



**Veteran Owned  
Disadvantaged Small  
Business**

Contract Number: GS-35F-0274L  
Period Covered by Contract:  
March 6, 2001 - March 5, 2011

**General Services Administration Federal Supply Service Pricelist current  
through Modification #PO-012, dated September 16, 2008**

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

**LOYOLA ENTERPRISES INCORPORATED**

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Offices in: Virginia Beach, VA. - Hampton, VA. - Richmond, VA.

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## INFORMATION FOR ORDERING OFFICES

### **SPECIAL NOTICE TO AGENCIES:**

#### **Small Business Participation**

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)).

The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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:

This contract covers the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and Puerto Rico.

#### 2. Contractor's Ordering Address and Payment Information:

Loyola Enterprises, Inc.  
2984 South Lynnhaven Road  
Suite 101  
Virginia Beach, VA 23452  
(757) 498-6118 Voice  
(757) 498-6110 Fax

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 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:

(757) 498-6118

#### 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: Data Universal Numbering System (DUNS) Number: 55-641-7814  
Block 30: Type of Contractor - **A**

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

- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - **No**  
 Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1574819

- 4a. CAGE Code: OPC-33
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-33	10 days ARO
132-34	10 days ARO
132-50	As agreed upon between Loyola and ordering agency)
132-51	As agreed upon between Loyola and ordering agency)

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 within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

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

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing:

10. Small Requirements: The minimum dollar value of orders to be issued is **\$100**

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

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

Special Item Number 132-3 - Leasing of Equipment  
Special Item Number 132-4 – Daily / Short Term Rental  
Special Item Number 132-8 - Purchase of Equipment  
Special Item Number 132-32 - Term Software Licenses  
Special Item Number 132-33 - Perpetual Software Licenses  
Special Item Number 132-51 - Information Technology (IT) Professional Services  
Special Item Number 132-52 - Electronic Commerce (EC) Services  
Special Item Number 132-53 – Telecommunication Transmission Services

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

Special Item Number 132-50 - Training Courses

c. The Maximum Order value for the following Special Item Numbers (SINs) is \$10,000

Special Item Number 132-12 – Repair Parts/Spare Parts ONLY

Note: Maximum Orders do not apply to Special Item Numbers 132-12 Maintenance and Repair Service (except for Repair Parts/Spare Parts) or 132-34 Maintenance of Software.

## 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--

Review additional Schedule Contractors'

- (1) 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 STANDARDS

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

service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

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

14. 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 less.

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 incumpus 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:

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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

(a) As used in this clause, “Year 2000 compliant” 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.

(b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time 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 products (e.g. hardware, software, firmware) used in combination with products properly exchange date time 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 products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. 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) 13.303-1(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 13.303-2(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

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

### **TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

#### **1. INSPECTION/ACCEPTANCE**

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

#### **2. GUARANTEE/WARRANTY**

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

#### **3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 800-937-9021 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:30am to 5:30pm. EST.

**4. SOFTWARE MAINTENANCE**

a. Software maintenance service shall include the following:

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

**5. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)**

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

b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

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

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

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

**6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE**

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

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

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

d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_\_% of all term license payments during the period that the software was under a term license within the ordering activity.

**7. TERM LICENSE CESSATION**

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

license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

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

#### **8. UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)**

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

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

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

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

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

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

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

#### **9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)**

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

amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

#### **10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

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

#### **11. RIGHT-TO-COPY PRICING**

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

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

#### **1. SCOPE**

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

#### **2. ORDER**

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

#### **3. TIME OF DELIVERY**

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

#### **4. CANCELLATION AND RESCHEDULING**

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

d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

## **5. FOLLOW-UP SUPPORT**

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

## **6. PRICE FOR TRAINING**

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

## **7. INVOICES AND PAYMENT**

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

## **8. FORMAT AND CONTENT OF TRAINING**

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

## **9. "NO CHARGE" TRAINING**

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

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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES**

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

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 services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b) (2) through (b) (3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule 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.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) 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.
- (ii) The request should include the statement of work and request the contractors to 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 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-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request 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 qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing 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.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request 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 quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) 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—

(1) Inform contractors in the request (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.

(i) 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 should be awarded the BPA. (See FAR 8.404)

(ii) 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 procedures in (a) (2) (ii) above and then place the order with the Schedule contractor that represents the best value.

(2) 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. (See FAR 8.404)

(c) 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.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or 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 best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, 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' quotes 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.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### 4. 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.

