

Automation Precision Technology, LLC

FSS Schedule

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LINE ITEM	LABOR CATEGORY	7/08-	7/09-	7/10-	7/11-	7/12-
		7/09	7/10	7/11	7/12	7/13
		Base				
1	Program Manager I	\$109.54	113.27	117.12	121.10	125.22
1A	Program Manager 2	68.81	71.15	73.57	76.07	78.66
2	Sr. Telecommunication Engineer	69.51	71.88	74.32	76.85	79.46
3	Telecommunications Engineer	52.18	53.96	55.79	57.69	59.65
4	Sr. Information Engineer	87.38	90.35	93.43	96.60	99.89
5	Jr Information Engineer	65.72	67.96	70.27	72.66	75.13
6	Network Engineer	49.83	51.53	53.28	55.09	56.97
7	Senior Technician	60.53	62.59	64.72	66.92	69.20
8	Technician III	54.04	55.88	57.78	59.74	61.77
9	Technician II	45.70	47.26	48.86	50.52	52.24
10	Technician I	36.91	38.16	39.46	40.80	42.19
11	Sr. Systems Administrator	46.34	47.92	49.55	51.23	52.97
12	Systems Administrator	35.20	36.40	37.63	38.91	40.24
13	Sr. Systems Analyst	58.68	60.67	62.74	64.87	67.07
14	Systems Analyst	44.68	46.20	47.77	49.40	51.07
15	Sr. Computer Specialist	74.05	76.57	79.17	81.86	84.65
16	Jr. Computer Specialist	51.48	53.23	55.04	56.91	58.85
17	Journeyman Computer Specialist	55.43	57.32	59.26	61.28	63.36
18	PC Applications Specialist	42.28	43.72	45.21	46.74	48.33
19	Technical Writer	44.62	46.14	47.71	49.33	51.00
20	Database Specialist	42.28	43.72	45.21	46.74	48.33
21	Clerical Support	34.99	36.18	37.41	38.68	40.00

LINE ITEM	LABOR CATEGORY					
22	Electronic Technician I	30.43	31.46	32.53	33.64	34.78
23	Electronic Technician II	34.65	35.82	37.04	38.30	39.60
24	Electronic Technician III	40.33	41.70	43.12	44.58	46.10
25	Administrative Support Specialist	25.21	26.07	26.96	27.87	28.82
26	Word Processor I	19.27	19.93	20.60	21.31	22.03
27	Word Processor II	21.31	22.04	22.79	23.56	24.36
28	Drafter IV	34.52	35.70	36.91	38.16	39.46
29	Supply Technician	21.74	22.48	23.25	24.04	24.86
30	Sr. Systems Engineer	66.95	69.23	71.58	74.02	76.54
31	Systems Engineer	64.70	66.90	69.18	71.53	73.96
32	Communication Network Mgr	52.44	54.22	56.07	57.97	59.95
33	Sr. Systems Software Engineer	56.54	58.46	60.45	62.50	64.63
34	Systems Software Engineer	51.99	53.75	55.58	57.47	59.43
35	Software Engineer	43.82	45.31	46.85	48.44	50.09
36	Programmer	35.91	37.13	38.40	39.70	41.05
37	Program Specialist	59.16	61.17	63.25	65.40	67.62
38	Project Engineer	54.77	56.63	58.55	60.54	62.60
39	Engineer	48.30	49.94	51.64	53.39	55.21
40	Administration Specialist	26.39	27.29	28.22	29.18	30.17
41	Technical/Facility/Construction Rep	45.63	47.18	48.78	50.44	52.16

