



**MULTIPLE AWARD SCHEDULE
Information Technology Professional Services**

AUTHORIZED PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is <http://www.gsaadvantage.gov>

CONTRACT NUMBER: GS-35F-716GA

CONTRACT PERIOD: September 28, 2017 through September 27, 2022

CONTRACTOR:
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CONTRACTOR'S ADMINISTRATION SOURCE: Johan Kim
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BUSINESS SIZE: SBA 8(a) Certified Small Business; Service Disabled Veteran Owned; Veteran Owned; Small Disadvantaged; Small

CONTRACT INFORMATION:

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
54151S	Information Technology Professional Services
OLM	Order Level Materials

2. MAXIMUM ORDER*: The maximum order is \$500,000 for SIN 54151S.

*If the best value selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.



3. MINIMUM ORDER: \$100
4. GEOGRAPHIC COVERAGE: Domestic delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Note that for products, domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.
5. POINT(S) OF PRODUCTION: N/A – Services Only
6. DISCOUNT FROM LIST PRICES: Prices shown are GSA net prices
7. QUANTITY/VOLUME DISCOUNT: An additional 1% discount on single task of \$100,000 or more.
8. PROMPT PAYMENT TERMS: N/A
9. Government Purchase Cards are accepted at or below the micro-purchase threshold.
10. FOREIGN ITEMS: N/A
- 11a. TIME OF DELIVERY: 30 days ARO or as negotiated at the task order level
- 11b. EXPEDITED DELIVERY: Negotiated at Task Order Level
- 11c. OVERNIGHT AND 2-DAY DELIVERY: Negotiated at Task Order Level
- 11d. URGENT REQUIRMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. FOB POINT: Destination
Note: All travel required in the performance of this contract and orders placed hereunder must comply with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), 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. The contractor shall not add the Industrial Funding Fee onto travel costs.
- 13a. ORDERING ADDRESS: Same as Contractor’s address.
- 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: Same as Contractor’s address.
15. WARRANTY PROVISION: Standard Commercial Warranty. Customers should contact the contractor for a copy of the warranty.
16. EXPORT PACKING CHARGES: Not applicable.



17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Accepted at or below the micro-purchase level.
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
- 20a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
- 20b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A
22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A
23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. Section 508 Compliance for EIT: N/A
25. DUNS NUMBER: 079451268
26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM): Contractor is registered and active

Appendix A

54151S Pricing

Choisys Technology, Inc.
Labor Rates

SIN	SERVICE	CY1	CY2	CY3	CY4	CY5
54151S	IT Project Manager	73.45	74.85	76.27	77.72	79.20
54151S	Blackboard Admin	57.90	59.00	60.12	61.27	62.43
54151S	Database Analyst	81.96	83.52	85.11	86.73	88.37
54151S	Database Management Specialist	106.03	108.05	110.10	112.19	114.33
54151S	Sr. Oracle Form/Report Developer	79.24	80.74	82.28	83.84	85.43
54151S	Oracle Mid-Tier Administrator	131.69	134.19	136.74	139.34	141.98
54151S	Database Administrator	59.81	60.95	62.10	63.28	64.49
54151S	Desktop Administrator	43.68	44.51	45.36	46.22	47.10
54151S	Document Specialist	35.25	35.92	36.60	37.30	38.01
54151S	Functional Specialist III	40.97	41.75	42.54	43.35	44.17
54151S	Sr. Functional Helpdesk	35.73	36.41	37.10	37.80	38.52
54151S	Helpdesk Technician	32.11	32.72	33.35	33.98	34.62
54151S	IA Senior Analyst	68.91	70.22	71.55	72.91	74.30
54151S	IA Specialist	51.02	51.99	52.98	53.99	55.01
54151S	Infrastructure Specialist	61.60	62.77	63.96	65.18	66.41
54151S	Network Manager	49.49	50.43	51.39	52.36	53.36
54151S	SharePoint Administrator	60.88	62.04	63.22	64.42	65.64
54151S	Sr. Quality Assurance Analyst	96.54	98.37	100.24	102.14	104.08
54151S	Sr. Information System Auditor	75.11	76.54	77.99	79.48	80.99
54151S	Systems Engineer	68.37	69.67	70.99	72.34	73.72
54151S	Sr. Systems Specialist	92.30	94.06	95.84	97.67	99.52
54151S	Systems Administrator	50.17	51.13	52.10	53.09	54.10
54151S	Project System Analyst	54.48	55.52	56.57	57.65	58.74
54151S	System Analyst III	47.64	48.55	49.47	50.41	51.37
54151S	Test Engineer	65.09	66.32	67.58	68.87	70.18
54151S	AV/VTC Technician	75.70	77.14	78.60	80.10	81.62
54151S	VTC Engineer	104.18	106.16	108.17	110.23	112.32
54151S	Web Manager	87.51	89.17	90.86	92.59	94.35

