

GENERAL SERVICE ADMINISTRATION (GSA)

FEDERAL SUPPLY SERVICE (FSS)

INFORMATION TECHNOLOGY SCHEDULE

PRICE LIST

CONTRACT NUMBER: GS-35-F-0108K

CONTRACT PERIOD: NOVEMBER 23, 1999 to November 21, 2009

SPECIAL ITEM NUMBER: 132-51

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

COMPUTECH, INC.

7735 Old Georgetown Road, 12th Floor
Bethesda, Maryland 20814

Telephone: (301) 656-4030 Fax: (301) 656-7060

Website: www.computechinc.com

FOREWORD

Computech, Inc., founded in 1979, is an Information Technology firm providing Information Technology software support services to the commercial and federal market place. Computech's services encompass the complete system development life cycle from design to integration and implementation.

To learn more about Computech and its service offerings, please see our Web Page at: www.computechinc.com

For technical assistance and/or ordering services, please contact:

Kathy Voorhees
Executive Vice President
7735 Old Georgetown Rd.
12th Floor
Bethesda, Maryland 20814
voice (301) 656-4030
fax (301) 656-7060
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**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICE LIST**

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Information Technology Professional Services include, but are not limited to, Systems Analysis and Design; Systems Installation; Programming; Conversion and Implementation-Support; Network Services; Project Management; Database Planning; Design; Documentation; and Testing and Systems Validation.

Applicable Special Item Number, FPDS Class, and Category Code are as follows:

Special Item Number (SIN) 132-51 - Information Technology Professional Services

Information Technology
Professional Services

Category Code

FPDS CODE D302 - Systems Development Services	S
FPDS CODE D306 - Systems Analysis and Services	S
FPDS CODE D307 - Automated Information Design/Integration	S
FPDS CODE D308 - Programming Services	S
FPDS CODE D308 - Millennium Conversion Services (Y2K)	S
FPDS CODE D311 - Data Conversion Services	S
FPDS CODE D317 - Data/Records/Management	S
FPDS CODE D399 - Other Information Technology Services, Not Elsewhere Classified	S

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Contract Number: GS-35F-0108K

Period Covered by Contract: November 23, 1999 to November 21, 2009.

General Services Administration
Federal Supply Service

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

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICE LIST
FEDERAL SUPPLY SERVICE
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Small Business Participation

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

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

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

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

1. Geographic Scope of Contract:

The geographic scope of the contract is the 48 contiguous states and the District of Columbia, plus the States of Alaska and Hawaii and the Commonwealth of Puerto Rico.

2. Contractor's Ordering Address and Payment Information:

Category Code S: Information Technology Professional Services
Computech, Inc.
Attn: Kathy Voorhees
7735 Old Georgetown Rd., 12th Floor
Bethesda, Maryland 20814

Contractors are required to accept the government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance;

ORDERING ASSISTANCE

Kathy Voorhees
Telephone Number: (301) 656-4030
FAX: (301) 656-7060

TECHNICAL ASSISTANCE

Kathy Voorhees
Telephone Number: (301) 656-4030
FAX: (301) 656-7060

3. Liability for Injury or Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Contractor Establishment Code (DUNS): DUNS No. 09-868-8047
- Block 30: Type of Contractor - Large
- Block 31: Woman-Owned Small Business - No
- Block 36: Contractor's Taxpayer Identification Number (TIN) - 52-1143780
- 4a. CAGE Code: 6V637
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

Not applicable for Information Technology Professional Services.

6. Commercial Delivery Schedule (Multiple Award Schedules)

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

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature) (DAYS ARO)	DELIVERY TIME
132-51	N/A

- b. URGENT REQUIREMENTS

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

7. Discounts

Prices shown are NET prices; Basic Discounts have been deducted.

- a. Prompt Payment 1 % 20 days (Net 30 days) from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: none
- c. Dollar Volume: none
- d. Government Educational Institutions: none
- e. Government Commercial Credit Card: Acceptance (with 0% discount)
- f. Other: none

8. Trade Agreement Act of 1979; as amended:

Non-applicable

9. Statement Concerning Availability of Export Packing:

Non-applicable

10. Small Requirements:

The minimum dollar value of orders to be issued is \$100.00.

11. Maximum Order: (All dollar amounts are exclusive of any discounts for prompt payment).

- a. Special Item 132-51 - Information Technology Professional Services
- b. The maximum dollar value per order will be \$500,000 for Information Technology Professional Services.

12. Use of Federal Supply Service Information Technology Schedule Contracts.

In accordance with FAR 8.404:

[**NOTE:** Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In

selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

- d. Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. Federal Information Technology/Telecommunication Standard Requirements:

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index.) Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal

Telecommunications Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the contractor.

13.1 Federal Information Processing Standards Publications (FIPS PUBS):

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

13.2 Federal Telecommunication Standards (FED-STDS):

Telecommunication products under this Schedule that do not conform to the Federal Telecommunications Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA Specification Sales Office, Room 6654, 7th & D Streets, SW, Washington, D.C. 20407, telephone number (202) 708-9205. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, Maryland 20899, telephone number (301) 975-2833.

14. Security Requirements. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

15. Contract Administration for Ordering Offices: Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (L) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. Contractor Commitments, Warranties and Representations

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. Overseas Activities

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

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

20. Year 2000 Warranty — Commercial Supply Items

“Year 2000 compliant,” as used in this part, means, with respect to information technology, that the information technology accurately processes date/time data, (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it.

The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor’s standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. Blanket Purchase Agreements (BPAs)


Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. Contractor Team Arrangements

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.



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

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional applies 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 Government location, as agreed to by the Contractor and the ordering office.

2. Ordering Procedures

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
 - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
 - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
 - (3) When ordering IT professional services ordering offices shall –
 - (i) Prepare a Request for Quotation:
 - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When

such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- (C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for quotation to Contractors:

- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- (B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum

order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

(4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –

(i) Inform contractors in the request for quotation (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

- (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- (1) Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line

shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

- (3) Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
 - (i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
 - (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
 - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
 - (B) Offer the lowest price available under the contract; or
 - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
 - (5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill

recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

- (6) Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

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

5. Inspection of Services

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

6. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

7. Responsibilities of the Government

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

8. 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 Government.