FSS
Schedule

LINE ITEM	LABOR CATEGORY	7/08- 7/09	7/09- 7/10	7/10- 7/11	7/11- 7/12	7/12- 7/13
1	Program Manager I	129.48	133.88	138.43	143.14	\$148.01
1A	Program Manager 2	81.33	84.10	86.96	89.91	\$92.97
2	Sr. Telecommunication Engineer	82.16	84.95	87.84	90.83	\$93.92
3	Telecommunications Engineer	61.68	63.78	65.94	68.19	\$70.50
4	Sr. Information Engineer	103.28	106.79	110.43	114.18	\$118.06
5	Jr Information Engineer	77.68	80.32	83.06	85.88	\$88.80
6	Network Engineer	58.90	60.91	62.98	65.12	\$67.33
7	Senior Technician	71.55	73.98	76.50	79.10	\$81.79
8	Technician III	63.87	66.05	68.29	70.61	\$73.01
9	Technician II	54.02	55.85	57.75	59.72	\$61.75
10	Technician I	43.62	45.11	46.64	48.23	\$49.87
11	Sr. Systems Administrator	54.77	56.64	58.56	60.55	\$62.61
12	Systems Administrator	41.60	43.02	44.48	45.99	\$47.56
13	Sr. Systems Analyst	69.35	71.71	74.15	76.67	\$79.28
14	Systems Analyst	52.81	54.61	56.46	58.38	\$60.37
15	Sr. Computer Specialist	87.52	90.50	93.58	96.76	\$100.05
16	Jr. Computer Specialist	60.85	62.92	65.06	67.27	\$69.56
17	Journeyman Computer Specialist	65.52	67.74	70.05	72.43	\$74.89
18	PC Applications Specialist	49.98	51.68	53.43	55.25	\$57.13
19	Technical Writer	52.74	54.53	56.39	58.30	\$60.29
20	Database Specialist	49.98	51.68	53.43	55.25	\$57.13
21	Clerical Support	41.36	42.76	44.22	45.72	\$47.27

LINE ITEM	LABOR CATEGORY					
22	Electronic Technician I	35.96	37.19	38.45	39.76	\$41.11
23	Electronic Technician II	40.95	42.34	43.78	45.27	\$46.81
24	Electronic Technician III	47.67	49.29	50.96	52.69	\$54.49
25	Administrative Support Specialist	29.80	30.81	31.86	32.94	\$34.06
26	Word Processor I	22.78	23.55	24.35	25.18	\$26.04
27	Word Processor II	25.19	26.05	26.93	27.85	\$28.80
28	Drafter IV	40.80	42.19	43.63	45.11	\$46.64
29	Supply Technician	25.70	26.57	27.48	28.41	\$29.38
30	Sr. Systems Engineer	79.14	81.83	84.61	87.49	\$90.46
31	Systems Engineer	76.48	79.08	81.77	84.55	\$87.42
32	Communication Network Mgr	61.98	64.09	66.27	68.52	\$70.85
33	Sr. Systems Software Engineer	66.82	69.10	71.45	73.88	\$76.39
34	Systems Software Engineer	61.45	63.54	65.70	67.93	\$70.24
35	Software Engineer	51.79	53.55	55.38	57.26	\$59.21
36	Programmer	42.45	43.89	45.38	46.93	\$48.52
37	Program Specialist	69.92	72.30	74.76	77.30	\$79.93
38	Project Engineer	64.73	66.93	69.21	71.56	\$73.99
39	Engineer	57.09	59.03	61.03	63.11	\$65.25
40	Administration Specialist	31.20	32.26	33.35	34.49	\$35.66
41	Technical/Facility/Construction Rep	53.93	55.76	57.66	59.62	\$61.65

Automation Precision Technology, LLC
4535 E. Princess Anne Rd., Norfolk, VA 23502
(757) 499-6802
www.APT-LLC.com

Contract Number: GS -35-F-5816H

Period Covered by Contract: 7-22-2008 Through 10-22-2008

General Services Administration
Federal Supply Service

Pricelist current through Modification #_PO-0005_____, dated _7-22-2008_____.

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

INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Automation Precision Technology, LLC

4535 E. Princess Anne Rd

Norfolk, VA 23502

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

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

(757) 499-6802

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

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE: STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 15-338-6362_____

Block 30: Type of Contractor - B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business

- D. Other Nonprofit Organization
- E. Foreign Contractor

Block 31: Woman-Owned Small Business - No
 Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1924608_____

- 4a. CAGE Code: 77334_____
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
_____	_____ Days
_____	_____ Days

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

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

- a. Prompt Payment: NA% - _____ days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is \$1,000.00_____.