#### 5. 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.

#### 6. 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.

#### 7. RESPONSIBILITIES OF THE CONTRACTOR

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

#### 8. RESPONSIBILITIES OF THE GOVERNMENT

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

#### 9. INDEPENDENT CONTRACTOR

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

#### 10. ORGANIZATIONAL CONFLICTS OF INTEREST

##### a. Definitions.

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed 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.

#### 11 INVOICES

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

#### 12. 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.

**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

**PRICE LIST**

<b>Item No.</b>	<b>Labor Category</b>	<b>Government (Client Site) Hourly Rate</b>
1	Administrative Assistant I	\$ 23.98
2	Administrative Assistant II	\$ 27.61
3	Administrative Assistant III	\$ 35.94
4	Word Processor I	\$ 25.48
5	Word Processor II	\$ 31.22
6	Project Support Administrator	\$ 59.65
7	Technical Staff-Level 1	\$ 37.18
8	Technical Staff-Level 2	\$ 51.87
9	Technical Staff-Level 3	\$ 55.18
10	Technical Staff-Level 4	\$ 69.86
11	HW/SW Install Technician	\$ 61.05
12	HW/SW Install Specialist	\$ 66.59
13	Consultant	\$ 172.25
14	Database Administrator	\$ 57.64
15	Database Programmer I	\$ 57.64
16	Database Programmer II	\$ 96.94

17	Sr. Data Modeling Spec/Data Warehouse Specialist	\$ 103.17
18	Oracle Developer	\$ 114.42
19	Senior Oracle Developer	\$ 139.93
20	Internet Database Administrator	\$ 57.83
21	Data Conversion / Imagery Specialist / Digital Librarian	\$ 29.87
22	Technical Writer/Editor	\$ 42.43
23	Senior Technical Writer	\$ 53.66
24	GIS Specialist I	\$ 56.60
25	GIS Specialist II	\$ 81.05
26	Senior Geospatial Scientist	\$ 74.64
27	Logistics Analyst I	\$ 35.33
28	Logistics Analyst II	\$ 62.74
29	Logistics Specialist I	\$ 37.15
30	Logistics Specialist II	\$ 49.52
31	Project Manager I	\$ 69.19
32	Program Manager II	\$ 96.19
33	Program Manager III	\$ 107.74
34	Executive Manager	\$ 117.91
35	Recognized Expert/Executive	\$ 196.81
36	Modeling and Simulation Scientist	\$ 74.16
37	Senior Computer Simulation & Modeling Specialist	\$ 100.12
38	Network Engineer / LAN Administrator I	\$ 45.32
39	Network Engineer / LAN Administrator II	\$ 75.01
40	Network Engineer / LAN Administrator III	\$ 85.25
41	Network Engineer / LAN Administrator IV	\$ 99.87
42	Senior Business Process Analyst	\$ 62.42
43	Website Developer / Administrator	\$ 40.05
44	Internet Design Specialist	\$ 48.47
45	Application Programmer/Analyst I	\$ 52.10
46	Application Programmer/Analyst II	\$ 67.10
47	Application Programmer/Analyst III	\$ 98.84
48	Internet/Intranet Developer Specialist I	\$ 62.95

49	Internet/Intranet Developer Specialist II	\$ 84.17
50	Internet/Intranet Developer Specialist III	\$ 104.09
51	Security Officer	\$ 27.19
52	Computer Security Specialist I	\$ 50.36
53	Computer Security Specialist II	\$ 73.83
54	Training Specialist I	\$ 40.19
55	Training Specialist II	\$ 48.95
56	Training Specialist III	\$ 76.06

## Description of IT Services

### **Administrative Assistant I-**

**Experience:** Must have 1 year of relevant experience including familiarity with word processing, spreadsheet, and presentation software.

**Education:** High School Diploma or equivalent.

**Functional Responsibility:** Performs administrative and project support as directed.

### **Administrative Assistant II-**

**Experience:** Must have 3 years of relevant experience including familiarity with word processing, spreadsheet, and presentation software.

**Education:** High School Diploma or equivalent.

**Functional Responsibility:** Performs administrative and project support in areas of program management, project control, report generation, scheduling and financial management. Exercises judgment in accomplishing tasking, and works somewhat independently.

### **Administrative Assistant III**

**Experience:** Must have 6 years of relevant experience including familiarity with word processing, spreadsheet, and presentation software.

