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

Multiple Award Schedule

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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OLM – Order Level Materials

Mindbank Consulting Group, LLC
2911 Hunter Mill Road #101
Oakton, VA 22124
703-893-4700
FAX (703)-761-3049
http://www.mindbank.com/

Small Woman Owned Business

Contract Number: GS35F708GA

Period Covered by Contract: September 26, 2017 through September 25, 2027

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
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CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). See page 8 for labor category descriptions and page 27 for hourly rates.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See page 27.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See page 8.

2. Maximum order: $500,000

3. Minimum order: $50

4. Geographic coverage (delivery area).

   [ ] The Geographic Scope of Contract will be domestic and overseas delivery.
   [ ] The Geographic Scope of Contract will be overseas delivery only.
   [X] The Geographic Scope of Contract will be domestic delivery only.

5. Point(s) of production:

   Oakton, Fairfax County, VA

6. Discount from list prices or statement of net price: GSA prices herein in are NET, discounts deducted.

7. Quantity discounts: None.

8. Prompt payment terms: None.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: None

11a. Time of delivery:

   54151S- 30 Days ARO*
   *Depending upon personnel availability

11b. Expedited Delivery:

   54151S- Less than 30 Days ARO*
   *Depending upon personnel availability

11c. Overnight and 2-day delivery: N/A.

11d. Urgent Requirements:
54151S- Less than 30 Days ARO*

*Depending upon personnel availability

12. F.O.B. point: Destination

13a. Ordering address:
    Mindbank Consulting Group, LLC
    2911 Hunter Mill Road #101
    Oakton, VA 22124

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:
    Mindbank Consulting Group, LLC
    2911 Hunter Mill Road #101
    Oakton, VA 22124

15. Warranty provision: None

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair: N/A.

20a. Terms and conditions for any other services: N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov. N/A

25. Data Universal Number: 808175421.

26. Notification regarding registration in System for Award Management (SAM) Database: Current
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order,
the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the
incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within
a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period
to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

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

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

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

(2) 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
(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 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by— (1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

Program Manager

Description:

Serves as Mindbank Consulting Group, LLC's Contract Manager, and shall be Mindbank Consulting Group, LLC's authorized point of contact with the government Contracting Officer (CO) and the Contracting Officer's Representative (COR). Interfaces with government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. Shall be available to manage contract performance. Experience is required in complete project development from inception to deployment, with a demonstrated ability to provide guidance and direction in the tasks. Proven expertise in the management and control of funds and resources must also be shown. The Program Manager shall also have demonstrated capability in the overall management of multitask contracts.

Qualifications:

Must possess a bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Eight years of progressively more responsible experience is required in information systems design, with demonstrated management experience. Alternative qualification: a master's degree may be substituted for one year of this experience.

Task Manager

Description:

Serves as Mindbank Consulting Group, LLC's Task Manager, and shall be Mindbank Consulting Group, LLC's authorized point of contact with the government Task Manager. Under the guidance of the Program Manager, responsible for the overall management of a specific Delivery Order, or, in the case of particularly complex Delivery Orders, responsible for management of a Delivery Order Task under the guidance of the Delivery Order Task Manager. Interfaces with government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. The Task Manager shall also have demonstrated capability in the overall management of complex tasks, and strong team building skills.

Qualifications:

Must possess a bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Eight years of progressively more responsible experience is required in both information systems design, with demonstrated management experience. Alternative qualifications include (a) a master's degree may be substituted for two years of this experience, or (b) no degree is required with twelve years of progressively responsible experience.

Systems Engineers

Description:
Performs professional engineering assignments in support of efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, system standards, program analysis, program planning, cost analysis.

Qualifications:

**Systems Engineer - Senior:**

Must possess an advanced degree in electrical or electronic engineering, computer science, computer engineering or system engineering related area with at least six years experience in that field. Four years of this work experience must be directly related to the above description. Alternate qualifications include (a) a Ph.D. may be substituted for two years of related experience or (b) a bachelor's degree with at least eight years experience.

**Systems Engineer - Middle:**

Must possess a bachelor's degree in electrical or electronic engineering computer science, computer engineering or system engineering related area with at least four years experience in that field. Two years of this work experience must be directly related to the above description. Alternate qualifications include (a) a master's degree may be substituted for one year of related experience, or (b) a bachelor's degree with at least six years experience directly related to the above description.

**Systems Engineer - Junior:**

Must possess a bachelor’s degree in electrical or electronic engineering computer science, computer engineering or system engineering related area with at least one year of experience in that field. Alternate qualification: an associate degree in electrical or electronic engineering with at least six years experience of which at least four years are related.