Appendix B

Labor Category Descriptions

IT Project Manager

Functional Responsibility: Manages the daily project activities, ensuring operational, contractual, and technical efficiencies as primary goals. Supplies advice and counsel to other professionals. Interfaces with Government COR and HQ management for progress reports and issues.

Minimum Education: Bachelor's Degree in Technology or Engineering field. An additional four years of experience in the relevant area may be substituted for a Bachelor's Degree.

Minimum Experience: Ten (10) years of experience in Information Technology Project Management. Shall have proven experience in providing technical, marketing, customer relations, and personnel management direction of a major project or several smaller projects to ensure timely and cost effective accomplishment of contractual commitments.

Blackboard Admin

Functional Responsibility: Working under Minimum direction, prepares and conducts complex training and education programs for assistive technology users. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Determines training objectives. Writes training programs, including outline, text, handouts, and tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under Minimum supervision; typically reports to a manager.

Minimum Education: A minimum of a Bachelor's Degree. An additional four years of experience in the relevant area may be substituted for a Bachelor's Degree.

Minimum Experience: Five (5) years of technical training experience. Competent to work at a high level for all phases of information systems training, including assistive technology. Familiar with standard concepts, practices, and procedures within a particular field.

Database Analyst

Functional Responsibility: Under general direction, designs, implements and maintains complex database with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Competent to work at the highest level of all phases of database management.

Minimum Education: Bachelor's Degree in Computer Science, Engineering or related field

Minimum Experience: Ten (10) years of experience in RDBMS database management.

Database Management Specialist



Functional Responsibility: Requires both technical and management skills which shall be used to coordinate and manage support efforts from a team of technical experts consisting of test and evaluation specialists, computer software experts, and functional area experts to properly understand current database management system considerations and recommendations. Specific experience in designing and building databases using the RDBMS software required by the user's application will be required.

Minimum Education: Bachelor's Degree in Computer Science, Engineering or related field

Minimum Experience: Seven (7) years of experience in management and practical database management experience.

Database Administrator

Functional Responsibility: Provides end user technical support required to execute database changes and enhancements as well as security changes. The Database Administrator (DBA) administers instance and database backup, recovery, monitoring and tuning. He/she also manages database disk content and capacity plan, documents Database Environments. Provides end user support. Technical owner and administrator of the application and database

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related technical field

Minimum Experience: Three (3) years of experience in administering production databases in a large environment for complex computer systems. Requires proficiency in design, administration, implementation, upgrades, monitoring and database tuning that ensures the application runs efficiently and reliably.

Sr. Oracle Form/Report Developer

Functional Responsibility: Must be capable of analyzing data models, data relationships, and dependencies. Makes report recommendations based on findings. Creates Ad-Hoc reports as needed. Designs and develops stored procedures and views necessary to support SSRS reports. Performs functional and performance testing. Designs, develops, and validates reports using SQL Server in SharePoint integrated mode and Standalone mode. Deploys reports to SSRS server and manages report catalog.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related technical field

Minimum Experience: Five (5) years of applicable experience in designing and developing reports utilizing SQL Server Reporting Services. Must have advanced knowledge of TSQL queries including complex SQL scripts, views, and stored procedures. Must have strong data analysis and report writing skills. Must be able to understand common business terms and concepts. Should have good understanding of Data Warehouse concepts. Must have excellent Ad-Hoc report development and writing skills. Should have strong analytical, problem solving, creative thinking, and design skills.

