior Management Consultant | \$166.12 | \$ 171.43 | \$ 176.92 | \$ 182.58 | \$ 188.42 | \$ 194.45 |
| 132-51 | V026 | Senior Trainer | \$198.97 | \$ 205.34 | \$ 211.91 | \$ 218.69 | \$ 225.69 | \$ 232.91 |
| 132-51 | V027 | Senior Information Systems Analyst | \$176.30 | \$ 181.94 | \$ 187.77 | \$ 193.77 | \$ 199.98 | \$ 206.37 |
| 132-51 | V028 | Information Systems Analyst | \$146.00 | \$ 150.67 | \$ 155.49 | \$ 160.47 | \$ 165.60 | \$ 170.90 |
| 132-51 | V029 | Senior Production Specialist | \$95.50 | \$ 98.55 | \$ 101.71 | \$ 104.96 | \$ 108.32 | \$ 111.79 |
| 132-51 | V030 | Production Specialist | \$81.59 | \$ 84.20 | \$ 86.90 | \$ 89.68 | \$ 92.55 | \$ 95.51 |
| 132-51 | V031 | Principle Technical Advisor | \$238.67 | \$ 246.31 | \$ 254.19 | \$ 262.32 | \$ 270.72 | \$ 279.38 |
| 132-51 | V032 | Principle Consultant | \$223.65 | \$ 230.80 | \$ 238.19 | \$ 245.81 | \$ 253.68 | \$ 261.80 |
| 132-51 | V033 | Senior Information Systems Architect | \$223.65 | \$ 230.80 | \$ 238.19 | \$ 245.81 | \$ 253.68 | \$ 261.80 |
| 132-51 | V034 | Executive Management Consultant | \$196.14 | \$ 202.42 | \$ 208.89 | \$ 215.58 | \$ 222.48 | \$ 229.60 |
| 132-51 | V035 | Information Systems Architect | \$192.78 | \$ 198.94 | \$ 205.31 | \$ 211.88 | \$ 218.66 | \$ 225.66 |
| 132-51 | V036 | Principle Learning Strategist | \$174.42 | \$ 180.00 | \$ 185.76 | \$ 191.70 | \$ 197.84 | \$ 204.17 |

*** Prices shown are NET Prices; Discounts have already been deducted.**

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

For additional information please contact Jeff Kidwell at the VERTEX GSA Technical Assistance Department at (703) 564-7100; Email: jkidwell@adayana.com or Fax (703) 564-7104.

VERTEX SOLUTIONS, INC. LABOR CATEGORY DESCRIPTIONS

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|-------------|-------------------------------|--|---|
| V001 | Senior Program Manager | Bachelor's degree in engineering, business, computer science and/or mathematics. | Responsible for overall direction, control and reporting of multiple projects. Provides technical and management guidance to ensure all technical, schedule and cost objectives are achieved successfully. Responsible to provide client interface. Responsible to develop project documentation including budgets, project schedules and various planning and implementation documents. Responsible to manage multiple project teams simultaneously. Responsible to determine and acquire project resources to complete projects including personnel, computers, and materials. Develops proposal plans/work plans for new projects including schedules, budgets, personnel, and material take-offs. |

Experience: 5+ years of senior-level experience in a technical, engineering and/or management discipline. At least 10 years of experience in managing the design, development, implementation and/or life cycle support of training systems. Knowledge with the various phases of a project life cycle including concept development, requirements determination, requirements analysis, demonstration/validation testing, system development, system implementation, and operational support. Experience with developing products associated with the various phases of a project life cycle including strategic plans, cost-benefit analyses, system specifications, test plans, implementation plans, and life cycle support plans. Experience with cost and schedule planning, executing and reporting. Working knowledge of computer operations including Microsoft Excel, Word, Power Point and Project. Demonstrated leadership skills in planning, organizing, leading and controlling various types of projects simultaneously. Ability to interpret and apply government and industry specifications, codes, guidelines and regulations to the unique requirements of the contract or task order. Ability to lead multiple project teams consisting of in-house staff and external subcontractors and consultants. Possesses excellent oral and written communication skills.

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|-------------|------------------------|--|---|
| V002 | Program Manager | Bachelor's degree in engineering, business, computer science and/or mathematics. | Responsible for overall direction, control and reporting of projects. Provides technical and management guidance to ensure all technical, schedule and cost objectives are achieved successfully. Responsible to provide client interface. Responsible to develop project documentation including budgets, project schedules and various planning and implementation documents. Responsible to manage project teams. Responsible to determine and acquire project resources to complete projects including personnel, computers, and materials. |
|-------------|------------------------|--|---|

Experience: 10+ years of experience in a technical, engineering and/or management discipline. At least 3 years of experience in managing the design, development, implementation and/or life cycle support of training systems. Knowledge with the various phases of a project life cycle including concept development, requirements determination, requirements analysis, demonstration/validation testing, system development, system implementation, and operational support. Experience with developing products associated with the various phases of a project life cycle including strategic plans, cost-benefit analyses, system specifications, test plans, implementation plans, and life cycle support plans. Experience with cost and schedule planning, executing and reporting. Working knowledge of computer operations including Microsoft Excel, Word, Power Point and Project. Demonstrated leadership skills in planning, organizing, leading and controlling various types of projects. Ability to interpret and apply government and industry specifications, codes, guidelines and regulations to the unique requirements of the contract or task order. Ability to lead project teams consisting of in-house staff and external subcontractors and consultants. Possesses excellent oral and written communication skills.