**Education:** High School Diploma or equivalent.

**Functional Responsibility:** Performs administrative project support in areas of program management, project control, report generation, scheduling and financial management. Exercises judgment in accomplishing tasking, and works independently.

### **Word Processor I**

**Experience:** 1 year experience in required clerical skills and operation of office equipment.

**Education:** High School Diploma or GED.

**Functional Responsibility:** Prepares final copy from draft materials and recorded dictation, using word processing and basic charting and graphics capabilities Establishes and maintains routine office files Uses of a variety of office equipment to produce work rapidly and accurately Works with technical personnel to ensure accuracy and completeness of materials prepared.

### **Word Processor II**

**Experience:** 3 years of experience related to administrative functions such as job ordering and reporting, maintenance of security records, word processing, data transcription, filing and other miscellaneous duties.

**Education:** High School Diploma or equivalent

**Functional Responsibility:** Prepares final copy from draft materials and recorded dictation, using word processing and advanced charting and graphics capabilities. Uses of a variety of office equipment to produce work rapidly and accurately Works with technical personnel to ensure accuracy and completeness of materials prepared. Prepares various documents including text, tables, and matrices.

#### **Project Support Administrator**

**Experience:** 8 years experience working in an automated office capacity involving information technology, of which two years involved supervision of others and/or responsibility to operate autonomously. Experience with automated office disciplines such human resource administration, security administration, travel administration, contract administration, financial administration, accounting, or management information systems administration.

**Education:** Bachelor's degree or four additional years of relevant experience is required. Study toward advanced or secondary degrees may be counted toward experience requirements. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Operate information technology applications, including spreadsheet programs, presentation programs, database programs, word processing programs, financial programs or page layout programs. Provides project support incidental to and in direct support of the proposed professional services. Performs administrative functions including but not limited to information administration, publications administration, human resource administration, contract/subcontract administration and other duties as assigned, in support of the project as a whole. Other functions may include but are not limited to administrative discipline, policy enforcement, meeting administration, facilities management, communications, administrative security, purchasing, organizing, and executive support.

#### **Technical Staff-Level 1-4**

**Experience:** Must have experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business processing and re-engineering; business process analyses, information architecture planning and design; business management; financial management; engineering; operations research; logistics; modeling and simulation; math; physics; quality assurance; supply; systems analysis.

**Education:** A Bachelor's degree or technical training and equivalent experience may be substituted for a degree. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Requirements:** Individuals require the technical training, skills and experience to operate within and directly support an Information Technology environment. The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current engineering and business processes.

Level 1: Degree and 1-3 years experience

Level 2: Degree and 4-5 years experience

Level 3: Degree and 6-7 years experience

Level 4: Degree and 8-9 years experience

#### **HW/SW Install Technician-General Summary**

**Experience:** 2 years of general experience in the conduct of sites surveys; assesses and documents current site configuration and user requirements and installs new configurations.

**Education:** High School Diploma. There is no experience substitution for a High School Diploma, however a G.E.D., other degree equivalency program, or a technical trade school certificate is acceptable. With a Bachelors degree no experience is required.

**Functional Responsibility:** Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware/software acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware/software installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures systems, communications devices, and peripheral equipment. Installs network hardware/software. Trains site personnel in proper use of hardware/software. Builds specialized interconnecting cables.

#### **HW/SW Install Specialist**

**Experience:** 3 years in preparation of functional requirements and specifications for hardware/software acquisitions. Direct experience in evaluating and troubleshooting problems that have been properly identified and developing solutions will satisfy the user's requirements.

**Education:** Bachelor's Degree or equivalent. 6 years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware/software.

#### **Consultant**

**Experience:** The Consultant category is reserved for subject matter experts and recognized professionals in particular fields that are normally employed on a short-term basis for a specific project.

**Education:** No Requirement.

**Functional Responsibility:** Project-specific.

#### **Database Administrator**

**Experience:** 3 years of experience with database management systems. Evaluation and recommendation of DBMS products to support validated user requirements. Experience with file organization, indexing methods, transaction and rollback protocols, data loading, and security procedures for specific user applications.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Directs systems analyses and feasibility studies. Assists customer in the planning, coordinating, acquisition, and implementation of systems. Analyzes proposed and existing system used in processing applications in terms of data communications and database management/structure, requirements, and costs. Prepares studies and gives presentations on current data communications concepts. Prepares functional specifications for acquiring commercially available equipment. Consults with user management to ensure that problems are properly identified and solutions meet the requirements.