**Open Systems Engineers**

Description:

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration and acquisition of open systems for information processing (IP) applications. Familiar with standards-based open systems architectures, reference models, and profiles of standards (such as the IEEE POSIX Open Systems Environment (OSE) reference model) as they apply to the implementation and specification of IP solutions on the application platform, across the application program interface (API), and to the external environment/software application. Performs professional engineering assignments in support of systems engineering efforts in one or more of the following disciplines: communications engineering, communications security, network analysis, ECM/ECCM, command and control, mission analysis, interoperability analysis, system standards, program analysis, program planning, cost analysis. Knowledgeable of COTS products and methods that can be acquired to provide interoperable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IP designs. Designs and maintains message format and databases which provide real time updates to fielded systems. Experienced and familiar with current research and/or standards in at least two of the following technology/standards areas: POSIX, GOSIP, GUI, Ada/4GL, CASE, object oriented technologies, DBMS, SQL, CALS/EDI, DCE, simulation and modeling, automated systems security, software metrics/system effectiveness measures/tools, multimedia, on-line transaction processing (OLTP), and distributed computing.
Qualifications:

**Principal Open Systems Engineer:**

Must possess a Ph.D. in a scientific or information systems field and at least eight years experience in the information systems/software engineering/system engineering field. Must be experienced with and familiar with current research and/or standards in at least two of the following technology standards areas: POSIX, GOSIP, GUI, Ada/4GL, CASE, object oriented technologies, DBMS, SQL, CALS/EDI, DCE, simulation and modeling, automated systems security, software metrics/system effectiveness measures/tools, multimedia, OLTP, distributed computing, and process/data modeling methods and tools. Alternate qualification: advanced degree in above fields and at least ten years experience in the information systems field.

**Open Systems Engineer - Senior:**

Must possess an advanced degree in a scientific field or information systems/system engineering related area and at least six years experience in the information systems/software engineering field. Must be familiar with current research and/or standards in at least two of the following technology/standards areas: POSIX, GOSIP, GUI, Ada/4GL, CASE, object oriented technologies, DBMS, SQL, CALS/EDI, simulation and modeling, automated systems security, software metrics/system effectiveness measures/tools, multimedia, OLTP, distributed computing, and process/data modeling methods and tools. Alternate qualifications include (a) a bachelor's degree in a related field and at least eight years experience in the information systems/software engineering field, or (b) a Ph.D. may be substituted for two years experience.

**Open Systems Engineer - Middle:**

Must possess a bachelor's degree in a scientific field or information systems/system engineering related area and at least four years experience in the information systems/software engineering field. Must be familiar with current research and/or standards in at least two of the following technology/standards areas: POSIX, GOSIP, GUI, Ada/4GL, CASE, object oriented technologies, DBMS, SQL, CALS/EDI, DCD, simulation and modeling, automated systems security, software metrics/system effectiveness measured tools, multimedia, OLTP, distributed computing, and process/data modeling methods and tools. Alternate qualifications include (a) a master's degree maybe substituted for one year of related experience, or (b) a bachelor's degree with at least six years experience directly related to the above description.

**Open Systems Engineer - Junior:**

Must possess a bachelor's degree in a scientific field or information systems/system engineering related area and at least one year of experience in the development or maintenance of standards-based open systems applications, and/or integrated hardware & software information systems. Alternate qualification: an associate degree with at least six years experience of which at least four years are related.

**Telecommunications Electronics Engineers**

Description:

Performs professional engineering assignments in support of telecommunications engineering efforts in one or more of the following disciplines: satellite communications, transmission systems, fiber optic communications, switched networks, network management, or control systems.

Qualifications:
Telecommunications Electronics Engineer - Senior:

Must possess an advanced degree in electrical, electronics, or systems engineering with at least six years experience in that field. Three years of this work experience must be directly related to the above description. Alternate qualifications include (a) a bachelor’s degree in a related field and at least eight years experience in the information systems/software engineering field, or (b) a Ph.D. may be substituted for two years experience.

Telecommunications Electronics Engineer - Middle:

Must possess a bachelor’s degree in electrical, electronics, or systems engineering with at least four years experience in that field. Two years of this work experience must be directly related to the above description. Alternate qualifications include (a) a master's degree may be substituted for one year of related experience, or (b) a Ph.D. may be substituted for two years experience.

Telecommunications Electronics Engineer - Junior:

Must possess a bachelor's degree in electrical, electronics, or systems engineering with at least one year of experience in that field. Alternate qualification: an associate degree in electrical, electronics or systems engineering with at least six years experience of which at least four years are related.

Information Engineers

Description:

Applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Performs enterprise strategic systems planning, enterprise information planning and business area analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE)) tools. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Assists in establishing standards for information systems procedures. Applies reverse engineering and reengineering disciplines to develop migration strategies and planning documents. Experience is required in information systems development, functional and data requirement analysis, systems analysis and design, programming, program design and documentation preparation.