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

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

- Special Item Number 132-3 - Leasing of Product
- Special Item Number 132-4 – Daily / Short Term Rental
- Special Item Number 132-8 - Purchase of Equipment
- Special Item Number 132-12 – Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts
- Special Item Number 132-32 - Term Software Licenses
- Special Item Number 132-33 - Perpetual Software Licenses
- Special Item Number 132-34 – Maintenance of Software
- Special Item Number 132-51 - Information Technology (IT) Professional Services
- Special Item Number 132-52 - Electronic Commerce (EC) Services
- Special Item Number 132-53 – Wireless Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

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

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

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

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

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

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

www.apl-llc.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND
ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)**

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

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

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

All IT/EC 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/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

****NOTE TO CONTRACTORS:** The information provided below is designed to assist Contractors in providing complete descriptions and pricing information for the IT/EC Services offered. This language should NOT be printed as part of the Information Technology Schedule Pricelist; instead, Contractors should provide the same type of information as it relates to the IT/EC Services offered under the contract.**

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

FSS LABOR CATEGORY DESCRIPTIONS

Program Manager 1

The Program Manager manages substantial ADP contract support operations including multiple projects. Organizes, directs, and coordinates planning and production of all contractor's contract support activities. Must have demonstrated capability for oral and

written communications with all levels of management personnel, contractor managers, and Federal client agency representatives. Formulates and reviews strategic plans and studies, determines contract cost, ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor organization to subordinates. Must be authorized to negotiate and make binding decisions.

Four (4) year degree, ten (10) years generalized experience, seven (7) years specialized experience as a program manager of contracts involving Automatic Data Processing Systems, engineering services, or system development. Experience includes coordinating multiple teams to accomplish contract work, specifically in a naval environment.

Senior Telecommunication Engineer

This position shall plan, develop and engineer architecture of network management systems. Prepares and manages performance tests, evaluations, and maintenance standards for operational systems. Manages and coordinates telecommunications systems engineering activities.

Bachelor degree in Computer Science, Electrical Engineering or a related field. Written and oral communications skills commensurate with engineering role. Eight years (total) of telecommunication, engineering and management experience related to design, development, production, installation and life-cycle support. Three years experience in communications, Information Technology (IT) or related system integration, production or industrial production operations with demonstrated communications or computer system installation experience. Experience with the design and operation of network management systems is preferred. He/She shall have working knowledge and experience with networks including diagnosing and resolving problems.

Telecommunications Engineer

This position shall design and implement voice and/or data networks. Shall perform tests to assess system compatibility, reliability and vulnerability.

A four (4) year Bachelors Degree in Computer Science, Electrical Engineering, or a related field is required for this labor category. The Telecommunications Engineer shall have at least four (4) years experience in a multi-vendor computer environment designing and implementing voice and/or data networks. The experience shall include integration and inter-operability with other telecommunication networks and teleprocessing hardware and diagnostic equipment. Experience with the design and operation of network management systems is preferred. He/She shall have working knowledge and experience with networks including diagnosing and resolving problems.

Sr. Information Engineer

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

Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of eight (8) years experience, of which at least eight (6) years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and

methods, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

Jr. Information Engineer

Duties:

Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurements techniques. Assist in establishing standards for information systems procedures. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objective.

Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six (6) years experience, of which at least eight (4) years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Must demonstrate the ability to work independently or under only general direction.

Network Engineer

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

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical related discipline. This position requires a minimum of six (6) years experience of which four (4) years must be specialized. Specialized experience includes protocol analysis, knowledge of OSI protocols particularly TCP/IP, X.25, X.400, X.500. Experience as an ANE

or ENCE desirable. Specialized experience also includes: supervising the operation and maintenance of communication network systems which may be mainframe, mini, or client/server planning, installation, and support.