#### **Database Programmer I**

**Experience:** 3 years progressive data processing experience in the design and development of database applications. Experience in resolving program and system problems through program dumps and other debugging techniques.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Writes functional specifications and prepares implementation schedules for smaller applications and subsystems to major applications. Monitors existing systems making recommendations for improved performance and service to the application user. Knowledge and experience with system analysis and design methodologies.

#### **Database Programmer II**

**Experience:** 5 years progressive data processing experience in the design and development of database applications. Supervisory experience in managing junior database programmers and providing them direction.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Writes functional specifications and prepares implementation schedules for smaller applications and subsystems to major applications. Monitors existing systems making recommendations for improved performance and service to the application user.

#### **Sr. Data Modeling Spec/Data Warehouse Specialist**

**Experience:** 7 years experience with RDBMS (Oracle, Sybase, SQL, and Access), database development, and data warehousing. Must also have experience in JAVA, DBA, ODBC, OLE, DDE, CGI, client/server implementation and Microsoft Windows.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Performs extensive programming utilizing Object-Oriented Design, programming using C++ and Java with additional requirements in full life-cycle development.

#### **Oracle Developer**

**Experience:** 5 years specialized Oracle experience.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Supports the Sr. Oracle Developer and/or Project Manager in the development and analysis of applications using Oracle.

#### **Senior Oracle Developer**

**Experience:** 7 years specialized Oracle experience.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Specializes in the development of applications in a relational database environment with emphasis on Oracle.

#### **Internet Database Administrator**

**Experience:** 3 years experience with the design, testing and implementation of Internet Systems database applications.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Performs administration of Internet-based database systems. Manages relational and Object database management systems, text retrieval systems, object repositories, other DBMSs, statistical packages, microcomputer application packages, SQL, HTML, PERL, or similar scripting languages.

#### **Data Conversion / Imagery Specialist / Digital Librarian**

**Experience:** 3 years experience with formatting, conversion, quality assurance, and managing digital information and data.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university or equivalent. 6 years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Responsible for Data conversion, quality assurance, and database loading tasks. Converts hardcopy reports, papers, and documents into a digital format. Performs scanning hardcopy information; manual or software assisted digitizing of hard-copy maps. Accesses remotely sensed imagery and prepares it for use in Geospatial applications. Operates

and maintains a high-speed document/image scanner integrated with a PC workstation running Optical Character Recognition and Raster to Vector conversion software. Performs manual digitizing and key entry of attribute codes for spatial vector and imagery coverages. Develops and maintains Metadata and Interfaces with cognizant agency representatives to resolve issues relative to properly identifying and processing textual, imagery and spatial data into a digital format. Resolves technical data conversion problems and develops any required work-around procedures.

### **Technical Writer/Editor**

**Experience:** 3 years experience in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.

**Education:** Associates degree or the equivalent years in experience.

**Functional Responsibility:** Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

### **Senior Technical Writer**

**Experience:** 5 years experience in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables. Specialized experience in HTML and XML formatted documents for publishing on the Web.

**Education:** Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Perform writing, editing, and rewriting of material of a technical nature. Prepares user guides and other technical documentation for presentations.

### **GIS Specialist I**

**Experience:** 3 years developing, processing, maintaining, analyzing GIS and Geospatial data.

**Education:** Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university or equivalent.

**Functional Responsibility:** Software system design and directs programming efforts using either Avenue or ArcView MacroLanguage scripting language. Registers CAD drawings to geographic coordinate systems using GIS software tools and techniques. Investigates/analyzes Geospatial database management system problems.

### **GIS Specialist II**

**Experience:** 5 years management, processing, maintaining, analyzing GIS and Geospatial data. Development of projects, applications, maps, and other products required to support requesting activities.

**Education:** Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Formats application programs to run over the Web. Performs software coding and documentation and to design specifications. Prepares application programs that will run in a LAN network environment.

Monitors and recommends efficient utilization of servers and peripheral devices. Develops process charts and functional block diagrams, codes the application, prepares test data and debugs programs. Develops spatial and attribute data QA/QC programs and procedures



### **Senior Geospatial Scientist**

**Experience:** 7 years management of GIS and Geospatial programs. Experience with Rapid Application Prototype development methodologies, and advanced database and JAVA-based programming processes. Experienced with business process engineering, and requirements development, and liaison with multiple agencies in coordination of applications and requirements.