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---------|----------------------|--|---|
| V003 | Project Manager | Bachelor's degree in engineering, business, computer science and/or mathematics. | Responsible for project execution. Provides technical and management guidance to ensure all technical, schedule and cost objectives are achieved successfully. Responsible to develop project documentation including budgets, project schedules and various planning and implementation documents. Responsible to manage project staff. Responsible to determine and acquire project resources to complete projects including personnel, computers, and materials. |

Experience: 5+ years of experience in a technical, engineering and/or management discipline. At least 2 years of experience in managing the design, development, implementation and/or life cycle support of training systems. Knowledge with the various phases of a project life cycle including concept development, requirements determination, requirements analysis, demonstration/validation testing, system development, system implementation, and operational support. Experience with developing products associated with the various phases of a project life cycle including strategic plans, cost-benefit analyses, system specifications, test plans, implementation plans, and life cycle support plans. Basic knowledge with cost and schedule planning, executing and reporting. Working knowledge of computer operations including Microsoft Excel, Word, Power Point and Project. Ability to interpret and apply government and industry specifications, codes, guidelines and regulations to the unique requirements of the contract or task order. Ability to lead project staff. Possesses good oral and written communication skills.

| | | | |
|------|-------------------------|---|--|
| V004 | Senior Systems Engineer | Bachelor's degree in an engineering or computer science discipline. | Develops and delivers engineering management plans, monitors schedule execution, and integrates/develops recommendations for corrective and remedial action; prepares status reports reflecting engineering/technical milestones, progress, and problems; provides technical guidance and expertise to junior personnel for development/delivery of engineering designs and documentation. |
|------|-------------------------|---|--|

Experience: 6+ years of experience in a senior level technical position that requires exercising independent judgment and technical discretion when providing technical support in any combination of the following areas: system architecture, system/equipment design, system integration, technical management, and direct interface with customer management personnel for the solution of emergent engineering and technical problems; and total quality management review of system (hardware and computer software). Ability to evaluate and develop technical input to the systems engineering process. Typical products include identification of customer/user needs and objectives; requirements definition, including missions, measures of effectiveness, use environments, and constraints; evaluations of state of the art and emerging commercial technology base; and identification of applicable military and commercial specifications and standards. Experience in oversight of requirements analyses for systems missions and environments to identify functional definitions and designs for system hardware and software architecture. Ability to develop content for contract technical packages (SOW, CDRL, Specifications); assists and advises junior engineering and technical personnel in the resolution of engineering issues. Provides progress measurement, assessment, and decision mechanisms required to evaluate design capabilities and document system design and decision data. These mechanisms include trade-off studies; effectiveness analyses; risk management, configuration management, data management; and performance-based progress management, including systems engineering master and detailed schedules, technical performance, design reviews and audits. Has experience in providing other support in related acquisition and engineering elements, including reliability/ maintainability modeling and evaluation, safety engineering, human factors engineering, quality assurance.

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---------|----------------------|--|---|
| V005 | Systems Engineer | Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer. | Prepares engineering management plans, monitors schedule execution, and integrates recommendations for corrective and remedial action; prepares status reports and provides technical guidance to junior engineers for development of engineering designs and documentation. Develops, maintains, and performs quality assurance reviews of engineering data, e.g., specifications, equipment technical manuals, system level manuals and engineering drawings. Provides other support in related acquisition and engineering elements, including reliability,/maintainability modeling and evaluation, safety engineering, human factors engineering, quality assurance. |

Experience: 4+ years of experience in a mid level technical position that requires exercising independent judgment and technical discretion when providing technical support in any combination of the following areas: system architecture, system/equipment design, system integration, technical management, and direct interface with customer management personnel for the solution of emergent engineering and technical problems; and total quality management review of systems, hardware and computer software engineering products developed by more junior system engineers and hardware and software engineers. Knowledge concerning the evaluation and development of technical input to the systems engineering process. Typical products include identification of customer/user needs and objectives; and requirements definition, including missions, measures of effectiveness, use environments, and constraints. Has performed requirements analysis for systems missions and environments to identify functional definitions and designs for system hardware and software architecture and has developed and/or reviewed specifications, drawings and product descriptive data; and provides technical support to customer systems requirements analyses and participates in technical and management reviews. Experience in defining and designing system products and process solutions in terms of design requirements that satisfy functional architecture and define and integrate the system and physical (hardware and software) architecture; conducting interactive syntheses to: define the system elements for each logical set of functional and performance requirements; determine design completeness; refine physical and communications interfaces; and define system alternatives; Assisting in the development of progress measurement, assessment, and decision mechanisms required to evaluate design capabilities and document system design and decision data. These mechanisms include trade-off studies; effectiveness analyses; risk management, configuration management, data management; and performance-based progress management.