9. 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 Government contract, without some restriction on 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 Government, ordering offices 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.

10. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office 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.

11. Payments

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. Resumes

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

13. Incidental Support Costs

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

14. 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.

15. USA Commitment

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

Preamble

Computech, Inc. provides commercial products and services to the Federal Government. 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 demonstrates 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 Federal Government contracts. To accelerate potential opportunities please contact: Kathy Voorhees, voice: (301) 656-4030, e-mail: kvoorhees@computechinc.com, fax: (301) 656-7060.

16. Best Value

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act (Agency) 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 **Government that works better and costs less.**

Signatures

AGENCY

DATE

CONTRACTOR

DATE

17. Blanket Purchase Order

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 Agency):

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

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

_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
--------------------	--------------------------------

_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
---------------	-------------------------

_____	_____
_____	_____

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

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

- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

18. Basic Guidelines

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency 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.
- 

1. Title: Program Manager

General Experience:

Ten (10) years of intensive and progressive experience in broad-based Information Technology projects. Three (3) of the ten (10) years must reflect management of large-scale projects applying current technologies and must have occurred within the last five (5) calendar years.

Specialized Experience:

Experience shall include program level management of system design application development/maintenance, system integration, complex network design, network administration, telecommunications or data processing projects. This experience shall consist of at least two (2) years within the last five (5) years of direct management experience in the specific Information Technology specialty for which Program Management is proposed.

Functional Responsibility:

Provides direct customer liaison at the program management level. Negotiates with client contracting officials. Develops and implements systems and performance strategies. Develops and maintains management controls to ensure projects are completed on time, within budget, and compliant with customer specifications. Establishes quality standards. Develops personnel skill requirements, selects prospective candidates, and monitors performance to achieve project objectives.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology or application subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

2. Title: Project Manager

General Experience:

Seven (7) years of intensive and progressive experience in broad-based Information Technology projects. Three (3) of the seven (7) years must reflect management of large-scale projects applying current technologies and must have occurred within the last five (5) calendar years.

Specialized Experience:

Experience shall include program level management of system design application development/maintenance, system integration, complex network design, network administration, telecommunications or data processing projects. This experience shall consist of at least two (2) years within the last five (5) years of direct management experience in the specific Information Technology specialty for which Program Management is proposed.

Functional Responsibility:

Provides direct customer liaison at the program management level. Negotiates with client contracting officials. Develops and implements systems and performance strategies. Develops and maintains management controls to ensure projects are completed on time, within budget, and compliant with customer specifications. Establishes quality standards. Develops personnel skill requirements, selects prospective candidates, and monitors performance to achieve project objectives.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology or application subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

3. Title: Task Manager

General Experience:

Five (5) years of intensive and progressive experience in broad-based Information Technology projects. Two (2) of the five (5) years must reflect management of tasks applying current technologies.

Specialized Experience:

Experience shall include hands-on technological participation and direction of system design application development/maintenance, system integration, complex network design, network administration, telecommunications or data processing projects. This experience shall consist of at least two (2) years within the last five (5) years of direct management experience in the specific Information Technology specialty for which Task Management is proposed.

Functional Responsibility:

Provides direct customer liaison at the task management level. Follows/enforces management controls to ensure projects are completed on time, within budget, and compliant with customer specifications. Establishes quality standards. Monitors performance to achieve project objectives, mentors more junior staff and participates technically in assignments.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology or application subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

4. **Title: Information Technology (IT) Specialist (Business)**

General Experience:

Seven (7) years of intensive and progressive experience in performing computer programming and systems analysis in broad-based Information Technology business settings including system level analysis, design, development, and implementation on contemporary computer hardware and programming languages. Three (3) of the seven (7) years must reflect current technologies and have occurred within the last five (5) calendar years.

Specialized Experience:

Four (4) years within the last eight (8) calendar years of intensive and progressive experience in independent or supervisory performance on substantive Information Technology projects.

Functional Responsibility:

Provides specialized assistance on problems that require in-depth, state-of-the-art knowledge of specialized IT discipline.

- (a) Performs high-level systems analysis, evaluation, design, integration, programming, documentation, and implementation of very complex applications, which require a thorough knowledge of administrative, business, and related FIP systems concepts for effective implementation.
- (b) Technical support may include designing databases, testing and evaluating operating system controls, implementing secure data communication networks, and preparing technical reports.
- (c) Directs and participates in all phases of software development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases. Applies business and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (d) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (e) Responsible for ensuring the quality and services delivered for particular task(s).
- (f) May provide technical knowledge and analysis of highly specialized and complex security problems.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.

- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

5. Title: Lead/Senior Analyst/Programmer (Business)

General Experience:

Six (6) years within the past eight (8) calendar years of intensive and progressive experience in performing computer programming and systems analysis in broad-based IT settings including contemporary computer hardware and programming languages.

Specialized Experience:

Two (2) years within the past four (4) calendar years of intensive and progressive experience in complex projects involving IT software development.

Functional Responsibility:

- (a) Performs systems analysis, design, integration, programming, documentation, and implementation of applications, which are administrative, or business oriented in nature.
- (b) Directs and participates in all phase of software development with emphasis on the analysis, integration, programming, testing, documentation, and acceptance phases.
- (c) Applies business and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (d) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (e) Responsible for ensuring the quality and services delivered for particular jobs for which this skill is performing the Task Leader/Supervisor position.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized ASO or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

6. Title: Analyst/Programmer (Business)

General Experience

Three (3) years within the last five (5) calendar years of experience in an environment of significant IT systems development activity for administrative and business related computer programming and IT analysis.

Specialized Experience:

Two (2) years within the past four (4) calendar years of intensive and progressive IT experience which is clearly related to the work to be automated.

Functional Responsibility:

- (a) Performs systems analysis, design, integration, programming, documentation, and implementation of applications, which are administrative, or business oriented in nature, and which do not require a thorough knowledge of higher mathematics for effective implementation.
- (b) Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.
- (d) May have responsibility for assisting in setting up microcomputers and installing software packages.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

7. Title: Junior Analyst/Programmer (Business)

General Experience:

Six (6) months' experience in a related environment is desired.