Oracle Mid Tier Administrator

Functional Responsibility: Leads the development and implementation of Oracle database projects. Plans and budgets staff and data base resources. Prepares and delivers presentations on Oracle Database Management Systems (RDBMS) concepts. Provides daily supervision and direction to support staff. Evaluates and designs existing or proposed systems to structure and access data bases. Analyzes data base requirements of the user department, applications programming and operations for all requirements. Submits



recommendations for solutions which require definition of the physical structure and functional capabilities of databases and require data security.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related technical field

Minimum Experience: Eight (8) years of experience in database administration on large scale computer systems including implementation of major version change with COTS RDBMS. Requires skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers. Two years of experience with trusted databases is desirable.

Desktop Administrator

Functional Responsibility: Performs preventive maintenance, troubleshooting, and repair of computer systems and peripheral equipment at user-end. Responsible for maintaining an adequate spare parts inventory. Configure Commercial Off-the-Shelf (COTS) software to operate on specific hardware. Supports and maintains user account information including rights, security and systems groups. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager.

Minimum Education: Associate's degree in related field. An additional two years of experience in the relevant field may be substituted for an Associate's Degree.

Minimum Experience: Four (4) years of experience in maintaining and upgrading laptops/desktops. Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems.

Document Specialist

Functional Responsibility: Prepares a variety of documents for electronic imaging using established procedures and project guidelines. Document Preparation procedures include: • ensuring that each box is properly identified and labeled; • verifying the information on the document intake form; • identification of non-compliant material; • removing staples and paper clips and repairing torn pages assembling of small documents and post-it notes for separate collation and attach the same on a feeder sheet or carrier; • ordering the contents of each box according to the guidelines; and • performing other document preparation functions as assigned by the manager. • Pick-up and Delivery of documents

Minimum Education: Associate's Degree

Minimum Experience: Four (4) years of data entry experience. One year records management experience. Must be reliable and have good work habits. Must be able to coordinate tasks and maintain accountability for vital project functions. Highly organized individual with experience in records management, filing procedures and techniques, and the use of personal computer based databases.

Functional Specialist III

Functional Responsibility: Performs expert, independent services and leadership in specialized technical/functional areas (e.g., Enterprise Analysis, Business Process Reengineering, Contingency and Disaster Recovery). Conducts high-level systems analysis of functional area and formulates an effective strategy for accomplishing objectives that will overall performance and efficiency. Develops technical/functional architectures and functional specifications. Provides expertise and assistance in state-of-the-art software and



hardware or area of Specialization. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or related technical field

Minimum Experience: Five (5) years of experience in the Information Technology field. Master's degree is desirable and is equivalent to 2 years of experience.

Sr. Functional Helpdesk

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Tracks and monitors the problem to insure a timely resolution. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. Provide Tier 1 and 2 support.

Minimum Education: Associate's degree in related field. An additional three years of experience in the relevant field may be substituted for an Associate's Degree.

Minimum Experience: Four (4) years of experience in the field or in a related area.

Helpdesk Technician

Functional Responsibility: Provide Tier-1 level support. Under immediate supervision, responds to and diagnoses problems through discussions with users. Conducts problem recognition, research, isolation, resolution, and follow-up steps. Resolves less complex problems immediately and assigns more complex problems to second-level support, senior operator, or supervisor. Assures timely close-out of trouble tickets and escalates additional support as needed.

Minimum Education: Associate's degree. An additional year of experience in the relevant field may be substituted for an Associate's Degree.

Minimum Experience: Two (2) years of experience in the field or in a related area.