| | | | |
|------|-------------------------|--|---|
| V006 | Junior Systems Engineer | Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer. | Provides input for engineering management plans, monitors schedule execution; assists in the preparation of status reports; and provides technical contributions to hardware and software engineers for development of engineering designs and documentation. |
|------|-------------------------|--|---|

Experience: Junior level technical position that requires 2 years of experience exercising independent judgment and technical discretion when providing technical support in any of the following areas: system architecture, system/equipment design, system integration, technical management, and direct interface with customer management personnel for the solution of emergent engineering and technical problems. Experience as an assistant in evaluating and developing technical input to the systems engineering process. Typical products include identification of customer/user needs and objectives. Provides requirements analysis for systems missions and environments to identify functional definitions and designs for system hardware and software architecture. Has experience in maintaining and performing quality assurance reviews of engineering data, e.g., specifications, equipment technical manuals, system level manuals, and engineering drawings. Can provide other support in related acquisition and engineering elements, including reliability/maintainability modeling and evaluation, safety engineering, human factors engineering, and quality assurance.

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---|-------------------------------|--|---|
| V007 | Senior Program Analyst | Bachelor's degree in engineering, business, computer science and/or mathematics. | Responsible for overall direction, control and reporting of multiple analyses efforts. Provides guidance to ensure all project objectives are achieved successfully. Responsible to provide client interface. Responsible to develop project documentation including budgets, project schedules and various planning and implementation documents. Must develop proposal plans/work plans for new projects including schedules, budgets, and personnel. |
| <p>Experience: 5+ years of senior-level experience in a technical, engineering and/or business disciplines. At least 10 years of experience in the oversight of training system analyses, to include: cost estimating, cost-benefit analyses, return on investment analyses, investment/reinvestment strategies, financial projections, and training requirements analyses. Extensive knowledge of project life cycle costs including concept development, requirements determination, requirements analysis, system development, system implementation, and operational support. Experience with cost and schedule planning, executing and reporting. Working knowledge of computer operations and databases including Microsoft Excel, Word, Power Point, Project, DBASE III, and Lotus 1-2-3/Lotus Notes. Demonstrated leadership skills in planning, organizing, leading and controlling various types of projects simultaneously. Ability to interpret and apply government and industry cost estimating specifications, guidelines and regulations to the unique requirements of the project. Possesses excellent oral and written communication skills.</p> | | | |
| V008 | Program Analyst | Bachelor's degree in engineering, business, computer science and/or mathematics. | Responsible for the development of training system analyses to fulfill customer requirements. Ensures that all project requirements and objectives are achieved in accordance with supplied guidance. Provides client interface on an as required basis. Responsible to develop project documentation including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans/work plans for new projects including schedules, budgets, and personnel. |
| <p>Experience: 5+ years of experience in a technical, engineering and/or business disciplines. At least 3 years of experience in the development of training system analyses, to include: cost estimating, cost-benefit analyses, return on investment analyses, investment/reinvestment strategies, financial projections, and training requirements analyses. Knowledge of project life cycle costs including concept development, requirements determination, requirements analysis, system development, system implementation, and operational support. Experience with cost and schedule planning, executing and reporting. Working knowledge of computer operations and databases including Microsoft Excel, Word, Power Point, Project, DBASE III, and Lotus 1-2-3/Lotus Notes. Ability to interpret and apply government and industry cost estimating specifications, guidelines and regulations to the unique requirements of the project</p> | | | |
| V009 | Junior Program Analyst | Assists in the development of training system analyses to fulfill customer requirements. Assists in the development of project documentation including spreadsheets, databases, project schedules and various planning and implementation documents. | Bachelor's degree in engineering, business, computer science and/or mathematics. |
| <p>Experience: 2+ years experience assisting in the development of training system analyses, to include: cost estimating, cost-benefit analyses, return on investment analyses, investment/reinvestment strategies, financial projections, and training requirements analyses. Limited knowledge of project life cycle costs including concept development, requirements determination, requirements analysis, system development, system implementation, and operational support. Working knowledge of computer operations and databases including Microsoft Excel, Word, Power Point, Project, DBASE III, and Lotus 1-2-3/Lotus Notes.</p> | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|--|---|---|--|
| V010 | Senior Telecommunications Specialist | Bachelor's degree in an engineering or computer science discipline. | Responsible for the senior level review and validation of analysis, design, installation, integration, configuration, operation, and/or troubleshooting of telecommunications systems. Defines and integrates functional architectures for telecommunication system products and processes which are designed and implemented. Performs functional analysis to the lower level functions required to accomplish the parent system requirement. Defines internal and external telecommunication functional interfaces; determines and allocates time requirements that are prerequisites for telecommunication system functions and/or sets of functions. |