**Education:** Masters Degree in Computer Science or a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Directs and controls the implementation and proper use of design/programming resources from program requirements and system specifications. Provides guidance and direction to project team members and supervises technical specialists and data processors in the implementation of database development projects. Determines operational impacts and coordinates problem resolution.

### **Logistics Analyst I**

**Experience:** At least 3 years' experience in integrated logistics support (ILS) planning and analysis.

**Education:** Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Creates and helps execute plans for the integrated logistics support (ILS) of complex systems

Analyzes the adequacy and effectiveness of current and proposed logistics support provisions for complex systems

Where required, supervises other logistics personnel in executing assigned tasks

### **Logistics Analyst II**

**Experience:** At least 5 years' experience in integrated logistics support (ILS) planning and analysis.

**Education:** Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Creates and helps execute plans for the integrated logistics support (ILS) of complex systems Develops ILS requirements for new systems based on user needs and missions Analyzes the adequacy and effectiveness of current and proposed logistics support provisions for complex systems Where required, supervises other logistics personnel in executing assigned tasks.

### **Logistics Specialist I**

**Experience:** Must have 3 years of relevant experience.

**Education:** Associates Degree or the equivalent years in experience.

**Functional Responsibility:** Performs logistics support analyses, level of repair analyses, integrated logistic support planning, and other ILS related documentation. Requires experience with MIL-STD-1369 and MIL-STD-1388/1.

Functional Responsibility:

### **Logistics Specialist II**

**Experience:** Must have 5 years of relevant experience.

**Education:** Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Performs logistics support analyses, level of repair analyses, integrated logistic support planning, and other ILS related documentation. Requires experience with MIL-STD-1369 and MIL-STD-1388/1.

### **Project Manager I**

**Experience:** 4 years experience in developing, specifying, managing, directing, controlling and executing basic tasks. Possesses leadership and management skills commensurate with level of experience. Exercises sound judgment and problem solving skills. May include experience as a subject matter specialist, technologist, administrator or engineer.

**Education:** Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Under the guidance of the Program Manager, will be responsible for the overall management of the specific task order(s) and insure that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Leads individuals based upon performance criteria, and hiring authority of others. Performs functions of subject matter specialist, engineer, or technologist where qualified and appropriate. Accountable for all aspects of project performance. Demonstrates oral and written communication skills. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.

### **Program Manager II**

**Experience:** 8 years experience in developing, specifying, managing, directing, controlling and executing tasks, projects and programs from simple to complex. Demonstrated leadership and management skills commensurate with experience. Capable of exercising overall program management, or working as deputy to a customer program manager to the extent specified in the delivery order. May include experience as a subject matter specialist, engineer, administrator or technologist.

**Education:** Master's degree in any discipline or combination of disciplines or Bachelor's degree and equivalent additional experience is required.

**Functional Responsibility:** Serves as the contractor's single contract manager. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Directs the performance of a variety of related projects that may be organized by technology, program or client. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.

Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their application. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.

### **Program Manager III**

**Experience:** Must have 15 years of experience in a related field including supervisory or management experience.

**Education:** Master's degree in any discipline or combination of disciplines.

**Functional Responsibility:** Plans, directs, coordinates, and controls technical and administrative activities for an entire program. Planning and directing technological improvements and project management implementation. Manage a diverse group of functional activities, subordinate groups of technical and administrative personnel. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Reviews and maintains the quality of technical work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Ensures goals and objectives of program are accomplished within contract terms and conditions. Maintains the development and

execution of business opportunities based on broad, general guidance. Interfaces with client management personnel and is adept in oral and written communications.

### **Executive Manager**

**Experience:** Corporate officer assigned to provide overall vision and guidance for critical program elements in support of large team efforts that may involve multiple organizations and companies.

**Education:** Not applicable.

**Functional Responsibility:** Ability to make binding decisions relative to corporate resources and policy. Provides overall vision and guidance for critical program elements. Provide high-level direction, budgetary, strategy formulation, political influence, acting either in concert with a team or as an individual. May perform as a manager, strategist, advisor, envoy, negotiator, or in any other manner designated by client and deemed acceptable by the contractor. Responsible for marketing new technology and follow-on business acquisitions.