IA Senior Analyst

Functional Responsibility: Develops and recommends technical solutions to support client requirements in solving moderately complex network, platform and system security problems. Typical focus areas include analytical and engineering solutions based on federal and industry INFOSEC policy, doctrine and regulations. Responsibilities include: identity management, secure system engineering and development, biometrics, system/security requirements analysis, secure system definition, as well as, specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Also designs test beds for the Developmental Test & Evaluation (DT&E) of advanced INFOSEC hardware and software solutions.

Minimum Education: A Bachelor's degree in computer science, information system, a physical science, engineering or a mathematics-intensive discipline.



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Minimum Experience: Eight (8) years of general experience including experience with information system requirements analysis, system design, implementation, and testing. Also required, as part of the eight years of experience, are six years of specialized experience including the design and development of secure command, control, security, identity management, intelligence, or communications systems or experience in providing information system security support for such systems.

IA Specialist

Functional Responsibility: Develops and recommends technical solutions to support client requirements in solving moderately complex network, platform and system security problems. Typical focus areas include analytical and engineering solutions based on federal and industry INFOSEC policy, doctrine and regulations. Responsibilities include: identity management, secure system engineering and development, biometrics, system/security requirements analysis, secure system definition, as well as, specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Also designs test beds for the Developmental Test & Evaluation (DT&E) of advanced INFOSEC hardware and software solutions.

Minimum Education: A Bachelor's degree in computer science, information system, a physical science, engineering or a mathematics-intensive discipline.

Minimum Experience: Five (5) years of general experience including experience with information system requirements analysis, system design, implementation, and testing. Also required, as part of the eight years of experience, are six years of specialized experience including the design and development of secure command, control, security, identity management, intelligence, or communications systems or experience in providing information system security support for such systems.

Infrastructure Specialist

Functional Responsibility: Provides installation, testing, and documentation of structured wiring systems. Works under the supervision of an infrastructure implementation supervisor when more than a routine amount of infrastructure is involved. Must be able to follow supervision and work independently to the extent necessary to install cable infrastructure and components as directed without direct and constant supervision.

Minimum Education: A Bachelor's degree in information system, a physical science or engineering.

Minimum Experience: Five (5) years of experience installing copper and fiber optic cable plant. Experience in terminating cable at each end in compliance with OEM and nationally accepted standards. Must be proficient in knowledge of and adherence to color code. Must be capable of work on a ladder and in underground cable pathways. Must be familiar with the procedures used to properly test copper and fiber optic cable.

Network Manager

Functional Responsibility: Performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network devices, analyzes network performance and recommends adjustments to wide variety of complex network management functions with responsibility for overall performance and availability of networks. LAN/WAN consultant skilled in network analysis, integration and tuning. Experience with cable/LAN meters, protocol analyzers, SNMP and RMON based software products. Knowledge of Ethernet, FDDI and high speed WAN's and routers. Analyze client LAN's/WAN's, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase



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performance. Working knowledge of network operating systems. Modifies command language programs, network start up files, assigns/re-assigns network devices. Conducts load balancing efforts to achieve optimum device utilization and network performance. Manages network E-mail functions. Establishes mail boxes and monitors mail performance on the network. Coordinates with engineering groups to resolve hardware problems. Works with customer and operations staff in scheduling preventative and emergency maintenance activities. May serve as task leader on one or more task orders.

Minimum Education: A Bachelor of Science in computer science, information technology, engineering, or a related discipline.

Minimum Experience: Eight (8) years of experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, or data communication equipment installation and maintenance. This category may serve as a task leader on one or more task orders. Management experience will be required since the category qualifications do not require managerial experience. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience is experience that demonstrates an individual's ability to accomplish projects/tasks through others.