| Experience: 6+ years of experience in a senior level technical position that requires exercising independent judgment and technical discretion when providing technical support in any combination of the following areas: analysis, design, and/or integration of sophisticated Telecommunications Systems which may also include LAN/WAN/MAN systems, data and video-conferencing systems, distance learning, multimedia, tele-medicine, laboratory information management systems, electronic messaging/electronic data interchange, etc. Knowledge and expertise in providing systems analysis and assessments or technically managing the installation, upgrade, modification, configuration, documentation, and/or troubleshooting of specialized telecommunications systems, networks, or components. Can perform requirements analysis for telecommunication systems missions and environments to identify functional definitions and designs for telecommunications system hardware and software architecture. Experience in developing and/or reviewing specifications, drawings and product descriptive data; and provides technical support to customer telecommunications systems requirements analyses and participates in technical and management reviews; develops content for contract technical packages (SOW, CDRL, Specifications); assists and advises junior engineering and technical personnel in the resolution of telecommunications issues. | | | |
| V011 | Telecommunications Specialist | Bachelor's degree in an engineering or computer science discipline or Associates degree with technical certification in an engineering or computer science discipline such as Microsoft System Engineer or Novel Certified Network Engineer. | Responsible for the analysis, design, installation, integration, configuration, operation, and/or troubleshooting of telecommunications systems. |
| Experience: 4+ years of experience in analysis, design, and/or integration of sophisticated Telecommunications Systems which may also include LAN/WAN/MAN systems, data and video-conferencing systems, distance learning, multimedia, tele-medicine, laboratory information management systems, electronic messaging/electronic data interchange, etc. Experience in providing systems analysis and assessments or performs the installation, upgrade, modification, configuration, documentation, and/or troubleshooting of specialized telecommunications systems, networks, or components. | | | |
| V012 | Senior Computer Systems Analyst | Bachelor's degree in an engineering or computer science discipline or Associates degree with industry of military certification in an engineering or computer science discipline, or two years of additional experience and industry certification such as Microsoft System Engineer or Novel Certified Network Engineer. | Responsible for senior level review and validation of technical teams' maintenance of current knowledge of communication/computer systems, government planning, and existing/developing industry network and telecommunication standards that will meet government agencies missions and related existing/planned communication systems to support those missions. |
| Experience: 6+ years of working experience as a computer systems analyst or programmer. Experience includes technical management of implementing communication/computer systems in a phased approach; performing requirements analysis for a wide range of users in areas of command and control, office automation, finance, and inventory; producing and reviewing test steps for measuring product/system performance of computer networks; as well as interpreting test results and developing recommendations for unsatisfactory test results. | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---|--|---|--|
| V013 | Junior Computer Systems Analyst | Bachelor's degree in an engineering or computer science discipline or Associates degree with industry or military certification in an engineering or computer science discipline, or two years of additional experience and industry certification such as Microsoft System Engineer or Novel Certified Network Engineer. | Responsible for assisting in maintaining current knowledge of communication/computer systems, government planning, and existing/developing industry network and telecommunication standards that will meet government agencies missions and related existing/planned communication systems to support those missions. |
| Experience: 2+ years of related working experience as a computer systems analyst or programmer. Experience includes implementing communication/ computer systems in a phased approach; performing requirements analysis for a wide range of users in areas of command and control, office automation, finance, and inventory; producing and reviewing test steps for measuring product/system performance of computer networks; as well as interpreting test results and developing recommendations for unsatisfactory test results. Ability to develop databases and perform other programming functions. | | | |
| V014 | Senior Network Engineer | Bachelor's degree in an engineering or computer science discipline. | Designs, engineers, integrates, installs, configures, and certifies network components and systems to meet complex integration requirements. |
| Experience: 6+ years of experience in system and network design, integration, and implementation. Senior system/network engineer experience includes extensive networking experience in representative areas of ISDN, FDDI, SONET, ATM, Ethernet, Token Ring, and similar modern network topologies and protocols. Knowledge of installing, configuring, integrating, and testing hubs/concentrators, bridges, routers, servers, gateways, network switching devices, and/or multiplexed information systems and command and control systems. Proficient in configuring Microsoft, Novel, Banyan, or similar system or network software products. Thorough knowledge of network and computer security practices, processes, and procedures. Experienced in practical application of physical security, personnel security, administrative security and other processes that effect network/system security. Ability to identify and assess network/system security risks and recommend solutions. Proficient in data communication protocols and standards including IEEE 802.3, Token Ring, AppleTalk, TCP/IP, and/or DoD Standards. Able to analyze capabilities and deficiencies in existing networks. Able to analyze devices and components from multiple vendors and identify devices that best satisfy customer goals and objectives. Excellent oral and written communication skills. Experience presenting alternatives and justifying recommendations. | | | |
| V015 | Senior Instructional Technologist | Master's degree in social sciences, business or academics. | Responsible for the assessment, development, design and evaluation of training programs and/or training materials. Responsible to develop and design instructional materials in various delivery formats including paper-based and computer-based formats. Responsible to organize, plan and deliver instructional events including group and individual training sessions (i.e., training-the-trainer). Responsible to conduct post-training evaluations using the Level 4 Kirtpartick Model. Responsible to develop various types of instructional materials including, but limited to instructor guides, student guides, requirements analyses, training evaluation reports, media analyses, design guides, and job-aids. |