Qualifications:

Principal Information Engineer:

Must possess a Ph.D. in Information Systems, Information Technology, Computer Science or similar technical discipline and at least eight years experience in the information systems field. Alternate qualification: advanced degree in above fields and at least ten years experience in the information systems field.

Information Engineer - Senior:

Must possess an advanced degree in either a scientific field or an MBA and at least six years experience in the information systems field. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) or a bachelor’s degree, in a related field, and at least eight years experience in the information systems field.

Information Engineer - Middle:
Must possess a bachelor's degree in a scientific field or Business Administration and with at least four years experience in the information systems field. Alternate qualifications include (a) a master's degree may be substituted for one year's experience, or (b) associates degree in a related field with minimum of eight years of experience in the information systems field.

Information Engineer - Junior:

Must possess a bachelor's degree in a scientific field or Business Administration and internship or other related experience in the information systems field. Alternate qualifications include (a) an associates degree in a related field with minimum of three years of experience in the information systems field, or (b) no degree is required with a minimum of six years of experience in the information systems field.

Functional Area Analysts

Description:

Applies analytical skills to support process improvement, studies and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related management and technical duties. Requires expertise in specialty areas.

Qualifications:

Functional Area Analyst - Senior:

Must possess an advanced degree and at least six years experience in the functional area being addresses in the information system project. Advanced professional education in the primary functional areas is highly desirable. Alternate qualifications include (a) a Ph.D. degree may be substituted for two years experience, or (b) a bachelors degree and at least eight years functional experience

Functional Area Analyst - Middle:

Must possess a bachelor's degree and at least four years experience in the functional area being addresses in the information system project. Advanced professional military education in one of the primary functional areas above is highly desirable. Alternate qualifications include (a) an advanced degree may be substituted for one year of experience, or (b) an associate degree (or having equivalent military or other professional educational credits) with a minimum of eight years of functional experience.

Functional Area Analyst - Junior:

Must possess: bachelor's degree and internship or other related experience in the functional area being addresses in the information system project. Alternate qualification: an associate degree (or equivalent military or other professional educational credits) with a minimum of three years of functional experience.

Computer Systems Analysts

Description:

Performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, interfaces, programming, database structures and management, evaluation of computer test plans and procedures. Translates user automation requirements into hardware, software, and communications requirements and solutions. Work may require expertise in the areas including:
1. 4GL object oriented client server technology (such as Visual Basic, PowerBuilder, C++)

2. Database technology (such as SQL, ODBMS, and RDBMS products including INFORMIX, MS ACCESS, ORACLE)

3. Network Operating Systems (Windows NT, UNIX, NOVELL)

4. Electronic publishing tools, techniques, and environments (Folio Views, Adobe Pagemaker)

5. Internet technology

Qualifications:

**Computer Systems Analyst - Senior:**

Must possess an advanced degree in Computer Science, Information Systems, or other directly related discipline, with at least six years experience in the areas of expertise identified above. Alternative qualifications include: (a) a Ph.D. may be substituted for two years experience, or (b) or a bachelors degree in a related field, and at least eight years experience in the information systems field.

**Computer Systems Analyst - Middle:**

Must possess a bachelor’s degree in Computer Science, Information Systems or other directly related discipline, with at least four years experience in the areas of expertise identified above. Alternate qualifications include (a) a master's degree maybe substituted for one year of related experience, or (b) an associate degree with at least five years experience directly related to the above description.

**Computer Systems Analyst - Junior:**

Must possess a bachelor’s degree in Computer Science, Information Systems, or other directly related discipline, with at least one year of experience in the areas of expertise identified above. Alternate qualification: an associate degree with at least three years experience of which at least three years are related.

**High-Demand COTS Specialists**

Description:

Performs professional assignments involving commercial off the shelf (COTS) products where product specialists are in high demand. Representative product specialties include Oracle Financial systems, SAP America Manufacturing and Financial systems, Peoplesoft Human Resources and Financial systems, and supporting 4GLs, etc. Typical duties include analysis, planning, integration and implementation of specific COTS systems based on procedures and tools unique to said software system.

**High-Demand COTS Specialist - Senior:**

Leads the analysis, design and deployment of high-demand COTS systems. Qualifications include: Must possess a degree in Computer Science, Information Systems, or other directly related discipline, specific training in the COTS system involved, four years directed experience in the application area being addressed, and at least one year of experience working with the specific COTS systems involved.

**High-Demand COTS Specialist - Mid:**
Qualifications include: Must possess a degree in Computer Science, Information Systems, or other
directly related discipline, specific training in the COTS system involved, and at least one year of
experience working with the specific COTS system involved.