Functional Responsibility:

- (a) Performs assigned portions of systems analysis, design, integration, programming, documentation, and implementation of applications, which are administrative, or business oriented in nature and which do not require a thorough knowledge of higher mathematics for effective implementation.
- (b) Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.
- (d) May have responsibility for assisting in setting up microcomputers and installing software packages.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made for the following alternatives:
 - (1) One (1) year of specialized IT experience or applications subject matter knowledge;
 - (2) Degree from an accredited technical institution with one (1) year of specialized Information Technology (IT) experience or applications subject matter knowledge.

8. Title: Subject Matter Specialist (Business)

General Experience

Five (5) years within the last seven (7) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience:

Two (2) years with the last four (4) calendar years of intensive and progressive experience in functional and Information Technology (IT) analysis/programming of subject matter closely related to the work to be automated.

Functional Responsibility:

May augment Task/Delivery Order project teams.

- (a) Provides technical knowledge and analysis of highly specialized applications and operational environments; high-level functional FIP systems analysis, design, integration, and documentation; and implementation advice on exceptionally complex problems, which require extensive knowledge of the subject matter for effective implementation.
- (b) Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.
- (c) Applies principles, methods, and knowledge of the functional area of expertise to specific Task/Delivery Order requirements, and advanced business and administrative principles and methods to exceptionally difficult and narrowly defined technical problems in Government program and administrative applications to arrive at automated solutions.
- (d) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (e) Technical support may include technical advice on security requirements for highly specialized Information Technology (IT) applications, technical report preparation or other services as required by the Task/Delivery Order.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Specific functional areas in which subject matter expertise may be required include, but are not limited, to the following: accounting, actuary, economics, econometrics, finance, and budget, inventory, logistics, and personnel administration.

9. Title: Information Technology Specialist (Scientific/Engineering)

General Experience:

Seven (7) years of intensive and progressive experience in performing computer programming and systems analysis in broad-based Information Technology (IT) settings including systems level analysis, design, development, and implementation on contemporary computer hardware and programming languages. Three (3) of the seven (7) years must reflect current technologies and have occurred within the last five (5) calendar years.

Specialized Experience:

Four (4) years within the last eight (8) calendar years of intensive and progressive experience in independent or supervisory performance on substantive IT S/E projects.

Functional Responsibility:

Performs high-level systems analysis, evaluation, design, integration, programming, documentation, and implementation of very complex applications, which require a thorough knowledge of S/E and related FIP systems concepts for effective implementation.

- (a) Technical support may include designing trusted databases, testing and evaluating operating system controls, implementing secure data communication networks, preparing technical reports.
- (b) Directs and participates in all phase of software development with emphasis on planning, analysis, evaluation, integration, testing, and acceptance phases. Applies higher level S/E or data manipulation principles and methods to very difficult technical problems relative to S/E to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record result. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Responsible for ensuring the quality and services delivered for particular tasks for which this skill is performing the Task Leader/Supervisor position.
- (e) May provide technical knowledge and analysis of highly specialized and complex security problems.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

10. Title: Lead/Senior Analyst/Programmer (Scientific/Engineering)

General Experience:

Six (6) years within the past eight (8) calendar years of intensive and progressive experience in performing computer programming and systems analysis in broad-based Information Technology (IT) settings including contemporary computer hardware and programming languages.

Specialized Experience:

Two (2) years within the past four (4) calendar years of intensive and progressive experience in complex projects involving IT S/E software development.

Functional Responsibility:

- (a) Performs systems analysis, design, integration, programming, documentation, and implementation of applications, which are S/E in nature.
- (b) Directs and participates in all phases of software development with emphasis on the analysis, integration, programming, testing, documentation, and acceptance phases. Applies S/E and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Responsible for ensuring the quality and services delivered for particular task(s) for which this skill is performing the Task Leader/Supervisor position.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

11. Title: Journeyman Analyst/Programmer (Scientific/Engineering)

General Experience:

Three (3) years within the last five (5) calendar years of experience in an environment of significant Information systems development activity for S/E related computer programming and Information Technology (IT) analysis.

Specialized Experience:

Two (2) years within the past four (4) calendar years of intensive and progressive S/E experience which is clearly related to the work to be automated.

Functional Responsibility:

- (a) Perform systems analysis, design, integration, programming, documentation, and implementation of applications, which are S/E/ in nature.
- (b) Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard S/E and data manipulation principles/methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.
- (d) May have responsibility for assisting in setting up microcomputer and installing software packages.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise, qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

12. Title: Junior Analyst/Programmer (Scientific/Engineering)

General Experience:

Six (6) months' experience in a related environment is desired.

Functional Responsibility:

- (a) Performs assigned portions of systems analysis, design, integration, programming, documentation, and implementation of applications that are S/E in nature.
- (b) Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard S/E and data manipulation principles/methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.
- (d) May have responsibility for assisting in setting up microcomputers and installing software packages.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (c) Substitution of experience for education may be made for the following alternatives:
 - (1) Four (4) years of specialized Information Technology experience or applications subject matter knowledge;
 - (2) Degree from an accredited technical institution with one (1) year of specialized Information Technology (IT) experience or applications subject matter knowledge.

13. Title: Subject Matter Specialist (Scientific/Engineering)

General Experience:

Five (5) years within the last seven (7) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience:

Two (2) years within the last four (4) calendar years of intensive and progressive experience in functional Information Technology (IT) analysis/programming of subject matter closely related to the work to be automated.

Functional Responsibility:

May augment Task/Delivery Order project teams.

- (a) Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional FIP systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems which require graduate level knowledge of the subject matter for effective implementation.
- (b) Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods, and knowledge of the functional area of expertise to specific Task/Delivery Order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Technical support may include technical advice on security requirements for highly specialized IT applications, and technical report preparation or other services as required by the Task/Delivery Order.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.