Senior Technician

Installation and fabrication of premises wiring and associated telecommunications equipment. Installs, terminates and test fiber optic, coax, and multi pair cables. Installs break out boxes, patch panels and other associated telecommunications hardware to meet cabling standards and specifications. Reads and interprets blueprints or schematic drawings to meet installation requirements. Supervises junior techs to help in the installation of fiber optic, coax, twisted pair, and multi pair cables and related equipment. Has the capability to interpret test results for all types of cables. Completes all documentation required to satisfy quality assurance. Major and minor trouble shooting skills may be required. Often works with limited supervision.

High school or equivalent. Specialized experience and formal training in Telecommunication is required. 3-5 years experience in telecommunication. Moderate amount of supervisory skills required. Good customer relation skills are required.

Technician Level II

Installation and fabrication of premises wiring and associated telecommunications equipment. Installs, terminates and test fiber optic, coax, and multi pair cables. Installs break out boxes, patch panels and other associated telecommunications hardware to meet cabling standards and specifications. Reads and interprets blueprints or schematic drawings to meet installation requirements. Uses junior techs to help in the installation of fiber optic, coax, twisted pair, and multi pair cables. Minor trouble shooting skills may be required. Often works with limited supervision.

High school or equivalent. Specialized experience and formal training in Telecommunications is required. 1-3 years experience in telecommunications. Minor amount of supervisory skills required. Good customer relation skills are required.

Technician Level I

Assists other technicians in the installation and fabrication of premises wiring and associated communications equipment. Performs installations, termination and testing of fiber optic, coax, and multi-pair cables. Installs break out boxes, patch panels and other associated telecommunications hardware to meet cabling standards and specifications. Performs under the direct supervision of senior technicians.

High school or equivalent. Formal training in telecommunications is desired, but not required. 0-2 years experience working in telecommunication equipment installations. Familiar with multi pair, fiber and coax cables. Understands and adheres to NEC Standards of Wiring.

Sr. Systems Administrator

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

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four (4) years experience, of which at least three (3) years must be specialized experience in administrating UNIX or open systems-compliant systems. With eight (8) years general experience of which at least six

(6) years is specialized, a degree is not required. General experience includes operations experience on a large-scale computer system or multi-server local area network.

Systems Administrator

This position performs the daily activities of configuration and operating of business systems which may be mainframe, mini, or client/server based. Provides assistance to users in accessing and using business systems.

A Associates degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four (4) years experience, of which at least three (3) years must be specialized experience in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or multi-server local area network.

Systems Analyst

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

A Bachelor's degree in Computer science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum if six (6) years experience, of which at least four (4) years must be specialized. Specialized experience includes: analysis and design if business applications on complex systems for large-scale computers, including three (3) years experience in database management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge or current storage and retrieval methods, one (1) years of systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under general direction on requirements that are moderately complex to analyze, plan, program, and implement.

Sr. Computer Specialist

Works independently or as a leader in to troubleshoot personal computer hardware/software problems and take corrective action based on data collected. All problem calls from employees would be handled by this position.

A Bachelor's Degree in computer science six years experience or technical course completion and minimum of five years of directly related experience with the maintenance or development of software programs/applications based in UNIX or C. Must have demonstrated ability in installation , set-up and operation of computer system applicable to networks (LANs/WANs). Knowledge of hardware (computers) and add-in cards, like sound cards, network cards, i/o cards, printers, interrupts, i/o addressing, etc. Knowledge of various software packages, i.e. Windows 3.1, Windows NT, Microsoft Office, Database programs (Dbase and FoxPro), Graphics (PowerPoint and Presentations), word processing (Word and Word Perfect), spreadsheets (Excel).

Jr. Computer Specialist

Under the supervision of the Sr. Computer Specialist, troubleshoots personal computer, hardware/software problems. Interprets data to perform necessary corrective actions to correct problem.

Associated Degree in Computer Science with two years experience or technical course completion and minimum of five years of directly related experience with the maintenance or development of software programs/applications based in UNIX or C. Must have demonstrated ability in installation , set-up and operation of computer system applicable to networks (LANs/WANs).

Journeyman Computer Specialist

Design and plot network systems , provide solutions for engineering and technical problems related to networks and LAN cabling systems.