**Computer Security Systems Engineers**

Description:

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops,
engines, and implements solutions to MLS requirements. Gathers, organizes technical information
about an organization's mission goals and needs, existing security products, and ongoing programs in the
MLS arena. This professional level contains engineers, system designers, installation planners and
technicians. Supervisory experience over Information System Security Engineers or equivalent staff
category. Experience in Secure LAN and Secure Client/Server distributed processing environments.
Experience in two or more of the following disciplines: Security, Requirements Analysis, Testing,
Certification and Accreditation. Experience in DoD 5200.28-STD, DoD Trusted Computer System
Evaluation Criteria (Orange Book), and the supplemental NSA Guidelines (The Rainbow Series).
Progressively more responsible experience in Information Systems Security Engineering or related
Engineering/Computer Science activities.

Qualifications:

**Computer Security Systems Engineer - Senior:**

Must have a Ph.D. in Electrical Engineering, Information Science, Information Systems, Computer
Science, Physics, Math. or other Technical/Scientific discipline and at least six years of directly related
experience in defining computer security requirements for high level applications, evaluation of approved
security product capabilities, and developing solutions to MLS problems. Alternate qualifications include
(a) an advanced degree with at least eight years experience, or (b) or a bachelor's degree, in a related
field, and at least ten years experience in the information systems field.

**Computer Security Systems Engineer - Middle:**

Must have an Advanced degree in Electrical Engineering, Information Science, Information Systems,
Computer Science, Physics, Math, or other Technical/Scientific discipline and at least six years of directly
related experience in designing, engineering, and implementing solutions to computer security
requirements. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or
(b) a bachelors degree, in a related field, and at least eight years experience in the computer security
field.

**Computer Security Systems Engineer - Junior:**

Must have a bachelor's degree in Electrical Engineering, Information Science, Information Systems,
Computer Science, Physics, Math, or other Technical/Scientific discipline and at least one year of directly
related experience in designing, engineering, and implementing solutions to computer security
requirements. Alternate qualification: an advanced degree may be substituted for experience.

**Computer Security Systems Engineer - Technician:**

Must have an Associates degree in Engineering, Computer Science, or Information Science with at least
four years in systems analysis, design, and implementation and to include at least two years of directly
related experience in installing, maintaining, or operating MLS systems. Must be familiar with the “Orange
Book” and the “Rainbow” series of standards. Must be knowledgeable of MLS products such as Verdix B-
2 LAN, SunOS MLS, AT&T System V/MLS, HFSI XTS-200, CMW, Gemini, and Trusted XENIX. Alternate qualifications include (a) a bachelor's degree may be substituted for two years experience.

Software Engineers

Description:

Manages and/or performs the validation and certification of reusable software components and other software development artifacts. Manages and/or performs the implementation of and designs software tools and subsystems to supply software reuse and domain analysis. Manages and/or performs software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer-aided software engineering (CASE) tools. May estimate software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, managing/performing independent verification and validation, managing integration and software test activities. Work may require expertise in the following areas:

1. 4GL object oriented client server technology (such as Visual Basic, PowerBuilder, C++)
2. Database technology (such as SQL, ODBMS, and RDBMS products including INFORMIX, MS ACCESS, ORACLE)
3. Network Operating Systems (Windows NT, UNIX, NOVELL)
4. Electronic publishing tools, techniques, and environments (Folio Views, Adobe Pagemaker)
5. Internet technology

Qualifications:

Software Engineer - Senior:

Must possess an advanced degree in Computer Science or a software-related discipline, and at least six years experience in the software-engineering field. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) or a bachelor's degree, in a related field, and at least seven years experience.

Software Engineer - Middle:

Must possess a bachelor's degree in Computer Science or a software-related discipline, and at least four years experience in the software-engineering field. Alternate qualifications include: a master's degree may be substituted for one year of related experience.

Software Engineer - Junior:

Must possess a bachelor's degree in Computer Science or a software-related discipline, and internship or related experience in the software-engineering field. Alternate qualifications include (a) an associate degree and at least three years experience, or (b) no degree must have at least five years experience.

Application Programmers

Description:
Develops and/or maintains application specific software systems. Modifies existing and creates special purpose software and ensures program efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed designs into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Experience in ADP system analysis and programming, utilizing major concepts of application programming. Knowledge of state-of-the-art computer equipment and high-level computer languages. Experience in applications development using standard software engineering environment tools, including technologies such as C, C++, Lotus NOTES, CASE tools, relational/object-oriented DBMS.