(b) Specific functional areas in which subject matter expertise may be required include, but are not limited to, the following:

Scientific:	Biology Computer	Chemistry	Physics	Astronomy
Engineering:	Nuclear Weapons Human	Astrophysics Electronics Hydrology	Aerospace Petroleum	Operations Research Mechanical
Mathematics:	Physical	Statistical	Theoretical	

14. Title: Technical Subject Matter Specialist

General Experience:

Five (5) years within the last seven (7) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience:

Two (2) years within the last four (4) calendar years of intensive and progressive experience in functional and Information Technology (IT) analysis/programming of subject closely related to the work to be automated.

Functional Responsibility:

- (a) Provides high level functional and Information Technology (IT) analysis, design, integration, documentation, and implementation assistance on problems, which require a thorough knowledge of the related technical subject matter for effective implementation.
- (b) Participates in all phases of software development with emphasis on the planning, configuration management, verification, and acceptance phases. Applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.

Minimum Education

- (a) Must be a high school graduate or equivalent.
- (b) Specific functional areas requiring ancillary support provided by this skill may include, but not be limited to, those found in the Subject Matter Specialist skills.

15. Title: Senior Technical Writer

General Experience:

Five (5) years or more of technical writing and documentation experience.

Specialized Experience:

Two (2) years of specialized Information Technology (IT) technical writing experience.

Functional Responsibility:

- (a) Develops, writes, and edits materials for Information Technology (IT) related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation.
- (b) Interfaces with users, specialists, Analysts, Programmers, or operations personnel to obtain background information on Information Technology (IT) technologies, methods, and standards. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- (c) Reviews technical material and recommends revisions or changes in scope, format, content and methods of reproduction and binding.
- (d) May maintain records and files of technical documents.
- (e) May arrange for typing, duplications, and distribution of material.
- (f) May edit, standardize, or make changes to material prepared by other writers.
- (g) Must be capable of working independently but will normally be under the supervision of the Task Leader/Supervisor.

Minimum Education:

Must be a high school graduate or equivalent.

16. Title: Junior Technical Writer

General Experience:

One (1) year or more of technical writing and documentation experience.

Specialized Experience:

Six (6) months of specialized Information Technology (IT) technical writing experience.

Functional Responsibility:

- (a) Develops, writes, and edits materials for Information Technology (IT) related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation.
- (b) Interfaces with users, specialists, Analysts, Programmers, or operations personnel to obtain background information on Information Technology (IT) technologies, methods, and standards. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- (c) Reviews technical material and recommends revisions or changes in scope, format, content and methods of reproduction and binding.
- (d) May maintain records and files of technical documents.
- (e) May arrange for typing, duplications, and distribution of material.
- (f) May edit, standardize, or make changes to material prepared by other writers.
- (g) Must be capable of working independently but will normally be under the supervision of the Task Leader/Supervisor.

Minimum Education:

Must be a high school graduate or equivalent.

17. Title: Graphics Specialist

General Experience:

Two (2) years experience in the preparation of formal drawings, diagrams, and illustrations.

Functional Responsibility:

Prepares formal technical drawings, graphics, and illustrations. Examples include: graphics for facility security profiles, IT training aids and materials, presentation view graphs and slides, flow charts, floor plans, and other related material.

Minimum Education:

Must be a high school graduate or equivalent.

18: Title: Technical Typist

General Experience:

One (1) year within the last three (3) calendar years of intensive and progressive experience in technical typing. Must be capable of typing sixty (60) words per minute. Must be capable of typing technical narrative and data. Must be capable of using various types of word processing equipment.

Functional Responsibility:

Will be used when the Task/Delivery Order identifies special formatting or documentation requirements.

- (a) Prepares draft and final form technical documents, which become Task/Delivery Order deliverable items.
- (b) Responsible for spelling, grammar, proper format, and proofreading the finished documents.

Minimum Education:

Must be a high school graduate or equivalent.

19: Title: Data Entry Clerk/Data Collector I

General Experience:

One year (1) within the last two (2) calendar years of intensive and progressive experience in performing data entry and verification using contemporary Information Technology (IT) entry devices.

Functional Responsibility:

- (a) Performs data entry and verification using contemporary FIP entry devices. Data is from numerous types of source document requiring various formats. May be required to code data to forms prior to data entry.
- (b) May be required to perform start-up and shut-down of various automation systems which include one-of-a-kind instrumentation, standard PCs, other micro-systems; and may include standard and special-purpose software.
- (c) May use special automated instrumentation systems to monitor status and report pertinent changes, as necessary and as they occur, to predefined points of contact.
- (d) May be required to produce correspondence and reports in predefined format.

Minimum Education:

Must be a high school graduate or equivalent.

20. Title: FIP Support Technician

General Experience:

Two (2) years within the last four (4) calendar years in either Information Technology (IT) systems analysis, programming, or operations.

Specialized Experience:

Six (6) months' experience in an Information Technology (IT) scheduling/production control environment or equivalent IT support function. In addition, formal specialized training beyond high school may be substituted on the basis of one month of training for each month of general experience, not to exceed six (6) months.

Functional Responsibility:

- (a) Provides the complete support necessary to manage the input/output media for medium to large scale computer systems with emphasis in the area of execution, administration, and coordination of final deliverable products utilizing predefined and documented sets of procedures and directions.
- (b) This includes analysis of system input data to provide a varied degree of analysis in evaluating system databases; developing procedures to determine validity of reports produced during system execution; analyzing error transactions to determine action for correction; and developing ad hoc programs using a state-of-the-art retrieval system when input is provided through predefined parameters.
- (c) Duties may also include responsibility for coordinating computer processing schedules with computer operation in those areas of task responsibility.

Minimum Education:

Must be a high school graduate or equivalent.

21. Title: LAN Maintenance Engineer

General Experience:

Three (3) years of progressive technical engineering experience on FIP equipment. Hardware and software components and system engineering shall include LAN workstation, server, or other components relating to the LAN system. Experience shall include cable (fiber, coax, twisted-pair) and workstation components (interface cards, floppy and hard disks, drivers, etc.) installation; configuration (multiple access units [MAUs], attachment unit interfaces [AUIs], hubs, gateways, routers, bridges, etc.); testing system components; tracing and repairing outages; diagnostics; and minor hardware repair.