| Experience: 6+ years of senior-level experience in a designing, developing and administering education and training programs. 10+ years of experience in developing instructional materials in various delivery formats including paper-based and computer-based delivery platforms. Knowledge of learning theory and the principles of learning theory. Experience with the Instructional Systems Development (ISD) model in developing new and/or revised instructional materials. Experience formulating teaching outlines and determining instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Knowledge and experience selecting and/or developing teaching aids such as training handbooks, demonstration models, multimedia visual aids, video, computer tutorials, and reference works. Experience conducting training sessions. Experience measuring training performance and effectiveness. Possesses excellent oral and written communication skills. | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|--|-----------------------------------|--|--|
| V016 | Instructional Technologist | Bachelor's degree in social sciences, business or academics. | Responsible for the assessment, development, design and evaluation of training programs and/or training materials. Responsible to develop and design instructional materials in various delivery formats including paper-based and computer-based formats. Responsible to organize, plan and deliver instructional events including group and individual training sessions (i.e., training-the-trainer). Responsible to conduct post-training evaluations using the Level 4 Kirtpartick Model. Responsible to develop various types of instructional materials including, but limited to instructor guides, student guides, requirements analyses, training evaluation reports, media analyses, design guides, and job-aids. |
| <p>Experience: 10+ years of experience in a designing, developing and administering education and training programs. 5 years of experience in developing instructional materials in various delivery formats including paper-based and computer-based delivery platforms. Knowledge of learning theory and the principles of learning theory. Experience with the Instructional Systems Development (ISD) model in developing new and/or revised instructional materials. Experience formulating teaching outlines and determining instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Knowledge and experience selecting and/or developing teaching aids such as training handbooks, demonstration models, multimedia visual aids, video, computer tutorials, and reference works. Experience conducting training sessions. Experience measuring training performance and effectiveness. Possesses excellent oral and written communication skills.</p> | | | |
| V017 | Junior Instructional Technologist | Bachelor's degree in social sciences, business or academics. | Responsible for the assessment, development, design and evaluation of training programs and/or training materials. Responsible to develop and design instructional materials in various delivery formats including paper-based and computer-based formats. Responsible to develop various types of instructional materials including, but limited to instructor guides, student guides, requirements analyses, training evaluation reports, media analyses, design guides, and job-aids. |
| <p>Experience: 5+ years of experience in a designing, developing and administering education and training programs. 2 years of experience in developing instructional materials in various delivery formats including paper-based and computer-based delivery platforms. Experience with the Instructional Systems Development (ISD) model in developing new and/or revised instructional materials. Experience formulating teaching outlines and determining instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Knowledge and experience selecting and/or developing teaching aids such as training handbooks, demonstration models, multimedia visual aids, video, computer tutorials, and reference. Possesses good oral and written communication skills.</p> | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---|-------------------------------------|---|--|
| V018 | Senior Technician | High school (or GED equivalent) or technical certification in an electronic discipline. | <p>Works independently to install, operate, maintain or repair highly complex electronic or integrated audio/video and network systems. Applies working technical knowledge to perform routine or complex tasks in working on electronic equipment following instructions which may or may not cover all procedures.</p> <p>Assists junior technicians in performing such activities as replacing components, wiring circuits, assembling cables, and taking test measurements. Repairs simple and complex electronic equipment and uses tools and test equipment that are more sophisticated than the routine pieces of equipment.</p> <p>Performs procedures, observes results, and records information for evaluation. Performs operational checks and basic start-up procedures and conducts routine preventive maintenance in accordance with written procedures. Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically cannot be solved solely by interpreting manufacturers' manuals or similar documents) in working on electronic equipment.</p> |
| <p>Experience: 6+ years of experience in installing and maintaining electronic systems and components, networks and associated software packages. Experience includes work with various network protocols, audio/video systems, video teleconferencing, test equipment, and diagnostics.</p> | | | |
| V019 | Junior Technician | High school (or GED equivalent) or technical certification in an electronic discipline. | <p>Works under supervision of Senior Technician and installs, operates, maintains, or repairs complex electronic or integrated network systems. Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following instructions which may or may not cover all procedures. Performs such activities as replacing components, wiring circuits, taking test measurements, and performing preventive and corrective maintenance. Repairs complex electronic equipment and uses tools and test equipment that are more sophisticated than the routine pieces of equipment (e.g., spectrum analyzers, Q-meters, pulse generators, etc.). Performs procedures, observes results, and records information for evaluation. Performs operational checks and basic start-up procedures and conducts routine preventive maintenance in accordance with written procedures.</p> |
| <p>Experience: 3+ years of experience in installing and maintaining electronic systems and components, networks and associated software packages. Experience includes training on test equipment and diagnostics.</p> | | | |
| V020 | Senior Interactive Media Specialist | Bachelor's degree or 8-10 years equivalent experience in a related field. | <p>Develops and produces interactive software materials for training and promotional purposes. Works with Authorware, Director, Toolbook, C++, etc. in an authoring environment from storyboards to Beta testing. Works independently and directs Media Specialists and Junior Staff.</p> |
| <p>Experience: Has 5-7 years directly applicable experience. Is experienced with traditional video and audio production processes and conversion of digital media to traditional production formats.</p> | | | |
| V021 | Interactive Media Specialist | Bachelor's degree or 4 years equivalent experience in a related field. | <p>Develops and produces interactive software materials for training and promotional purposes. Works with Authorware, Director, Toolbook, C++, etc. in an authoring environment from storyboards to Beta testing. Works independently or under the direction of Sr. Media Specialists.</p> |