Four years experience can be substituted for a Bachelor's degree. Have experience in computer based systems; LAN/WAN network architecture. Must have demonstrated ability in installation, set-up and operation of computer system applicable to networks.

PC Applications Specialist

Provides support to users in the areas of installation of vendor PC application products, standard Windows desktop applications, and application developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting software PC application problems.

An Associates Degree in a computer related field is required for this labor category. The PC Application Specialist shall have two (2) years of experience in PC application use, which includes the installing and testing of vendor PC application products, use of Windows based applications, Ethernet networks, LAN/WAN technology, and training of PC users. Four (4) years of experience may be substituted for the education requirement

Technical Writer

The Technical Writer will prepare manuals and specifications in accordance with established standards to be identified in the statement of work. The documentation will be derived based upon interviews with workers on the job; upon independent reading; upon interpretation of functional drafts, flow-diagrams, charts, analytical reports and specifications, and upon personal experience in working with the equipment, device or systems itself. The technical writer proposed for each task shall have substantial knowledge of the technology specified in the SOW.

A Bachelor's degree in Business Administration, Management, Engineering, English, Journalism or other discipline pertaining to the task being performed is desirable. Five (5) years experience as a technical writer.

Database Specialist

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

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six (6) years experience, of which at least four (4) years must be specialized. Specialized experience includes: demonstrated experience using current database technologies, application design utilizing various database and experience with database internals. General experience includes increasing responsibilities in database systems analysis and programming. Demonstrate ability to work independently or under only general direction.

Clerical Support

Provide clerical support in the functional area assigned. Must follow applicable instructions without detailed directions.

High School Graduate. Must have three (3) years general clerical experience in functional area assignment.

Electronic Technician I

The work typically involves such tasks as assisting higher level technicians by performing such activities as replacing components, wiring circuits, taking test readings, repairing simple electronic equipment, and using tools and common test equipment. It is not a requirement for this individual to be familiar with or understand the interrelationships of circuits, although this knowledge may be acquired through assignments designed to increase competence (including classroom training) so that workers can advance to higher level technician capabilities. This individual receives technical guidance from the supervisor or higher level technician, when required, and work is typically spot-checked but is given a detailed review when new or advanced assignments are involved.

An Associates degree and graduate of a military Class “A” electronics school. The Associates degree may be substitute for completion of a two year civilian technical electronics curriculum, or a four year trade apprenticeship training program. Must have ability to apply working technical knowledge to perform simple or routine tasks in working on or installing electronic equipment following detailed instructions which cover virtually all procedures.

Electronics Technician II

Ability to apply comprehensive technical knowledge to solve complex problems (i.e. those that typically can be solved solely by reference to manufacturers’ manuals and similar documents) in working on electronic equipment; involves a familiarity with the interrelationships of circuits; exercising judgment in determining work sequence and in selecting test instruments and tools, usually of lesser complexity than the Level III technician; receives technical guidance from the supervisor or higher level technician, when required, and work is reviewed for specific compliance with accepted practices and work assignments. This individual may provide technical guidance to lower level technicians.

An Associates degree and graduate of a military Class “A” electronics school. The Associates degree may be substitute for completion of a two year civilian technical electronics curriculum, or a four year trade apprenticeship training program. Must have as a minimum, four years hands-on experience in the field of Navy electronics systems and equipment, of electronics fabrication, installation, integration, test and checkout.

Electronics Technician III

The designee(s) must have the ability to apply advanced technical knowledge to solve complex problems (i.e. those that typically cannot be solved solely by reference to manufacturers' manuals and similar documents) in working on electronic equipment; involves a detailed understanding of the interrelationships of circuits, exercising independent judgment in performing tasks such as making circuit analyses, calculating waveforms, tracing relationships in signal flow, and routinely using complex test instruments. Work may require review by supervisor for general compliance with accepted practices. This individual may provide technical guidance to lower level technicians.