Specialized Experience:

Experience shall include design, diagnostics, and troubleshooting of related LAN components on a minimum of three (3) IEEE type LANs over the last three (3) years.

Functional Responsibility:

Augments project teams and works independently to develop and implement the installation and maintenance of LAN and LAN related components.

- (a) Develops and implements diagnostic testing and system troubleshooting of LAN equipment.
- (b) Directs repairs and replacement of LAN components and maintains hardware performance as required.
- (c) Performs server and workstation connection, configuration, integration, and testing.
- (d) Maintains schedule of preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required. Upgrades system components as required.
- (e) All duties are performed in support of the requirements as specified in the Task/Delivery Order.

Minimum Education:

- (a) Associate Degree in a related field from a technical institution or an accredited college.
- (b) Must have completed 80 hours of technical instruction in LAN maintenance from leading LAN manufacturer (i.e., Banyan, Novell, 3COM), LAN product vendor or technical school; or be a Certified Engineer/Administrator (i.e., Certified Novell Engineer or Certified Novell Administrator).

22. Title: Senior Training Specialist

General Experience:

Five (5) years experience in the Information Technology (IT)/computer sciences field.

Specialized Experience:

Two (2) years training experience.

Specific Experience:

Competent at the highest technical level. Subject to deadlines, heavy workloads, and conflicting demands for service by users.

Training should encompass the following tasks:

- Identifying organizational needs
- Specifying job performance
- Identifying trainee needs
- Determining training objectives
- Developing curricula
- Selecting instructional strategies
- Obtaining instructional resources
- Conducting training
- Conducting training evaluations

Functional Responsibility:

Organize, prepare, and conduct complex training and educational programs for information systems or user personnel.

- (a) May design and develop in-house programs.
- (b) Maintain records of training activities, employee progress, and program effectiveness. Competent to work at the highest level of all phases of information systems training including traditional classroom instructions, computer assisted instruction, interactive computer assisted instruction, and interactive video.
- (c) Develop, maintain, and enhance training curriculum. Provide scheduled formal and/or informal training classes to system users to increase user competence and minimize user problems.
- (d) Operate FIP training facilities and equipment.
- (e) May provide additional classes for special needs or additional support.

- (f) May be responsible for reviewing existing or developing new documentation, Quick Reference Guides, training manuals, lesson plans and other training materials as directed by the Task/Delivery Order.
- (g) May be responsible for preparing and conducting scheduled informational user meetings to provide input into the training process.
- (h) May work with IT security content specialists and managers to design, implement, and evaluate platform training programs, computer-based training packages, and interactive video training systems in IT security awareness and techniques.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise, qualify under the skill category description.
- (c) Bachelor's degree in computer related field plus three years experience or Master's degree in computer related field plus two (2) years experience may be substituted for general experience.

23. Title: Junior Systems Training Specialist

General Experience:

Three (3) years experience in the Information Technology (IT) field.

Specialized Experience:

One (1) year training experience.

Specific Experience:

Competent to develop training modules in all but the most complex and specialized areas. Subject to deadlines and heavy workloads; may have to resolve conflicting demands for service by users.

Functional Responsibility:

- (a) Organize and conduct moderately complex training and educational programs for information systems or user personnel.
- (b) Maintain records of training activities, employee progress, and program effectiveness.
- (c) Competent to work on most phases of information training.

Minimum Education

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.

24. Title: Industry Expert

General Experience:

Three (3) years within the past five (5) calendar years of experience as a subject matter expert in areas related to an environment of Information Technology (IT) system development activity for administrative and business related computer programming and Information Technology (IT) analysis.

Specialized Experience:

Two (2) years within the past four (4) calendar years of intensive and progressive IT subject matter expertise that is clearly related to the work to be automated.

Specific Experience:

If proposed as a Task Leader/Supervisor, twelve (12) months experience supervising other subject matter experts in the areas of systems development activity.

Functional Responsibility:

- (a) Provides subject matter expertise in systems analysis, design, integration programming, documentation, and implementation of applications which are administrative or business oriented in nature using one or more RDBMS' as a development tool.
- (b) Participates in all phases of software development process. Applies business principles and methods to technical problems to arrive at automated solutions.
- (c) Performs functional and data requirements analyses, database and record design, and consults with user personnel and other technical specialists to clarify system issues and program intent.
- (d) Designs and prepares technical reports and related documentation, develops applications software specifications, and makes charts and graphs to record results.
- (e) Provides formal and informal user training and provides technical guidance to other technical specialists assigned to databases and computer system tasks.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

25. Title: Senior/Lead Data Base Administrator

General Experience:

A total of six (6) years of experience is required for this position of which three (3) years must be specialized experience. Six (6) years of progressive experience in DBMS systems analysis/programming.

Specialized Experience:

Three (3) years of application design experience utilizing relational data base management systems, including DBMS internals.

Functional Responsibility:

Provides highly technical expertise in the use of relational database management software. Must have demonstrated experience in relational DBMS technology and SQL-based applications. Evaluates and recommends available third-party tools that work with a relational DBMS after matching user requirements with the capabilities of available commercial software. Participates with technical staff to determine file organization, indexing methods, and security procedures for specific user applications.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful in managing large, complex IT projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university, in a related field of study, may be substituted for one year of experience.

26. Title: Journeyman Data Base Administrator

General Experience:

A total of four (4) years of experience is required for this position of which two (2) years must be specialized experience. Four (4) years of progressive experience in DBMS systems analysis/programming.

Specialized Experience:

Two (2) years of application design experience utilizing relational data base management systems, including DBMS internals.

Functional Responsibility:

Provides highly technical expertise in the use of relational database management software. Must have demonstrated experience in relational DBMS technology and SQL-based applications. Evaluates and recommends available third-party tools that work with a relational DBMS after matching user requirements with the capabilities of available commercial software. Participates with technical staff to determine file organization, indexing methods, and security procedures for specific user applications.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

27. Title: Junior Data Base Administrator

General Experience:

A total of two (2) years of experience is required for this position of which one (1) year must be specialized experience. Two (2) years of progressive experience in DBMS systems analysis/programming.