| <p>Experience: Is experienced with multimedia authoring environments and digital sound, video and still graphics/photograph production applications. Has 2-4 years directly applicable experience.</p> | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---|------------------------------|---|---|
| V022 | Graphic Artist | Bachelor's degree and three year experience or 5 years equivalent experience in a related field. | Responsible for media digitization and graphic design for training products. Provides page design, layout, illustration, and presentation support. Works independently or under the direction of Senior Graphic Artists. |
| Experience: Experience with industry-standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Has 3-5 years directly applicable experience. | | | |
| V023 | Junior Graphic Artist | Bachelor's degree or 3-5 years equivalent experience in a related field. | Responsible for media digitization and graphic design for training products. Provides page design, layout, illustration, and presentation support. Works independently or under the direction of Senior Graphic Artists. |
| Experience: Experience with industry-standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Has 1-3 years directly applicable experience. | | | |
| V024 | Technical Writer | Bachelor's degree and 1 year experience or 3-5 years equivalent experience in a related field. | Prepare, edit, and disseminate and provide for the orderly safeguard of technical documents. Interpret technical documentation standards and conduct research in the proper use of terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. |
| Experience: Proficiency in writing technical documents. Bachelors degree or a minimum of 3+ years of relevant experience. | | | |
| V025 | Senior Management Consultant | Bachelor's degree in engineering, business, computer science and/or mathematics. | Responsible for overall direction, control and reporting of multiple analyses efforts. Provides guidance to ensure all project objectives are achieved successfully. Responsible to provide client interface. Responsible to develop project documentation including budgets, project schedules and various planning and implementation documents. Must develop proposal plans/work plans for new projects including schedules, budgets, and personnel. |
| Experience: 10+ years of senior-level experience in a technical, engineering and/or business disciplines. At least 15 years of experience in the development of training systems and processes, to include: strategic planning, organizational analysis, program cost modeling, cost-benefit analyses, return on investment analyses, investment/reinvestment strategies, operational process development, process re-engineering and training requirements analyses. Extensive knowledge of program planning including concept development, requirements determination, requirements analysis, system development, system implementation, and operational support. Experience with cost and schedule planning, executing and reporting. Working knowledge of computer operations and databases including Microsoft Excel, Word, Power Point, Project, DBASE III, and Lotus 1-2-3/Lotus Notes. Demonstrated leadership skills in planning, organizing, leading and controlling various types of projects simultaneously. Ability to interpret and apply government and industry cost estimating specifications, guidelines and regulations to the unique requirements of the project. Possesses excellent oral and written communication skills. | | | |
| V026 | Senior Trainer | Bachelor's degree in education, social sciences, human resources, information technology or business. | Responsible for delivering training in various delivery formats (i.e., resident based, one-on-one instruction, linear video, interactive video teletraining, video teleconferencing, web-based training, and computer-based multimedia). Responsible for evaluating the effectiveness of programs and/or training materials and conducting post-training evaluations using the Kirkpatrick Model. |
| Experience: 10+ years of experience in teaching, facilitation, and mentoring. Ability to apply the principles of adult learning theory in delivering programs. Experience using three or more of the following delivery methods: resident-based, one-on-one instruction, linear video, interactive video teletraining, video teleconferencing, web-based training, and computer-based multimedia. Ability to create course content outlines for each of the delivery methods. Ability to analyze the effectiveness of training programs. At least 15 years experience and knowledge of Instructional Systems Development (ISD) process and experience with the Kirkpatrick Model of training evaluation. | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|--|---|---|--|
| V027 | Senior Information Systems Analyst | Bachelor's degree in Computer Science, MIS, Math, Engineering, or Business. | Provides technical leadership and consultative support. Performs requirement and data analysis, data modeling, diagramming, and solution development to support data-enabled systems across a variety of platforms (Web-based, client-server, UNIX, Windows NT). |
| <p>Experience: This position requires 10+ years of experience in a senior level technical position requiring independent judgment and technical discretion in the following areas:</p> <ul style="list-style-type: none"> • Information System Architecture • Database Design • Data Modeling • Requirements Analysis and Development <p>Experience includes technical leadership, direct customer interaction, and total quality management review of all deliverables. Typical products include requirement definitions and analysis, database diagrams and schema (ER diagrams), database design and development, and data flow diagrams.</p> <p>Experience in evaluating, documenting, augmenting, and improving enterprise-wide data needs. Sr. Information Systems Analysts are familiar with a wide range of database products and tools across a variety of computing platforms, and are capable of providing efficient and cost effective data solutions for large organization.</p> | | | |
| V028 | Information Systems Analyst | BS Computer Science, MIS, Math, Engineering, or Business. | Responsibility: Performs requirement and data analysis, data modeling, diagramming, and solution development to support data-enabled systems across a variety of platforms (Web-based, client-server, UNIX, Windows NT). |
| <p>Experience: This position requires 6+ years of working experience in a technical position in the following areas:</p> <ul style="list-style-type: none"> • Information System Architecture • Database Design • Data Modeling • Requirements Analysis and Development <p>Typical products include requirement definitions and analysis, database diagrams and schema (ER diagrams), database design and development, and data flow diagrams. The Information Systems Analyst is familiar with a wide range of database products and tools across a variety of computing platforms.</p> | | | |