Qualifications:

**Application Programmer - Senior:**

An advanced graduate degree in Computer Science or related study and at least six years experience in application analysis and programming. Requires project planning, technical writing, and verbal/presentation skills. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) or a bachelor’s degree, in a related field, and at least eight years experience.

**Application Programmer - Middle:**

A bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems or Engineering and at least five years experience in system analysis and programming. Alternate qualifications include: a master's degree may be substituted for one year of related experience.

**Application Programmer - Junior:**

Bachelor’s degree in a field applicable to this position, i.e., Computer Science, Information Systems, Engineering, and internship or related experience in system analysis and programming. Alternate qualifications include (a) an associate degree and at least two years of experience, or (b) no degree is required with at least four years experience.

**System Programmers**

Description:

Develops and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing and creates special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed designs into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers. Experience in ADP system analysis and programming, utilizing major concepts of application programming on large-scale database management systems. Knowledge of state-of-the-art computer equipment and high-level computer languages. Experience in applications development using standard software engineering environment tools, including technologies such as C, CASE tools, relational/object-oriented DBMS, repository/data dictionary, optical-imaging/large-scale mass storage technology, and client/server networks is desired.

Qualifications:

**System Programmer - Senior:**
An advanced graduate degree in Computer Science or related study and at least six years experience in system analysis and programming. Requires project planning, technical writing, and verbal/presentation skills. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or b) or a bachelor's degree, in a related field, and at least eight years experience.

System Programmer - Middle:

A bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems or Engineering and at least five years experience in system analysis and programming. Alternate qualifications include: a master's degree may be substituted for one year of related experience.

System Programmer - Junior:

Bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems, Engineering, and internship or related experience in system analysis and programming. Alternate qualifications include (a) an associate degree and at least two years of experience, or (b) no degree is required with at least four years experience.

**General Scientific Professionals**

Description:

This category includes professional scientific occupations not otherwise covered. These persons perform analytical work in support of systems engineering or planning activities. Such occupations include: Operations Research Analyst, Mathematician, Physicist, Statistician. Typical duties will involve assignments similar to those of the System Engineer but where a scientific expert is needed.

Qualifications:

**General Scientific Professional - Senior:**

Must possess an advanced degree in such disciplines as Electrical or Electronic Engineering: Computer Science, Information Systems, Physics, Statistics, Mathematics or a field otherwise related to the area of expertise to be supported. The candidate must also have at least six years experience in the specific discipline in which the advanced degree has been obtained. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) or a bachelor's degree, in a related field, and at least eight years experience.

**General Scientific Professional - Middle:**

Must possess a bachelor's degree in such disciplines as Electrical or Electronic Engineering, Computer Science, Information Systems, Physics, Statistics, Mathematics or fields otherwise related to the area of expertise to be supported. The candidate must also have at least five years experience in the specific discipline in which the degree has been obtained. Alternate qualifications include (a) a master's degree maybe substituted for one year of related experience, or b) a bachelor's degree with at least six years experience.

**General Scientific Professional - Junior:**

Must possess a bachelor's degree in such disciplines as Electrical or Electronic Engineering, Computer Science, Information Systems, Physics, Statistics, Mathematics or fields otherwise related to the area of
expertise to be supported. The candidate must also have internship or related work experience in the specific discipline in which the degree has been obtained. Alternate qualifications include: a master's degree may be substituted for related experience.

**General Management Professionals**

Description:

This category includes professional occupations which perform management work such as: Data Management, Business Management/Program Control, Cost Variance Analysis, General Management, Procurement Strategy and Analysis. Typical duties include analysis, planning, establishment of requirements, development of procedures and other related management and technical duties. Requires expertise in specialty areas.

Qualifications:

**General Management Professional - Senior:**

Must possess an advanced degree plus at least six years experience in the area being supported. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) a bachelors degree in a related field, and at least seven years of experience.

**General Management Professional - Middle:**

Must possess a bachelor's degree plus at least four years experience in the area being supported. Alternate qualifications include (a) a master's degree maybe substituted for one year of related experience.

**General Management Professional - Junior:**

Must possess a bachelor's degree plus internship or related experience in the area being supported. Alternate qualifications include (a) a master's degree may be substituted for related experience, or (b) an associate degree with at least four years experience.

**Technician**

Description:

Performs entry to mid-level professional technical engineering tasks under the supervision of the Senior Engineer.

Qualifications:

Must have an Associate Degree (two-year) with a major or academic emphasis in electrical engineering, mathematics, computer science, or physical sciences with a minimum of two years experience in their professional field. Alternate qualification: High School Diploma or GED with three years of specific experience.

**Administrative Assistants**

Description:
This professional level includes clerical personnel, administrative services personnel, illustrator/graphics personnel, technical editors, and technical publications personnel who have experience in their field.