Specialized Experience:

One (1) year of application design experience utilizing relational data base management systems, including DBMS internals.

Functional Responsibility:

Provides highly technical expertise in the use of relational database management software. Must have demonstrated experience in relational DBMS technology and SQL-based applications. Evaluates and recommends available third-party tools that work with a relational DBMS after matching user requirements with the capabilities of available commercial software. Participates with technical staff to determine file organization, indexing methods, and security procedures for specific user applications.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

28. Title: Subject Matter Specialist (Process Engineering; Capability Maturity Model)

General Experience:

Five (5) years within the last seven (7) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience:

Two (2) years with the last four (4) calendar years of intensive and progressive experience in software process improvement activities as identified in the Software Engineering Institute's (SEI's) Capability Maturity Model (CMM).

Functional Responsibility:

May augment Task/Delivery Order project teams.

- (a) Provides technical knowledge and analysis for setting policy and procedures for attaining a repeatable software development process, including compliance with enterprise architectures and CMM guidelines.
- (b) Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation of the software development process.
- (c) Applies principles, methods and knowledge of the functional area of expertise to specific Task/Delivery Order requirements, applying industry best practices and methods to exceptionally difficult and narrowly defined technical problems in existing software process.
- (d) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (e) Provides technical advice and development of documentation to implement procedures for the six CMM Level 2 Key Process Areas (KPAs): Quality Assurance, Requirements Management, Project Planning, Project Tracking and Oversight, Sub-contractor Management, and Configuration Management. The CMM subject matter specialist may also be responsible for compiling, updated, and maintaining process-related documentation, including Software Development Life Cycle standards, requirements, analysis, code and quality assurance processes.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Certification as a lead CMM evaluator or assessor, or equivalent experience on CMM Process Action Teams, evaluation teams, or assessment teams.

29. Title: Senior Technical Specialist I

General Experience:

Three (3) of the last five (5) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience:

At least six months experience as a senior technical specialist with a web subspecialty such as the ability to analyze and provide expert advice in state-of-the-art hardware and software solutions for web applications.

Functional Responsibility:

- (a) As a technical expert, provides expert advice and assistance in state-of-the-art software/hardware solutions involving hardware of various capacities, multiple operating environments, data base management systems, specialized software, data communications facilities and protocols including Value Added Networks, fourth generation technologies, and complex software tools or packages.
- (b) Performs, analyzes and studies, enhances or implements system software solutions, performs test and acceptance phases.
- (c) May be required to act as technical supervisor to other project personnel who must prepare or modify software to interface with the Technical Specialist's solutions.
- (d) Coordinates with Contractor management and Government personnel to ensure that the task has been properly defined and that the solution will satisfy the Government's requirement.
- (e) Ability to analyze and provide expert advice and assistance in state-of-the-art hardware and software solutions for Web applications.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.

30. Title: Senior Technical Specialist II

General Experience:

Three (3) of the last five (5) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience:

At least one (1) year experience as a senior technical specialist with a web subspecialty such as the ability to analyze and provide expert advice in state-of-the-art hardware and software solutions for web applications.

Functional Responsibility:

- (a) As a technical expert, provides expert advice and assistance in state-of-the-art software/hardware solutions involving hardware of various capacities, multiple operating environments, data base management systems, specialized software, data communications facilities and protocols including Value Added Networks, fourth generation technologies, and complex software tools or packages.
- (b) Performs, analyzes and studies, enhances or implements system software solutions, performs test and acceptance phases.
- (c) May be required to act as technical supervisor to other project personnel who must prepare or modify software to interface with the Technical Specialist's solutions.
- (d) Coordinates with Contractor management and Government personnel to ensure that the task has been properly defined and that the solution will satisfy the Government's requirement.
- (e) Ability to analyze and provide expert advice and assistance in state-of-the-art hardware and software solutions for Web applications.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.

34. Title: Executive Program Manager

General Experience:

Must serve as a corporate officer or executive, and possess twenty (20) years of concentrated experience in broad-based Information Technology projects. Ten (10) of the twenty (20) years must reflect management of large scale projects applying current technologies and must have occurred within the last fourteen (14) calendar years.

Specialized Experience:

Experience shall include program level management of system design application development/maintenance, system integration, complex network design, network administration, telecommunications or data processing projects. This experience shall consist of at least ten (10) years within the last twelve (12) years of direct management experience in the specific Information Technology specialty for which Executive Program Management is proposed.

Functional Responsibility:

Provides direct customer liaison at the executive program management level. Negotiates with client contracting officials, and develops and implements systems and performance strategies. Develops and maintains management controls to ensure projects are completed on time, within budget, and compliant with customer specifications. Establishes quality standards, develops personnel skill requirements, selects prospective candidates for leadership positions, and monitors performance to achieve project objectives.

Minimum Education:

- a) Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or related disciplines from an accredited college or university.
- b) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed.

35. Title: Functional Expert I

General Experience:

Must have 8 years of experience in the IT field

Specialized Experience:

At least 5 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Functional Responsibility:

Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; mathematical optimization; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

36. Title: Functional Expert II

General Experience:

Must have 12 years of experience in the IT field

Specialized Experience:

At least 8 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Functional Responsibility:

Develops requirements from a project's inception to its conclusion in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture; networking; telecommunications; automation; mathematical optimization; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

37. Title: Functional Expert III

General Experience:

Must have 15 years of experience in the IT field

Specialized Experience:

At least 10 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Functional Responsibility:

Develops requirements from a project's inception to its conclusion in the subject matter area for complex to extremely complex systems. Makes recommendations and advises on organization-wide system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; mathematical optimization, gaming theory; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

38. Title: Advanced Technology Task Leader

General Experience:

Must have 20 years of progressive work experience as a computer specialist or a computer systems analyst. This includes at least one significant project involving Internet, Intranet, or Web application development or equivalent leading-edge technology.

Specialized Experience:

At least 10 years of application development experience with advanced technologies (such as an Internet/Intranet or web application).