| V029 | Senior Production Specialist | Bachelor's degree in communications or video and film, or a Bachelor's degree in liberal arts with appropriate work experience. | Managing the creative development, production of interactive video teletraining programs, and other production staff. Providing input and guidance through all phases of program development including: course selection, course material review, treatment development, review/approve visual support materials, production, rehearsal, and performance measurement. Accountability for meeting scheduled milestones, working within established budgets, and meeting or exceeding quality standards. |
| <p>Experience: 10+ years of experience in the planning, management, and production of video based programming. 5+ years of experience in scripting, on-camera interviewing, lighting, coordinating production crew and supervising the post production process. Experience with coordinating/supervising productions in a television or Distance Learning environment. Working knowledge of PC applications including Microsoft Office and Word Perfect. Excellent written and oral communication skills.</p> | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---|-----------------------------|---|---|
| V030 | Production Specialist | Bachelor's degree in communications or video and film, or Bachelor's degree in liberal arts with appropriate work experience. | Coordinating the creative development and production of interactive video teletraining programs. Providing input and guidance through all phases of program development including: course selection, course material review, treatment development, review/approve visual support materials, production, rehearsal, and performance measurement. Meeting scheduled milestones, working within established budgets, and meeting or exceeding quality standards. |
| <p>Experience: 5+ years of experience in the planning, and production of video based programming. 2+ years of experience in assisting in scripting, on-camera interviewing, lighting, coordinating production crew and the post production process. Production experience in a television or Distance Learning environment. Working knowledge of PC applications including Microsoft Office and Word Perfect. Excellent written and oral communication skills.</p> | | | |
| V031 | Principle Technical Advisor | BS/CS/MIS Degree. Four years of project-related experience may be substituted for a degree. | Plans technical architecture for the information systems environment. Maps technical and business requirements to products. Develops architecture strategy to support technical goals. Designs technology architecture. Provides product overview and component strategy. Designs the planning process and approach. Provides networking and communication services. Provides network design features and goals. Validates architecture for validity and performance. Develops, implements, and validates security requirements. Conducts pilot testing and develops written documentation to support the system. Performs data analyses and planning. Performs capacity planning. Performs job function analyses. Plans and designs Internet and Intranet web sites. Conducts TCO analysis, Requirements Analysis (RA), and Business Case Analysis (BCA). Prepares business case plans or other required documentation to support the findings and recommendations. Conducts business process re-engineering analysis, workflow analysis, quality assurance reviews, and other technical and business related studies. Prepares required plans and other required documentation to support the findings and recommendations. |
| <p>Experience: 15 years Project Related Experience.</p> | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|--|----------------------|---|--|
| V032 | Principle Consultant | MA/MS/MBA/PhD. Ten years of project-related experience may be substituted for a degree. | <p>Possesses experience and ability to analysis problems and provide the solutions to difficult and complex organizational and management problems to a client's industry or information technology related issues. Makes decisions and recommendations that are recognized as authoritative within area of expertise and have impact on extensive scientific activities. Initiates and maintains extensive contacts with key professionals and officials of other organizations, requiring skill in persuasion and negotiation of critical issues.</p> <p>Responsible for supervising scientific design on several mediums to large projects or for a single major project. He/she shall be responsible for project planning, project leadership, technical leadership and analysis activities. Conducts project planning and data modeling is required. Ensures that tasks are completed on time, within budget, and meet requirement(s).</p> <p>Manage the preparation and documentation of comprehensive reports, which present findings. Demonstrates creativity, foresight, and mature judgment in anticipating and solving management problems, determining program of objectives.</p> <p>Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments.</p> |
| <p>Experience: 15 years Project Related Experience.</p> | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|--|--------------------------------------|---|---|
| V033 | Senior Information Systems Architect | BS/CS/MIS Degree. Four years of project-related experience may be substituted for a degree. | <p>Provides systems programmer services for maintaining the various operating systems, COTS software, and OEM systems software that run on any server/network. Responsibilities include, but are not limited to: Installs/implements new releases and manufacturer-provided maintenance. Monitors software and management tools. Researches, analyzes, and resolves problems related to the specified environment. Researches, analyzes, provides recommendations for, and performs systems enhancements, systems tuning, performance improvements, and process improvements, and performs evaluations on hardware, software, operations, and scheduling that impact system operation and performance. Monitors and analyzes software on the server/network to identify potential problem areas before problems surface. Reviews applications running with software on the server/network to better understand the processing that takes place. Documents problems that occur on the server/network and the resulting solutions. Configures, implements, and documents new software and hardware being installed on the server/network. Provides information to management, as requested and/or on a regular basis, related to processing on the server/network. Reviews, monitors, sets-up or performs restart and recovery procedures, to include data, transaction, and system recoveries. Writes, executes, and analyzes benchmark programs to test proposed new hardware or software features. Responds to callback and serves as the initial point of contact for production failures, and ensures and coordinates the resolution and correction of production failures. Quantifies processing capacity/performance for both present and proposed utilization. Establishes and/or maintains regions (e.g., logical partitions, domains) within the server/network and fail over capabilities (e.g., Parallel Sysplex, clusters) across server/networks, when applicable. Develops capacity projections for processing capability, data transmission, and data storage to ensure future customer's needs are met in a timely manner.</p> |
| <p>Experience: 10 years Project Related Experience.</p> | | | |