Sr. Quality Assurance Analyst

Functional Responsibility: Analyze, interpret, and communicate qualitative and quantitative findings from tests. Monitor bug resolution efforts and track results and known defects. Design, prioritize, and implement test plans, scenarios, scripts, or procedures. Participate in process reviews to inform development of products and resolution of defects. Possesses in-depth understanding of business applications. Works with technical staff to understand problems with software and resolve them. May assist in development of software user manuals.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Seven (7) years of general experience as an engineer. Experience in software integration and testing of distributed systems. Skills/Specialties include Quality Assurance / Quality Control, Regression Testing, Technical Analysis, Test Automation, Web Software Quality Assurance (QA). Security Clearance Type: Secret. Practical experience in documentation and editing program level documentation.

Sr. Information System Auditor

Functional Responsibility: Identify key risks and necessary controls in existing systems. Perform operations audits to determine compliance with policies and procedures and effectiveness of internal control systems. Perform operational and compliance (SOX, PCI, others) reviews according to internal audit risk assessment plan. Oversee and implement improvements and best practices for increasing efficiency and minimizing risk. Must have technical expertise on specific products, operating systems and specialized environments.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Seven (7) years of experience, or more, in Information Technology. Must have comprehensive technical expertise on IT products, operating systems, software, hardware, systems and



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networks and specialized environments. Skills/Specialties include Auditing, Internal Audit, IT Consulting, IT Risk, IT Security & Infrastructure, Risk Management / Risk Control, Sarbanes-Oxley (SOX) Audit, Information Technology (IT), Security Testing and Auditing. Security Clearance Type: Secret. Security clearance status is typically active.

Sr. Systems Engineer

Functional Responsibility: Experience in heterogeneous computer networking technology and work in protocol and/or interface standards specification is preferred. Analyzes and resolves INFOSEC technical problems. Configures test beds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Areas of focus include Guard, Firewall, Secure Network Server, PCMCIA format security solutions, "Smart Cards", and emerging technologies and future trends. Supports the integration of INFOSEC solutions and technologies into networks with particular attention to protocols, interfaces, and system design. General experience includes system engineering; electrical design, software engineering; program design and implementation; configuration management; or maintenance. Must have knowledge of TCP/IP, information security/authorization profiles, or security administration of Unix or NT network/systems. Must have knowledge of Government security policies and familiarity with security-related technologies and auditing tools. Must be capable of providing security engineering analysis on a variety of information systems. Must be capable of developing security accreditation/certification documentation, and creating and maintaining security policy and procedures. Must be capable of designing and configuring security tools. Must be capable of developing test procedures, establishing test environments, executing security certification test/demonstrations/evaluations, documenting results, and developing reports, conclusions, and recommendations. Must be capable of conceptualizing and implementing security systems and architectures.

Minimum Education: Bachelor's Degree in Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Ten (10) years of experience in managing or performing software engineering activities, of which at least five years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems.

Systems Engineer

Functional Responsibility: Experience in heterogeneous computer networking technology and work in protocol and/or interface standards specification is preferred. Analyzes and resolves INFOSEC technical problems. Configures test beds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Areas of focus include Guard, Firewall, Secure Network Server, PCMCIA format security solutions, "Smart Cards", and emerging technologies and future trends. Supports the integration of INFOSEC solutions and technologies into networks with particular attention to protocols, interfaces, and system design. General experience includes system engineering; electrical design, software engineering; program design and implementation; configuration management; or maintenance. Must have knowledge of TCP/IP, information security/authorization profiles, or security administration of Unix or NT network/systems. Must have knowledge of Government security policies and familiarity with security-related technologies and auditing tools. Must be capable of providing security engineering analysis on a variety of information systems. Must be capable of developing security accreditation/certification documentation, and creating and maintaining security policy and procedures. Must be capable of designing and configuring security tools. Must be capable of developing test procedures,



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establishing test environments, executing security certification test/demonstrations/evaluations, documenting results, and developing reports, conclusions, and recommendations. Must be capable of conceptualizing and implementing security systems and architectures.

Minimum Education: Bachelor's Degree in Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Seven (7) years of experience in managing or performing software engineering activities, of which at least five years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems.