Functional Responsibility:

Knowledgeable in implementing computer systems in a phased approach of requirements analysis through testing, using Internet/Intranet technology. Performs requirements analysis for a wide range of users in the area of office automation. Must be able to present system designs for user approval at formal reviews. Must be able to perform configuration management and software integration, and be able to interpret software test results and recommend solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management, and can provide solutions to identified software problem reports.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

39. Title: Advanced Technology Developer I

General Experience:

Must have five years of computer experience in the following disciplines: systems analysis, systems programming, web development (front and back-end), intranet/internet deployment as well as knowledge of leading edge technologies, languages (Java) and skills.

Specialized Experience:

At least three years of experience developing applications using advanced and/or web-based technologies and tools.

Functional Responsibility:

Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

40. Title: Advanced Technology Developer II

General Experience:

Must have seven years of computer experience in the following disciplines: systems analysis, systems programming, web development (front and back-end), intranet/internet deployment as well as knowledge of leading edge technologies, languages (Java) and skills.

Specialized Experience:

At least four years of experience developing applications using advanced and/or web-based technologies and tools.

Functional Responsibility:

Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

41. Title: Advanced Technology Developer III

General Experience:

Must have 10 years of computer experience in the following disciplines: systems analysis, systems programming, web development (front and back-end), intranet/internet deployment as well as knowledge of leading edge technologies, languages (Java) and skills.

Specialized Experience:

At least five years of experience developing applications using advanced and/or web-based technologies and tools.

Functional Responsibility:

Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

42. Title: Programmer/Analyst II (Business)

General Experience:

Three (3) years within the last five (5) calendar years of experience in an environment of significant IT systems development activity for administrative and business related computer programming and IT analysis.

Specialized Experience:

At least (1) year of experience as a Programmer/Analyst demonstrating intensive and progressive IT experience which is clearly related to the work to be automated.

Functional Responsibility:

Performs systems analysis, design, integration, programming, documentation, and implementation of applications, which are administrative, or business oriented in nature, and which do not require a thorough knowledge of higher mathematics for effective implementation.

Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. May have responsibility for assisting in setting up microcomputers and installing software packages.

Minimum Education:

Bachelor's degree from an accredited college or university.

Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.

A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

43. Title: Programmer/Analyst III (Business)

General Experience:

Four (4) years within the last seven (7) calendar years of experience in an environment of significant IT systems development activity for administrative and business related computer programming and IT analysis.

Specialized Experience:

At least one (1) year as a Programmer/Analyst II demonstrating intensive and progressive IT experience which is clearly related to the work to be automated.

Functional Responsibility:

Performs systems analysis, design, integration, programming, documentation, and implementation of applications, which are administrative, or business oriented in nature, and which do not require a thorough knowledge of higher mathematics for effective implementation.

Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. May have responsibility for assisting in setting up microcomputers and installing software packages.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

44. Title: Technical Specialist IV

General Experience:

Three (3) years within the last five (5) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience:

Two (2) years experience within the last two (2) years with Web technology.

Functional Responsibility:

Provides technical and specialized guidance concerning ADP solutions to complex information processing problems.

Provides advice and assistance in state-of-the-art software/hardware solutions involving hardware of various capacities, multiple operating environments, data base management systems, specialized software, data communications facilities and protocols including Value Added Networks, fourth generation technologies, and complex software tools or packages.

Performs, analyzes and studies, enhances or implements system software solutions, performs test and acceptance phases.

May be required to act as technical supervisor to other project personnel who must prepare or modify software to interface with the Technical Specialist's solutions.

Coordinates with Contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Provides technical and specialized guidance for individual modules of Web technology, either server or browser based, or expertise with a single tier of a Web application.

Minimum Education:

- a) Bachelor's degree from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

45. Title: Technical Writer

General Experience:

Three (3) years or more of technical writing and documentation experience or commensurate education.

Specialized Experience:

Two (2) years of specialized Information Technology (IT) technical writing experience or comparable education.

Functional Responsibility:

Develops, writes, and edits materials for Information Technology (IT) related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation.

Interfaces with users, specialists, Analysts, Programmers, or operations personnel to obtain background information on Information Technology (IT) technologies, methods, and standards. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.

Reviews technical material and recommends revisions or changes in scope, format, content and methods of reproduction and binding. May maintain records and files of technical documents. May arrange for typing, duplications, and distribution of material. May edit, standardize, or make changes to material prepared by other writers. Must be capable of working independently but will normally be under the supervision of the Task Leader/Supervisor.

Minimum Education:

- a) Must be a high school graduate.
- b) A Bachelor's degree from an accredited college or university may be substituted for two (2) years experience.
- c) A Master's or Doctorate degree from an accredited college or university may be substituted for an additional (1) year of experience for a total of three (3) years experience.

46. Title: Optimization Developer

General Experience

One (1) of the last three (3) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience

One (1) to five (5) years of intensive and progressive professional experience in optimization software solutions. Experience in the following: CPLEX, ODBC or JDBC, and C++ or Java.

Functional Responsibility

Performs rudimentary analysis and documentation of proposed optimization solutions. Formulates and solves mixed integer problems of a small to moderate size.

Develops optimization models and heuristic algorithms. Executes and monitors optimization simulations. Completes post-simulation documentation.

Minimum Education

- a) Bachelor's degree in Computer Science, Mathematics, Operations Research, or related field from an accredited college or university.
- b) Substitution of experience for education may be made when four (4) years of specialized Information Technology (IT) or applications subject matter knowledge and experience will be equivalent to a four (4) year degree.
- c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

47. Title: Optimization Manager

General Experience

Three (3) of the last five (5) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience

Five (5) to ten (10) years of intensive and expert professional experience in large-scale optimization software solutions. Experience in CPLEX.

Functional Responsibility

Performs detailed analysis and documentation of proposed optimization solutions. Formulates and solves complex mixed integer problems of a moderate to large size, including exact solutions such as branch-and-bound, branch-and-cut, branch-and-price, and column generation. Designs and develops complex optimization models and heuristic algorithms, including Tabu Search, Genetic Algorithms, Simulated Annealing, and Neural Networks. Designs optimization simulations. Completes post-simulation documentation.