Qualifications:

**Administrative Support - High Skill:**

Must have an associates degree (or its equivalent as evidenced by two years of applicable college courses) or higher. Must have at least two years experience and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Alternate qualification: a High School Diploma (or GED) and four years of applicable experience.

**Administrative Support - Medium Skill:**

Must have a high school diploma (or GED). Must have at least two years experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Alternate qualification: an associate degree (or its equivalent as evidenced by two years of applicable college courses) and at least one year of experience.

**Administrative Support - Low Skill:**

Must have a high school diploma (or GED). Must have a thorough knowledge of English grammar, syntax, spelling, punctuation, and abbreviation. Must have at least one year of experience in filing techniques and administrative filing. Alternate qualification: an associate degree (or its equivalent as evidenced by two years of applicable college courses).

**Database System Personnel**

Description:

Ensures efficient operations of a computer site that support database administration, database analysis, database report production, and system development. Supports local and remote users. Coordinates system resource availability, with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operation, to include data communications. Ensures site compliance with electronic and physical security procedures and standards.

Qualifications:

**Database Administrator:**

Must have a bachelor's degree in or related to information technology or computer science and a combination of additional technical experience/education directly related to the above description totaling six years. Alternate qualification: an advanced degree may be substituted for two years experience.

**Database System Operator - Senior:**

Must have a high school diploma (or the equivalent), and a combination of additional technical experience/education directly related to the above description totaling six years. Alternate qualifications (a) an associate degree (or its equivalent as evidenced by two years of applicable college courses) and at least three years of experience or (b) a bachelor's degree and at least two years experience.
Database System Operator - Junior:

Must have a high school diploma (or the equivalent), and a combination of additional technical experience, education directly related to the above description totaling two years.

Operations Support

Operations Support Assistant:

Performs a variety of support services such as operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Must have a high school diploma (or GED equivalent). Must have one year of directly related experience.

Operations Support Coordinator:

Coordinates and directs a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to document control and scheduling and ensuring efficient operation of conference facilities. Must have a high school diploma (or GED equivalent). Must have three years of directly related experience.

Business Process Engineers

Description:

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for the effective transition of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Includes activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Specialized experience may include: facilitation, training, methodology development and evaluation process reengineering across all phases, identifying best practices, change management, business process improvement, business management techniques, organizational development, activity and data modeling, or information system development methods.

Qualifications:

Business Process Engineer - Principal:

Master's degree in computer science, information systems, engineering, business, education, management sciences, human resources or other related discipline and at least six years experience of which at least four must be specialized. Alternate qualifications include (a) with a Ph.D. and four years of general experience of which at least two must be specialized, or (b) with a bachelor's degree seven years of general experience of which at least four must be specialized.

Business Process Engineer - Senior:

Bachelor's degree in computer science, information systems, engineering, business, education, management sciences, human resources or other related discipline and at least six years experience of which at least three must be specialized. Alternate qualifications include (a) with an advanced degree five years of general experience of which at least three must be specialized, or (b) with no degree must have at least ten years of general experience of which at least six must be specialized.
Business Process Engineer - Middle:

Bachelor's degree in computer science, information systems, engineering, business, education, management sciences, human resources or other related discipline and at least four years experience of which at least two must be specialized. Alternate qualifications include (a) with an advanced degree three years of general experience of which at least two must be specialized, (b) with an associate degree at least six years experience of which at least three years must be specialized, or (c) with no degree must have at least eight years of general experience of which at least five must be specialized.

Business Process Support - Cost Analyst:

Description:

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

Qualifications:

Bachelor's degree in computer science, information systems, engineering, business, accounting or other related discipline with at least five years general experience of which at least three years must be specialized. Specialized experience includes demonstrated experience in providing technical and financial justifications and cost/benefit analyses. Alternate qualifications include (a) an advanced degree with at least four years experience of which at least two years are specialized, or (b) an associate degree with at least eight years general experience of which at least six years are specialized.

Training Specialists

Description:

Conducts research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops instructor materials such as course outline, background material, and training aids. Develops student material such as course manuals, workbooks, handouts, completion certificates and course critique forms. Trains personnel by conducting formal classroom courses, workshops, seminars and/or computer-based or aided training. Coordinates for additional subject matter experts to participate in training as needed.

Qualifications:

Training Specialist - Senior:

Bachelor's degree in any field with at least six years general experience of which at least three must be training-related. Alternate qualifications include (a) with an advanced degree five years of experience of which at least three must be training-related, or (b) no degree is required with eight years general experience of which at least three is training-related.

Training Specialist - Junior:

Bachelor's degree in any field with at least four years general experience of which at least two must be training-related. Alternate qualifications include (a) with an advanced degree two years of experience of
which at least one must be training-related, or (b) no degree is required with eight years general experience of which at least four is training-related.