### **Recognized Expert/Executive**

**Experience:** Over 15 years of experience in or directly related to complex, uncommon, or unique fields of endeavor specifically requested by the client. The skill category applies when the client requires a specific individual, widely recognized for his or her unique capabilities, achievements, or abilities, relative to specific client requirements. The individual should possess credentials and acclaim within the professional community relevant to client-designated tasks, advice or counsel. Recognizing the highly specific and variable nature of this skill category, the client should exercise broad latitude in consultation with the contractor to adjust, increase, combine or waive educational and experience criteria in order to fulfill his exceptional requirements.

**Education:** Masters Degree in any discipline acceptable to the client. A doctoral degree may substitute for three years of the experience requirements above.

**Functional Responsibility:** Effort under this skill category is ordinarily incident to and in support of large team efforts and broad, difficult projects. It is usually intended to provide exceptional capabilities to enhance or ensure the effectiveness and productivity of a major client endeavor undertaken by a substantial team of client and/or contractor specialists. When directed by the client, it may be used to provide high level consultation, strategy formulation, consensus building, or influence, acting either in concert with a team or as an individual. May perform as a manager, strategist, advisor, analyst, envoy, negotiator, or in any other manner designated by client and accepted by contractor. May perform services in any discipline or level as designated by client and accepted by contractor.

### **Modeling and Simulation Scientist**

**Experience:** 5 years experience with Virtual Reality Modeling Language, Java, and 3D renderings, modeling, visualization, simulation, and development of synthetic environments where data from multiple sources is fused into a multidimensional visualization. Must have experience with translating specific analytical requirements into a visual representation in multiple dimensions. Familiar with Geospatial data and conversion of validated data into formats compatible with multi-dimensional analysis. Has applied GIS data, NIMA datasets, and attribute datasets supplied with various other data sources to visualization scenarios.

**Education:** Computer Science degree, or Bachelor of Science in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Responsible for processing and converting relevant data into a format compatible with multi-dimensional visualization and analysis. Provides a virtual representation of Geospatial, topographic, cultural, cadastral, temporal, and thematic data in a

realist view of the area of interest. Responsible for direction, development, and deployment of Web-based modeling and simulation applications.

### **Senior Computer Simulation & Modeling**

**Experience:** 10 years experience in Virtual Reality Modeling Language, Java, and 3D renderings, modeling, simulation, and visualization. Statistical and complex analytical experience is required including higher-order mathematics, and must have experience with translating specific analytical requirements into a visual representation in multiple dimensions. Must have developed and deployed Web/Browser-based multidimensional applications.

**Education:** Masters degree in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university or a Bachelors degree in a technical discipline with experience.

**Functional Responsibility:** Performs visualization and modeling of digital data. Creates, maintains, and modifies simulations of defense systems, subsystems and components. Integrates local models and simulations into networked simulations. Provides conversion and exchange services to allow electronic sharing of engineering design documents, models and simulations.

### **Network Engineer / LAN Administrator I**

**Experience:** 2 years of experience in LAN/WAN environments and possesses a MCSE certification. Certified in applicable LAN/WAN software products and applications and experienced in their implementation and integration. Experienced in anti-viral software products and their utilization.

**Education:** Technical Microsoft MCSE certification training plus one year of experience.

**Functional Responsibility:** Assists LAN/WAN Manager in network related problem resolutions, technical performance monitoring, and administrative issues. May assist with prioritization of network control center tasks.

### **Network Engineer/LAN Administrator II**

**Experience:** 4 years of general experience and possesses a MCSE certification.

**Education:** Associates Degree in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university or equivalent and Microsoft MCSE certification training.

**Functional Responsibility:** Under supervision performs a variety of network engineering tasks that are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for actions and decisions not fully reviewed. Plans and performs assignments in conformance with network design, engineering and customer specifications. Can install and configure hardware such as routers, switches, hubs and network monitoring devices. Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of Network Technicians assigned to specific network engineering projects. May perform other duties as assigned.

### **Network Engineer/LAN Administrator III**

**Experience:** 7 years of general experience and possesses Certified Microsoft Engineer (MCSE) experienced in design and implementation of Microsoft Solutions in a PC-based, LAN-based, and/or WAN-based environment

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university and 6 years of general experience with Microsoft MCSE Certification training. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

**Functional Responsibility:** Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Supervises team of Network Engineers through project completion. Performs design, installation, troubleshooting and support of LAN/MAN/WAN hardware, software and applications. Can install and configure hardware such as routers, switches, hubs and network monitoring devices. Develops and maintains cable plants and architecture, communications transmission lines and all other attached devices. Analyzes Ethernet protocol packets and provide reports and recommendations on traffic analysis. Acts as point of contact for client needs.