An Associates degree and graduate of a military Class "A" electronics school. The Associates degree may be substitute for completion of a two year civilian technical electronics curriculum, or a four year trade apprenticeship training program. Must have as a minimum, eight years hands-on experience in the field of Navy electronics systems and equipment, of electronics fabrication, installation, integration, test and checkout, and two years of supervision and shop practices. This experience must include operational, maintenance and team lead work assignments.

Administrative Support Specialist

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

Requires a high school diploma and a minimum of two (2) years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one (1) year of specialized experience using commercial automated word processing (e.g., Word), graphics systems (PowerPoint, etc.), and desktop publishing systems. Demonstrated ability to work independently or under only general direction. With an Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline; one (1) year general experience of which at least one (1) year is specialized experience is required.

Word Processor I

This position will be responsible for the preparation of final documents from draft documents using electronics/word processing media and shall assist, as required, in arranging document material to produce technical, administrative, and letter documents.

The word processing personnel must be graduates of a high school or trade school in which credits in typing were received. In addition, personnel should be trained in the use of particular computer equipment and word processing software used to prepare written reports and correspondence. Knowledge of functional area of assignment is required. Applicable military training is also acceptable as a substitute for the above training requirement. Two (2) years typing experience.

Word Processor II

This position will be responsible for the preparation of final documents from draft documents using electronics/word processing media and shall assist, as required, in arranging document material to produce technical, administrative, and letter documents.

All word processing personnel must be graduates of a high school or trade school in which credits in typing were received. In addition, personnel should be trained in the use of the particular computer equipment and word processing software used to prepare written reports and correspondence. Knowledge of functional area of assigned is required. Applicable military training is also acceptable as substitute for the above training requirement. Two (2) years typing experience. Two (2) years specialized experience in the functional area assigned.

Drafter IV

This position will be responsible for creating or revising drawings using the current Computer Aided Drafting (CAD) techniques according to the specifications in the deliverables.

Must have completed a Computer Aided Drafting course and have three (3) years experience as a drafter. The drafter IV must have experience in the documentation of engineering data using standard military practices, including developing and revising engineering drawings and installation plans. The drafter IV must have experience in using Computer Aided Drafting (CAD) techniques to produce or revise drawings.

Supply Technician

This position provides support services for inventory control, storage and distribution, cataloging or supply identification systems, property utilization, and other related supply activities including those associated with automated supply accounting.

Uses personal computer or word processing programs to produce a variety of documents requiring use of advanced word processing functions to arrange complicated tabular or non-narrative material to create complex formats. Automation tasks include: Performing automated functions such as storing, retrieving, moving, inserting, and deleting text to produce documents using advanced software functions. Edits and reformats electronic draft documents; originates correspondence of routine or repetitive nature based on readily available information from brief instructions provided by the supervisor. (Correspondence includes: letters, reports, tabulated data, military memoranda and multiple column reports, which include technical terminology typical of engineering, medical or other similar fields.)

Six (6) years storekeeper or supply experience. Successfully completed Military Storekeeper schools.

Senior Systems Engineer

This position shall develop, manage, and supervise testing, planning and reporting associated with systems integration, installation, operation, and site design.

This position is the primary interface with the government for reporting, updates and problem solving.

Bachelor degree (8 years experience) in electrical/electronic engineering from an accredited college or university. Demonstrated capability in performing on complex technical projects in the areas of software development, data base development, computer architecture, information systems, and software testing applicable to INFOSEC, SIGSEC, SIGINT, COMSEC, or other communications based systems.

Systems Engineer

This position shall perform tests associated with systems integration, installation, operation, and site design. Test data and reports will be of sufficient depth and breadth to provide Government personnel with viable design options and technical data for future systems development. Test data, procedures, and plan development may be required. Furthermore, a variety of evaluation and decision point data may be required to assess system compatibility, reliability, and vulnerability.

Bachelor degree in electrical/electronic or engineering management. Written and oral communications skills commensurate with role. Four years (total) of engineering and management experience related to design, development, production, installation and life-cycle support. Two years experience in communications, Information Technology (IT) or related system integration, production or industrial production operations with demonstrated communications or computer system installation experience.