Help Desk Support

Description:

Provide phone and in-person support to users in the areas of electronic mail, directories, standard Windows desktop applications, and applications developed or deployed under contract.

Qualifications:

Help Desk Manager:

Bachelor’s degree in computer science, information systems, engineering, business or other related discipline with at least six years general experience of which at least four must be specialized. Specialized experience includes management of help desks in a multi-server environment. Comprehensive knowledge of PC operating systems, networking and electronic mail. Alternate qualifications include (a) with an advanced degree four years of experience of which at least three must be specialized, or (b) no degree is required with ten years general experience of which at least six is specialized.

Help Desk Specialist:

Associates degree in computer science, information systems, engineering, business or other related discipline with at least two years general experience of which at least one must be specialized. Specialized experience includes work on a help desk, knowledge of PC operating systems, knowledge of networking and electronic mail. Alternate qualifications include (a) with an advanced degree two years of experience of which at least one must be specialized, or b) no degree is required with eight years general experience of which at least four is specialized.

Installation Support

Installation Technician: Senior:

Organizes and directs hardware and network installations. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation technical design packages. Develops hardware installation schedules. Mobilizes installation team. Directs and leads preparation of drawings, documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support. Qualifications: High school diploma with seven years experience of which at least five must specialized. Specialized experience includes supervision of installation technicians, analysis, design and installation of computer-based systems, analysis, design and installation of local and wide area nets and analysis and installation of communications systems. Alternate qualifications include (a) an associate's degree with six years experience of which at least four years is specialized, or (b) a bachelor's degree with four years experience of which at least two years is specialized.

Installation Technician - Junior:

Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware
requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation technical design packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Installs and configures computers, communications devices and peripheral equipment. Installs network hardware. Qualifications: High school diploma with four years experience of which at least three must specialized. Specialized experience includes: analysis, design and installation of computer-based systems and LANs, specialized interconnect cable design and fabrication, and analysis and installation of communications systems. Alternate qualifications include (a) an associate's degree with four years experience of which at least two years is specialized, or (b) a bachelor's degree with one year of specialized experience.

**Systems Administration:**

Description:

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

Qualifications:

**Systems Administrator - Senior:**

Bachelor's degree in computer science, information systems, engineering, business or other related discipline with at least six years experience of which at least two must be specialized experience in administrating UNIX or open-systems compliant systems. Alternate qualifications include (a) advanced degree with four years of experience of which at least one must be specialized, or (b) no degree is required with at least eight years of experience of which at least four years is specialized.

**Systems Administrator - Mid:**

Bachelor's degree in computer science, information systems, engineering, business or other related discipline with at least four years experience of which at least one must be specialized experience in administrating UNIX or open-systems compliant systems. Alternate qualifications include (a) advanced degree with three years of experience of which at least one must be specialized, or (b) no degree is required with at least six years of experience of which at least four years are specialized.

**System Operator:**

Monitors and supports computer processing. Coordinates input, output and file media. Distributes output and controls computer operation. Qualifications: Associate's degree in computer science, information systems, engineering, business or other related discipline with at least three years experience of which at least one must be specialized experience in operating UNIX or open-systems compliant computer systems or a multi-server local area network. Alternate qualifications include (a) bachelor's degree with two years of experience of which at least one must be specialized, or b) no degree is required with at least seven years of experience of which at least four years is specialized.

**Network Manager**

Description:

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

Qualifications:

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related discipline. This position requires minimum six years experience of which four years must be specialized. Specialized experience includes protocol analysis, knowledge of OSI protocols. Alternate qualifications include (a) with a Master's degree in one of the above fields five years general experience of which at least three years is specialized, or (b) no degree is required with at least ten years general experience of which at least five years is specialized.

Network Technician

Description:

Analyzes network characteristics (including traffic, connect time, transmission speeds, packet sizes and throughput) and recommends procurement, removals and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions of network components and capabilities. Evaluates network and communications hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, and performs general LAN/MAN/WAN administration.

Qualifications:

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related discipline. This position requires a minimum of five years experience, of which at least two must be specialized experience in one or more of the following areas: communications software, communications hardware, network design, installation and support. Alternate qualifications include (a) with a Master's degree in one of the above fields four years general experience of which at least one years is specialized or (b) no degree is required with at least eight years general experience of which at least five years is specialized.

Quality Assurance

Quality Assurance Manager:

Description:

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

Qualifications:

Bachelor’s degree in computer science, information systems, engineering, business or other related discipline. Minimum of six years experience, of which at least four years must be specialized. Specialized experience includes configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Alternate qualifications include (a) with an advanced degree at least five years of experience of which at least three years must
be specialized, or (b) with an associate degree at least ten years of experience of which at least five years are specialized.