#### **Network Engineer/LAN Administrator IV**

**Experience:** 10 years experience with Certified Microsoft Engineer (MCSE) experienced in design and implementation of Microsoft Solutions in a PC-based, LAN-based, and/or WAN-based environment. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university plus 15 years specialized experience and a Microsoft MCSE certification

**Functional Responsibility:** Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Supervises team of Network Engineers through project completion. Coordinates the activities of Network Engineers and Network Technicians assigned to specific network engineering projects. May perform other duties as assigned.

#### **Senior Business Process Analyst**

**Experience:** 5 years experience in business process facilitation and training, methodology development and evaluation, reengineering, best practice identification, change management, organizational development, and development of information systems.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Responsible for facilitating business process engineering efforts for directed projects and customers. Develops process flow charts, functional dependencies, functional decomposition of process elements, process critique, process optimization, and implementation plans. Responsible for integrating organization focus and vision into process development, and translating management concerns and budgetary constraints into strategic process elements.

#### **Website Developer/Administrator**

**Experience:** 2 years experience in developing Web sites for display, information, and interaction that functionally supports the organization mission. Experience with HTML, XML, JAVA, CGI, PERL is desired with additional experience in development, design, and deployment of Web sites. Must be familiar with Web Page development software such as MS FrontPage. Must have experience with Web Server (HTTP) and be familiar with supporting Web operations including troubleshooting, performance optimization, web statistics, and reporting. Must have experience with Website security, password/login protocols, secure socket layer protocols, and firewall systems.

**Education:** Associates degree in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Responsible for the information base of the organization web site. Responsible for editing content, quality, style consistent with applicable standards and security protocols. Collaborates with subject matter authors on the team including finding, creating, and

installing tools to create web content and check consistency, style, including liaison with graphic artists and development of interactive Web applications. Applies link validation routines and is responsible for consistent visual images, uniform fonts, formatting, icons, images, layout techniques, and modularization, including maintenance of HTML templates and image archives.

#### **Application Programmer/Analyst I**

**Experience:** 2 years applicable experience as an applications programmer on large-scale information technology systems. Experience in organizational software development, and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction. Experience with C++, Visual Basic, PERL, CGI, JAVA, SQL desired.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs, and defines requirements for the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Where required, supervises the efforts of other application programmers and technical staff

#### **Application Programmer/Analyst II**

**Experience:** 5 years experience as an applications programmer on large-scale information technology systems. Management experience in software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer-Aided Software Engineering (CASE) tools. Experience in organizational software development, and ability to develop complex software to satisfy design objectives. Experience with C++, Visual Basic, PERL, CGI, JAVA, SQL required.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university.

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Write, debug, compile, test, and integrate computer programs. Evaluate computer program requirements and develop options. Install, configure, test, maintain, and debug computer hardware, software, systems, peripherals, and associated capabilities. Assure design compliance with DII-COE where appropriate.

#### **Application Programmer/Analyst III**

**Experience:** 10 years experience in defining economical standard computer operating systems and environments and applications; acquiring, tailoring, and testing computer operating systems, environments, and applications; packaging and distributing operating systems; and supporting operating systems and applications. At least five years experience in managing the development of large automated systems integration projects that incorporate digital imaging or digital communications technology. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology options. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DOD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.

**Education:** Master's degree in computer science, computer programming, software engineering, mathematics, computer engineering or related scientific/technical discipline from an accredited institution.

**Functional Responsibility:** Experience in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols and relational databases: DOS/WINDOWS, DEC VAX/VMS, UNIX (e.g., Solaris, IRIX, HP-UX, and AIX), C, TCP/IP, and Oracle. In-depth knowledge of the design, operational use, and functional characteristics of standards-compliant (e.g., CALS or GOSIP) systems, such as scanning, user interface, optical storage, and index subsystems of digital imaging systems; or the input processing, network transmission, security, network management, and control subsystems of digital communications systems.

### **Internet Design Specialist**

**Experience:** 3 years experience in the design of web sites and web pages and specialized experience with Virtual Reality Modeling Language, Java, and 3D renderings.

**Education:** Associates degree in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university or equivalent experience.

**Functional Responsibility:** Creates and optimizes graphic images and logos, provides visual structure and incorporates interactive applications into web pages and collection designs.