Systems Administrator

Functional Responsibility: Direct and coordinate the work activities of a group of systems engineers. Perform a variety of complex project tasks applied to specialized technology problems. Typical assignments involve integration of processes or methodologies to resolve total system, problems, or applications.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Three (3) years of experience in administering Windows and Unix/Linux servers. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems.

System Analyst III

Functional Responsibility: Performs systems analysis, design, programming, documentation, or implementation of complex system applications and related MIS/ADP systems concepts for effective implementation. Records, updates, maintains, analyzes, and monitors system utilization and performance data. Participates in all phases of the software development life cycle with emphasis on the planning, analysis, testing, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Seven (7) years of progressive experience in the analysis and design of business or scientific applications using database management systems or high-level programming languages. This category may serve as a task leader on one or more task orders. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience is experience that demonstrates an individual's ability to accomplish projects/tasks through others.

Project System Analyst

Functional Responsibility: Performs systems analysis, design, programming, documentation, or implementation of complex system applications and related MIS/ADP systems concepts for effective implementation. Records, updates, maintains, analyzes, and monitors system utilization and performance data. Participates in all phases of the software development life cycle with emphasis on the planning, analysis,



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testing, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Minimum Education: Bachelor's Degree in Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Five (5) years of progressive experience in the analysis and design of business or scientific applications using database management systems or high-level programming languages.

Test Engineer

Functional Responsibility: Manage and monitor test efforts at various levels. Analyze requirements and design and develop appropriate test plans/procedures for systems/software under test. Conduct testing of systems at various levels to include unit, integration, Development Test and Evaluation, and Operation Acceptance. Identify deficiencies and generate appropriate system/software discrepancy reports, system/software change records, and engineering change proposals. Provide appropriate metrics data in support of efforts.

Minimum Education: A Bachelor's degree in Information Systems or other related scientific or technical discipline. Four years directly related experience may be substituted in lieu of a degree.

Minimum Experience: Five (5) years of general experience as a programmer/software test engineer. Experience in software integration and testing of distributed systems. Practical experience with C/C++ and UNIX, GUI's object oriented development, network protocols, and real-time systems. Practical experience in documentation and editing program level documentation.

AV/VTC Technician

Functional Responsibility: Responsibilities include but not limited to Configuring, initiating, setting up, schedule, monitor and troubleshoot VTC sessions. Fully document VTC procedures for inclusion in the Standard Operating Procedures. Install, operate and maintain Audio Visual and VTC related equipment.

Minimum Education: Associate Degree or equivalent related experience.

Minimum Experience: Two (2) years of relevant experience in setting up, scheduling and initiating point-to-point and multi-point VTC sessions. Experience with Cisco and Polycom endpoint CODECs, MCU and AMX interfaces.

VTC Engineer

Functional Responsibility: Manages the functionality and efficiency of a group of computers running on one or more operating systems. Maintains the integrity and security of servers and systems. Sets up administrator and service accounts. Maintains system documentation. Interacts with users and evaluates vendor products. Makes recommendations to purchase hardware and software, coordinates installation and provides backup recovery. Develops and monitors policies and standards for allocation related to the use of computing resources. May program in an administrative language. Develops and implements testing strategies and document results. Provides advice and training to end-users. Provides guidance and work leadership to less-experienced staff members. Maintains current knowledge of relevant technologies as assigned.



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Minimum Education: Bachelor's Degree in Computer Science or a related technical discipline, or the equivalent combination of education, technical certifications or training, or work experience.

Minimum Experience: Five (5) years of experience with A/V system implementation and support Experience in the development of plans for re-engineering and replacing legacy systems. Experience in the testing and evaluation of the latest video technology and video/audio conferencing technologies in a lab environment. Ability to configure and program AMX series equipment.

Web Manager

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site-design instincts. Requires development experience in web-based languages. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or Information Technology; or equivalent combination of education and experience.

Minimum Experience: Five (5) years of experience in design, development and implementation of web web-based systems. Requires proficiency with established methodologies and state-of-the-art development tools used to construct and support intranet and Internet web-based applications.

**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 Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICE

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered



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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science