**Quality Assurance Analyst:**

**Description:**

Provides technical and administrative direction for personnel performing software development tasks, including review of work products for correctness, adherence to the design concept, user standards and business rules, review of program documentation to assure government standards and requirements are adhered to and for progress in accordance with schedules. Coordinates with Project Manager and/or quality assurance manager to insure problems are resolved to user's satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on system concepts.

**Qualifications:**

Bachelor's degree in computer science, information systems, engineering, business or other related discipline. Minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of programming languages such as C++ or a 4GL or use of DBMS. Alternate qualifications include (a) with an advanced degree at least three years of general experience of which at least two are specialized, or (b) with an associate degree at least eight years of general experience of which at least five years are specialized.

**Telecommunications Technician—Junior:**

**Description:**

Performs entry-level professional technical engineering tasks under the supervision of a senior telecommunications electronics engineer in support of efforts in one or more of the following disciplines: satellite communications, radio frequency engineering, transmission systems, fiber optic communications, switched networks, network management, or control systems.

**Qualifications:**

HS Diploma or GED with 2 years relevant experience. Alternatively, associates degree in electrical, electronics, or systems engineering.

**Telecommunications Technician—Mid:**

**Description:**

Performs mid-level professional technical engineering tasks under the supervision of a senior telecommunications electronics engineer in support of efforts in one or more of the following disciplines: satellite communications, radio frequency engineering, transmission systems, fiber optic communications, switched networks, network management, or control systems.

**Qualifications:**

Associate's degree in electrical, electronics, or systems engineering with 4 years relevant experience. Alternatively, HS Diploma or GED with 6 years relevant experience, or, bachelor's degree and 2 years experience.

**Technical Writer—Senior:**

**Description:**
Works closely with Engineering and Operations project team members to create and revise technical
documentation about products and infrastructure using software tools such as Word, HTML, Homesite,
Framemaker, Coreldraw, Visio, Excel, Windows, Robohelp, Unix, NT. Documentation may include such
items as Functional Specifications, Design Documents, Installation Guides, Migration Plans, Operations
Guides, and Release Notes. Writes for a specified target audience in such a way that a user may quickly
and easily grasp how to install, migrate or operate the hardware/software component(s).

Qualifications:
Must have a MA/MS degree plus ten years of relevant experience. Alternate qualifications: (a) Ph.D. plus
eight years of experience, or, (b) bachelor’s degree plus twelve years of relevant experience.

Technical Writer—Mid:
Description:
Works closely with Engineering and Operations project team members to create and revise technical
documentation about products and infrastructure using software tools such as Word, HTML, Homesite,
Framemaker, Coreldraw, Visio, Excel, Windows, Robohelp, Unix, NT. Documentation may include such
items as Functional Specifications, Design Documents, Installation Guides, Migration Plans, Operations
Guides, and Release Notes. Writes for a specified target audience in such a way that a user may quickly
and easily grasp how to install, migrate or operate the hardware/software component(s).

Qualifications:
Must have a bachelor’s degree plus 5 years of relevant experience. Alternate qualifications: a master’s
degree may be substituted for two years of experience, or a Ph.D. for three years of experience.

Technical Writer—Junior:
Description:
Works closely with Engineering and Operations project team members to create and revise technical
documentation about products and infrastructure using software tools such as Word, HTML, Homesite,
Framemaker, Coreldraw, Visio, Excel, Windows, Robohelp, Unix, NT. Documentation may include such
items as Functional Specifications, Design Documents, Installation Guides, Migration Plans, Operations
Guides, and Release Notes. Writes for a specified target audience in such a way that a user may quickly
and easily grasp how to install, migrate or operate the hardware/software component(s).

Qualifications:
Must have a bachelor’s degree plus one year of experience.
**Order Level Materials - OLM**

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

**OLM SIN-Level Requirements/Ordering Instructions:**
OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:
- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

**OLM Pricing:**
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

**NOTE:** When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.
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<thead>
<tr>
<th>Labor Category</th>
<th>Degree</th>
<th>Yrs Exp.</th>
<th>GSA Rate Including IFF</th>
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<td>BA</td>
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USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) 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 Judy Perrault, 703-761-3038.
SUGGESTED Blanket Purchase Agreement (BPA)

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
BPA NUMBER_____________

(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>________________________</td>
</tr>
<tr>
<td>____________</td>
<td>________________________</td>
</tr>
<tr>
<td>____________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>________________</td>
</tr>
<tr>
<td>_______</td>
<td>________________</td>
</tr>
</tbody>
</table>

(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.
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.