Communications Network Manager

Evaluates and, troubleshoots LAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Performs general LAN/WAN administration, provides technical leadership in the integration and test of complex large scale computer integrated networks. Schedules conversation and cutovers. Oversees network control center. Supervises maintenance of system, Coordinates with all responsible users and sites. Supervises staff.

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical related discipline. This position requires a minimum of seven (7) years experience of which five (5) years must be specialized. With a Masters degree, five (5) years general experience of which at least three (3) years must be specialized experience is required. With eleven (11) years experience of which at least nine (9) years are specialized, a degree is not required. Specialized experience includes protocol analysis, knowledge of OSI protocols particularly TCP/IP, X.25, X.400, X.500.

Experience with ATM, frame relay, other knowledge with bridges, routers, gateways, FDDI, detailed knowledge of UNIX operating systems. Experience as an ANE or ENCE desirable. Specialized experience also includes: supervising the operation and maintenance of communication network systems which may be mainframe, mini, or client/server planning, installation, and support.

Senior Systems Software Engineer

Analyzes, develops, and/or reviews computer systems. Develops and/or oversees plans for automated processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications. Coordinates to ensure proper implementation of program and system specifications. Prepares required documentation. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support business functions and IT systems. Four (4) year degree (computer science, mathematics, engineering, physical sciences), seven (7) years generalized experience, five (5) years specialized experience as a systems software engineer. Experience in software/hardware for communications and secure voice systems, four (4) years experience in one of the following: 1. Defining/analyzing system requirements IAW equivalent commercial/military standard 2. Identifying system design deficiencies and developing hardware/software solutions. 3. Leading a team of software engineers in developing/changing system software.

Systems Software Engineer

Analyzes, develops, and/or reviews computer systems. Develops plans for automated processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications. Coordinates to ensure proper implementation of program and system specifications. Prepares required documentation. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support business functions and IT systems.

Four (4) year degree (Computer Science, mathematics, engineering, physical sciences), five (5) years generalized experience, four (4) years specialized experience defining hardware/software system requirements and design of hardware/software to implement changes in operational requirements IAW established software engineering methodology.

Software Engineer

Analyzes and resolves software or software related problems, such as compatibility and installation problems. Translates requirements into computer macros or software to facilitate application utilization, installation and local customization; tests and

debugs resulting software to produce the required product; prepares required documentation, including both program-level and user-level documentation. Responds to user questions on office support automation software.

Four (4) year degree (Computer Science, mathematics, engineering, physical sciences), five (5) years generalized experience, four (4) years specialized experience defining hardware/software system requirements and design of hardware/software to implement changes in operational requirements IAW established software engineering methodology.

Programmer

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

Two (2) year degree or equivalent, two (2) years programming experience equal to one (1) year college, two (2) years specialized experience programming tasks involving scientific, engineering, communication, or data base systems. Demonstrated capabilities in higher languages such as PASCAL, C, ADA, FORTRAN, 4GL, or ASSEMBLER.

Program Specialist

Applies mathematical and physical science principles coupled with expert application of exterior ordnance theory to weapon systems, subsystems, and ordnance equipment. Develops and assesses computer simulation and models with respect to exterior ballistics and ordnance, ballistic and ordnance modeling algorithms, safe-escape modeling, and exterior ballistics testing. Interfaces with system or program contractors, vendors and government representatives, regarding the ballistics and ordnance aspects of engineering program/projects.

A Bachelor's degree in mathematics, engineering, or management discipline from an accredited school. A Master's degree in computer science, mathematics, physics or other physical sciences from an accredited university is desired, but not required. A total of ten (10) years experience in ballistics, ordnance, or other related field appropriate to the discipline of concern.

Project Engineer

The Project Engineer (PE) shall show the ability to conduct mandated studies and analyses, to correlate and consolidate data, to identify existing and potential problems, and to define alternative and recommended solution to problems. The project engineer shall possess excellent verbal and written communication skills in order to interact with government customers. The project engineer proposed for each tasks shall have previous work experience in technology specified in the SOW. Must be knowledgeable in the design, development, implementation, and operation of technologies such as video teleconferencing, local and wide area networking, and simulation techniques. .