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---------|---------------------------------|--|--|
| V034 | Executive Management Consultant | BA/MA/MS/MBA. Four years of project-related experience may be substituted for a degree | <p>Makes recommendations that are recognized as authoritative within technical consulting industry. Consults on project related systems for information technology network, computer based training, Interactive Media, system content, systems collaboration and other project related topics as required. In an advisory capacity plans, develops, coordinates, and advises on a number of large and important management issues or initiatives of major scope and importance. Demonstrates experience, creativity, foresight, and judgment in showing others how to solve unprecedented problems, and recommending a program of objectives and recommendations that can lead to major changes to achieve overall organizational and management objectives. Project planning, conducts efforts in some project related topics such as integration and evaluation development of client agency programs, policies, management documentation, logistics support, and program planning and budgeting systems, decision support systems, transformation of organizations, strategic, business and organization planning, summary development planning, and customer requirement analysis. Individual may be an expert in a relevant field of study, usually the physical, social, or management sciences; which could include economics, business finance, business administration, policy science, engineering management, decision systems, or management information.</p> |

Experience: 10 years Project Related Experience.

| Order # | Labor Category Title | Minimum Education | Functional Responsibilities |
|---|-------------------------------|---|---|
| V035 | Information Systems Architect | BS/CS/MIS Degree. Four years of project-related experience may be substituted for a degree. | <p>Provides systems programmer services for maintaining the various operating systems, COTS software, and OEM systems software that run on any server/network. Responsibilities include, but are not limited to: Installs/implements new releases and manufacturer-provided maintenance. Monitors software and management tools. Researches, analyzes, and resolves problems related to the specified environment. Researches, analyzes, provides recommendations for, and performs systems enhancements, systems tuning, performance improvements, and process improvements, and performs evaluations on hardware, software, operations, and scheduling that impact system operation and performance. Monitors and analyzes software on the server/network to identify potential problem areas before problems surface. Reviews applications running with software on the server/network to better understand the processing that takes place. Documents problems that occur on the server/network and the resulting solutions. Configures, implements, and documents new software and hardware being installed on the server/network. Provides information to management, as requested and/or on a regular basis, related to processing on the server/network. Reviews, monitors, sets-up or performs restart and recovery procedures, to include data, transaction, and system recoveries. Writes, executes, and analyzes benchmark programs to test proposed new hardware or software features. Responds to callback and serves as the initial point of contact for production failures, and ensures and coordinates the resolution and correction of production failures. Quantifies processing capacity/performance for both present and proposed utilization. Establishes and/or maintains regions (e.g., logical partitions, domains) within the server/network and fail over capabilities (e.g., Parallel Sysplex, clusters) across server/networks, when applicable. Develops capacity projections for processing capability, data transmission, and data storage to ensure future customer's needs are met in a timely manner.</p> |
| Experience: 5 years Project Related Experience. | | | |
| V036 | Principle Learning Strategist | BA Degree. Four years of project-related experience may be substituted for a degree. | <p>Designs, develops, learning strategy for information technology, network, interactive media and other project related training programs. May include classroom courses, Computer Based Training (CBT), web-based instruction, performance support, Interactive Video Teletraining (IVT) workshops, exercises and seminars. Prepares detailed specifications for training and blended learning programs. Highly skilled at conducting Front End Analysis and media selection to support the development of learning and educational strategies.</p> |
| Experience: 10 years Project Related Experience. | | | |

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE:

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Jeff Kidwell at the Contract Information Center at VERTEX, at (703) 564-7111, Email: jkidwell@adayana.com, Fax (703) 564-7104.

**BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

| DESTINATION | DELIVERY SCHEDULES / DATES |
|-------------|----------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

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

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

| OFFICE | POINT OF CONTACT |
|--------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

SALES AND SERVICE POINTS



VERTEX Solutions, Inc.
dba Adayana Government Group
3141 Fairview Park Dr., Suite 800
Falls Church, VA 22042
Fairfax County

Voice (703) 564-7100
Fax (703) 564-7104