### **Internet/Intranet Developer Specialist I**

**Experience:** At least 1 year experience in system analysis and design techniques for Internet or Intranet development, which may include, Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), and Common Gateway Interface (CGI).

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree, no experience is required.

**Functional Responsibility:** Analyzes and develops internet/intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management function. Works independently or under general direction.

### **Internet/Intranet Developer Specialist II**

**Experience:** At least 3 years experience in system analysis and design techniques for Internet or Intranet development, which may include, Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), and Common Gateway Interface (CGI), FrontPage, and Netscape software.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree 1 year of general experience is required.

**Functional Responsibility:** Develops and applies organization wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to junior staff.

### **Internet/Intranet Developer Specialist III**

**Experience:** 5 years experience with enterprise-wide set of disciplines for planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree 3 years of general experience is required.

**Functional Responsibility:** Establishes system information requirements using analysis of the information exchange technologies in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Provides daily supervision and direction to staff.

### **Security Officer**

**Experience:** 1 year experience in processing and handling DOD and corporate security protocols. Must be familiar with processing security clearances through the Defense Industrial Security system.

**Education:** Formal training certification with the Defense Industrial Security system.

**Functional Responsibility:** Handles personnel security information, manages security folders, audits and responds to queries and requests from the Defense Industrial Security Office.

### **Computer Security Specialist I**

**Experience:** 3 years experience in evaluating security threats to ADP systems and in technologies. Familiar with procedures that provide appropriate levels of system security against sabotage, subversion, tampering, or other undesired use.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university. Six (6) years of general experience is considered equivalent to a Bachelor's Degree

**Functional Responsibility:** Manages firewalls and network perimeter security systems. Documents and reports all systems changes, upgrades and entry requests. Develops pro-active network security procedures designed to prevent intrusion attacks. Performs network system security audits in accordance with IPSec, PKI and other formulated procedures. Analyzes risk factors and recommends procedures and products to prevent intrusion attacks.

### **Computer Security Specialist II**

**Experience:** 5 years experience in evaluating security threats to ADP systems and in technologies. Experience with procedures that mitigate such threats analysis of organizational mission and user needs and development of requirements, systems, and procedures that provide appropriate levels of system security against sabotage, subversion, tampering, or other undesired use.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university. Six (6) years of general experience is considered equivalent to a Bachelor's Degree

**Functional Responsibility:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses that



also includes risk assessment. Analyzes systems to identify security risks or concerns and recommends appropriate remedies.

### **Training Specialist I**

**Experience:** 3 years experience in conducting the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids).

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university. Six (6) years of general experience is considered equivalent to a Bachelor's Degree

**Functional Responsibility:** Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer-aided training.

### **Training Specialist II**

**Experience:** 5 years in the development and revision of courses and preparation of appropriate training catalogs. Experience with preparation of instructor materials (course outline, background material, and training aids) and student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Experience in training personnel by conducting formal classroom courses, workshops and seminars.

**Education:** Bachelor's Degree or equivalent in a recognized engineering, scientific, technical, or business management discipline from an accredited college or university. Six (6) years of general experience is considered equivalent to a Bachelor's Degree

**Functional Responsibility:** Excellent communications and problem solving skills. Performs system analysis for highly complex classes. Recommends most effective method to utilize equipment, where appropriate. Under general program direction, independently performs training within the field of expertise. May supervise the work of lower level trainers. Conducts the research necessary to develop and revise training courses. Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer-aided training.

### **Training Specialist III**

**Experience:** 7 years in the development and conduct of complex courses from start to completion. Experience in the identification, development, implementation and conduct of training and instruction of technical-based subject matter related to computer hardware/software, communications, local and wide area networking, internet, video, imaging, business processes, government regulations, procurement/acquisition, strategic planning, etc., as required for a particular customer requirement.

**Education:** Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required.

**Functional Responsibility:** Designs, develops, prepares and refines training curriculum and course materials for various classroom and other instructional environments. Possesses skills and knowledge in computer-based and multimedia training environments. Conducts training requirements surveys, designs computer-based and multimedia curriculum in response to specific system training requirements during the life cycle. Is intimately knowledgeable in the subject matters for which he/she is developing curriculum. Supervises Training Specialists in the instruction of individual trainees as well as whole classes of students in a variety of technical-based subject matter. Collaborates, when necessary, with outside entities.

**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 futher 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

**(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 SCHEDULES / 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.

## 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 of 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 customer's 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.