A Bachelor's degree in Engineering, Operations, Research, or other applicable discipline that is directly related to the task being performed. Six (6) years of general management experience to include a minimum of three years specialized/specific technical experience in the task areas being performed.

Engineer

The Junior Engineer shall show the ability to conduct analysis, correlate and consolidate data, identify existing and potential problems, and define alternatives and recommend solutions to problems. Must be knowledgeable in the design, development, implementation, and operation of current technologies such as simulation techniques, ordnance, combat systems, and other engineering technique.

A Bachelor's degree in Engineering, Operations Research, or other applicable discipline that is directly related to the task being performed. A minimum of one year specialized/specific technical experience in the task areas being performed.

Administration Specialist

Administrative and clerical duties in support of contract administration, quality assurance, property management and hospital management functional areas. Among the functions performed are instructions/regulations review and update, contract record and file maintenance, gathering and analyzing statistical and administrative data, report preparation, minor property control, mail/correspondence control and distribution, travel arrangements and overall office management and administration.

Using either a personal computer or word processing program to produce a variety of documents requiring use of advanced word processing functions to arrange complicated tabular or non-narrative material to create complex formats. Automation tasks include:

Performing automated function such as storing, retrieving, moving, inserting, and deleting, text to produce documents using advanced software functions.

Composes complex and non-technical correspondence. Gathers, analyzes, and assembles statistical and administrative information for reports and studies. Prepares letter, reports, memos, tabulated data, and training requests, supply requisitions, etc., in rough draft or final form. applicable guidance, for review by originators. Responsible for ensuring the proper use of grammar, spelling, capitalization, punctuation and format is used.

Reviews and examines department operational and administrative procedures and processes, makes recommendations, and initiates actions for formulation of Process Action Teams and Study Teams, rewrites instructions, drafts functional statements, and develops procedures to improve processes. Reviews existing directives for assigned activities and functions to ensure compliance. Follows up with staff

Provide administrative and clerical support services, works independently in completing specialized clerical duties which includes the following: pickup, delivery, receipt, routing, control, filing and disposition of all incoming and outgoing mail such as correspondence, messages, technical publications, directives, and manuals. Reviews and processes all outgoing correspondence and memorandum to ensure that it is properly formatted and in order and proper directives are referenced on reports and symbols are assigned. Responsible for correct spelling and format and addressing issues of grammar directly with the author. Proof reads typed material prepared by others in the division. Assembles completed product including supplementary material and checks for accuracy of references or citations in the material and refers to the originator for review. Effectively types using multiple word processing systems. Types miscellaneous reports, correspondence, and forms as required. Receives, screens, maintains a follow-up control system, and routes incoming correspondence, reports, attaches necessary background material for the appropriate staff member on the basis of subject matter or known interests and disciplines. Screens all incoming mails for priority and importance to determine routing, action due dates as necessary, and takes follow-up action on correspondence by contacting the action official.

Technical/Facility/Construction Representative

Interprets and enforces contract provisions, plans and specifications covering the under work being accomplished. Documents contract progress by generating reports using latest technology; computers, LAN's & WAN's for daily, if necessary, instant reporting to several interested offices. Inspects all work including mechanical and electrical installations. Plans and oversees inspections to ensure proper execution of contracts to ensure that progress is satisfactory. Investigates problems in the field. Schedules operations with contractor performing work. Coordinates the work of the contractor with respect to utility outages, access to work areas, etc. Reviews plans and specifications to determine adequacy and feasibility of construction based on experience and practical knowledge of design. Initiates, analyzes and evaluates all progress reports on work performed. Estimates and determines percentage of completion on work in progress and final determination on the amount of work in place. Checks and approves contractor's estimates for partial payment. Performs daily force account and equipment report and maintains daily diary of events at individual sites. Maintains open lines of communication between contractor and Resident Officer in Charge of Construction or equivalent positions. Promotes harmonious working relations and attempts reconciliation on points of contention between parties noted above.