May be required to act as a technical supervisor to other project personnel who must design and develop optimization solutions. May be required to consult with Government personnel to discuss or present proposed algorithms or heuristics.

Minimum Education

- a) Bachelor's degree from an accredited college or university.
- b) Master's degree in Computer Science, Mathematics, Operations Research, or related field from an accredited college or university.
- c) A Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

48. Title: Senior Optimization Developer

General Experience

Three (3) of the last five (5) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience

Five (5) to ten (10) years of intensive and progressive professional experience in optimization software solutions. Experience in all of the following: CPLEX, ODBC or JDBC, and C++ or Java.

Functional Responsibility

Performs detailed analysis and documentation of proposed optimization solutions. Formulates and solves mixed integer problems of a moderate to large size, including exact solutions such as cutting plane algorithms and column generation.

Designs and develops optimization models and heuristic algorithms, including Tabu Search, Genetic Algorithms, Simulated Annealing, and Neural Networks. Plans and executes optimization simulations. Completes post-simulation documentation.

Minimum Education

- a) Bachelor's degree from an accredited college or university.
- b) Master's degree in Computer Science, Mathematics, Operations Research, or related field from an accredited college or university.
- c) A Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

49. Title: Senior Optimization Manager

General Experience

Five (5) of the last seven (7) calendar years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience

Recognized, published expert in the field of optimization. Ten (10) or more years of intensive and expert professional experience in large-scale optimization software solutions.

Functional Responsibility

Performs detailed analysis and documentation of proposed optimization solutions. Formulates and solves complex mixed integer problems of large size, including exact solutions such as branch-and-bound, branch-and-cut, branch-and-price, and column generation.

Designs and develops complex optimization models and heuristic algorithms, including Tabu Search, Genetic Algorithms, Simulated Annealing, and Neural Networks. May be required to act as a technical supervisor to other project personnel who must design and develop optimization solutions.

May be required to consult with Government personnel to discuss or present proposed algorithms or heuristics.

Minimum Education

Doctorate in Computer Science, Mathematics, Operations Research, or related field from an accredited college or university.

INFORMATION TECHNOLOGY SERVICE PRICES

Labor Categories and Rates April 15, 2009 through April 14, 2010

SKILLS	LABOR CATEGORY	RATE
1	PROGRAM MANAGER	108.90
2	PROJECT MANAGER	121.50
3	TASK MANAGER	100.39
4	INFORMATION TECHNOLOGY SPECIALIST (BUSINESS)	100.39
5	LEAD/SENIOR PROGRAMMER/ANALYST (BUSINESS)	89.80
6	PROGRAMMER/ANALYST (BUSINESS)	68.68
7	JUNIOR ANALYST/PROGRAMMER (BUSINESS)	47.54
8	SUBJECT MATTER SPECIALIST (BUSINESS)	100.39
9	INFORMATION TECHNOLOGY SPECIALIST (SCIENTIFIC)	100.39
10	LEAD/SENIOR PROGRAMMER/ANALYST (SCIENTIFIC)	89.80
11	JOURNEYMAN PROGRAMMER/ANALYST (SCIENTIFIC)	68.68
12	JUNIOR ANALYST/PROGRAMMER (SCIENTIFIC)	47.54
13	SUBJECT MATTER SPECIALIST (SCIENTIFIC)	100.39
14	TECHNICAL SUBJECT MATTER SPECIALIST	100.39
15	SENIOR TECHNICAL WRITER	68.68
16	JUNIOR TECHNICAL WRITER	47.54
17	GRAPHICS SPECIALIST	47.54
18	TECHNICAL TYPIST	31.67
19	DATA ENTRY CLERK/DATA COLLECTOR I	26.37
20	FIP SUPPORT TECHNICIAN	36.97
21	LAN MAINTENANCE ENGINEER	58.08
22	SENIOR TRAINING SPECIALIST	79.24
23	JUNIOR SYSTEMS TRAINING SPECIALIST	58.08
24	INDUSTRY EXPERT	132.11
25	SENIOR /LEAD DATA BASE ADMINISTRATOR	105.67
26	JOURNEYMAN DATA BASE ADMINISTRATOR	84.52
27	JUNIOR DATA BASE ADMINISTRATOR	68.68
28	SUBJECT MATTER SPECIALIST (CMM)	119.94
29	TECHNICAL SPECIALIST I	86.71
30	TECHNICAL SPECIALIST II	97.04
31	TECHNICAL SPECIALIST III	102.03
32	SENIOR TECHNICAL SPECIALIST I	117.35
33	SENIOR TECHNICAL SPECIALIST II	127.55
34	EXECUTIVE PROGRAM MANAGER	166.69
35	FUNCTIONAL EXPERT I	146.02
36	FUNCTIONAL EXPERT II	161.92
37	FUNCTIONAL EXPERT III	175.67
38	ADVANCED TECHNOLOGY TASK LEADER	161.68
39	ADVANCED TECHNOLOGY DEVELOPER I	119.42
40	ADVANCED TECHNOLOGY DEVELOPER II	135.77
41	ADVANCED TECHNOLOGY DEVELOPER III	148.73
42	PROGRAMMER ANALYST II	73.26
43	PROGRAMMER ANALYST III	80.80
44	TECHNICAL SPECIALIST IV	104.33
45	TECHNICAL WRITER	57.35

SKILLS	LABOR CATEGORY	RATE
46	OPTIMIZATION DEVELOPER	161.92
47	OPTIMIZATION MANAGER	204.71
48	SENIOR OPTIMIZATION DEVELOPER	175.67
49	SENIOR OPTIMIZATION MANAGER	334.00

TABLE NOTES:

- Note 1** Travel charges incurred in performance of order will be additive to the labor rates stated above, and authorized in advance. Travel charges will be invoiced in accordance with the then current GTR.
- Note 2** Pricing is inclusive of the .75% Industrial Funding Fees that is collectable and payable to the General Service Administration
- Note 3** Place of Performance will be at the Government Site