GENERAL SERVICES ADMINISTRATION
Authorized Federal Supply Schedule Price List

CONSOLIDATED PRODUCTS AND SERVICES SCHEDULE
GS-00F-0059N

6303 Ivy Lane, Suite 800
Greenbelt, MD 20770
(301) 837-5500
(301) 837-5502
www.Aerospace.com

AWARDED SPECIAL ITEM NUMBERS:
C D399 — Other ADP and Telecommunication Services
C R425 — Professional Engineering Services
C R699 — Document and Records Management Services

January 15, 2009 through June 14, 2013

Small Disadvantaged Business

General Services Administration
Federal Supply Service

Pricelist Current through Modification #8 dated January 14, 2009

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

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

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CUSTOMER INFORMATION

CUSTOMER INFORMATION		*IT*	*PES*	**DOCUMENT & RECORDS MANAGEMENT**
1a.	Table of awarded special item numbers (SIN)	C D399	C R425	C R699
1b.	Identification of the lowest price model number	N/A	N/A	N/A
1c.	Description of all corresponding commercial job titles, experience	See IT Labor Category Descriptions	See PES Labor Category Descriptions	See Document & Records Management Labor Category Descriptions
2.	Maximum order threshold	$500,000	$500,000	$1M
3.	Minimum order	$100	$100	$0
4.	Geographic coverage	48 contiguous states and the District of Columbia		
5.	Points of Production	Greenbelt, MD		
6.	Discount from list prices or statement of net Price	All prices contained herein are net		
7.	Quantity discounts	None		
8.	Prompt payment terms	Net 30 days		
9a.	Government purchase card at or below the micropurchase level	Yes		
9b.	Government purchase card above the micropurchase level	No		
10.	Foreign Items	None		
11a.	Time of Delivery	According to the agreement made under the task order		
11b.	Expedited Delivery	According to the agreement made under the task order		
11c.	Overnight and 2-day Delivery	According to the agreement made under the task order		
11d.	Urgent requirements	According to the agreement made under the task order		
12.	F.O.B. Point	Destination		
13a.	Ordering Address	ASRC Aerospace Corporation 6303 Ivy Lane, Suite 800 Greenbelt, MD 20770		

CUSTOMER INFORMATION	IT PES DOCUMENT & RECORDS MANAGEMENT
13b. Ordering Procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)
14. Payment Address	ASRC Aerospace Corporation 6303 Ivy Lane, Suite 800 Greenbelt, MD 20770
15. Warranty Provision	None
16. Export packing charges	N/A
17. Terms and conditions of Government purchase card acceptance	None
18. Terms and conditions of rental, maintenance, and repair	N/A
19. Terms and conditions of installation	N/A
20a. Terms and conditions of repair parts, indicating date of parts pricelists and any discounts from list prices	N/A
20b. Terms and conditions for any other Services	N/A
21. List of service and distribution points	None
22. List of participating dealers	None
23. Preventative maintenance	N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)	None
24b. Section 508 compliance information	N/A
25. Data Universal Numbering System (DUNs) Number	00-443-5470
26. Notification regarding registration in Central Contractor Registration (CCR) Database	Yes — CAGE Code ICZZ9

INFORMATION FOR ORDERING OFFICES

1. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for IT Professional Services; refer to the terms and conditions for that SIN.]

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 activities need not seek further competition, synopsize 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 activity 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 ordering activity's needs.

a. Orders placed at or below the micro-purchase threshold, ordering activities 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 activities 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 ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity 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 activity 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 activities 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 activity 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 activities 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 activities will find it advantageous to request a price reduction.

For example, when the ordering activity 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 activity 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 ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities 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 ordering activity 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 activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

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

2.1 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.

2.2 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.

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

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

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

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

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

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

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

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

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

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

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

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

5. 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/.

6. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

7. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

8. 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:

None

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

9. 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.

10. 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.

11. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

12. SECTION 508 COMPLIANCE.

Not applicable

13. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number C D399 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)

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).

When ordering services over $100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

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 activity 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 activities 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 activity 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) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity 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) and transmit the request as follows:

NOTE: 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 C D399. 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.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the ordering activity'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 activity 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 activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders 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 activity 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 activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity 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)

e. The ordering activity, 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 ordering activity 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.

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 activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

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

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

7. 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.

8. RESPONSIBILITIES OF THE CONTRACTOR

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

9. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall pen-nit Contractor access to all facilities necessary to perform the requisite IT Services.

10. INDEPENDENT CONTRACTOR

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

11. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might

otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

12. INVOICES

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

13. PAYMENTS

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

14. RESUMES

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

15. INCIDENTAL SUPPORT COSTS

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

16. 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.

17. DESCRIPTION OF SERVICES AND PRICING

CONSOLIDATED PRICING SCHEDULE

Effective: January 15, 2009 through June 14, 2013

Labor Categories	Information Technology 70 (IT 70)	Document and Records Management (Schedule 36)	Professional Engineering Services (PES)
Administrative Assistant			$40.95
Administrative Assistant I	$40.40	$40.30	
Administrative Assistant II	$48.21	$48.09	
Application System Programmer I	$43.96		
Application System Programmer II	$57.59		
Application System Programmer III	$65.90		
Automated Systems Operator I	$31.50		
Automated Systems Operator II	$37.70		
Computer System Analysis I	$44.20	$44.09	
Computer System Analysis II	$59.00	$58.85	
Consultant	$131.19	$130.86	$130.86
Sr. Consultant	$144.63		$144.27
Database Administrator I	$55.69	$55.55	
Documentation Specialist II	$71.19		
Engineer I	$67.40		$64.57
Engineer II	$112.05		$98.99
Engineer III	$117.78		$120.04
Graphic Designer	$53.54		
Help Desk Specialist II	$58.72	$58.57	
Internet Communications Specialist II	$70.65		
LAN/WAN Support Technician I	$59.59		
Computer Specialist I	$54.19		
Network Administrator I	$64.61		
Network Administrator II	$73.05		
Network Engineer I	$57.46		
Network Engineer II	$76.51		
Network Engineer III	$96.27		
Program Manager	$138.20	$137.85	$137.85
Project Coordinator	$90.30	$90.08	
Project Manager	$137.21	$136.87	$111.37
Software Engineer I	$62.04		$61.88

Labor Categories	Information Technology 70 (IT 70)	Document and Records Management (Schedule 36)	Professional Engineering Services (PES)
Software Engineer II (Business Object)	$86.20		$85.99
Software Engineer III	$96.41		$96.17
Subject Matter Expert III	$138.39	$138.05	$143.56
Systems Administrator	$101.53		
Systems Engineer I	$66.12		$65.96
Systems Engineer II	$95.24		$95.00
Systems Engineer III	$104.06		$103.39
Technical Writer I	$44.40	$44.29	$44.29
Technical Writer II	$66.17	$66.00	$66.00

IT PROFESSIONAL SERVICES
LABOR CATEGORY DESCRIPTIONS

Administrative Assistant I

Minimum/General Experience: One year of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Administrative Assistant II

Minimum/General Experience: Two to five years of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Applications System Programmer I

Minimum/General Experience: Up to two years directly related experience.

Functional Responsibility: Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and database systems. Consults with user to identify current operating procedures and clarify program objective. Reads manuals, periodicals, and technical reports to learn ways to develop programs that meet user requirements. Formulates plan to develop program, using structured analysis and design. Submits plans to user for approval. Prepares diagrams to illustrate sequence of steps program must follow and to describe logical operations involved. Converts project specifications, using diagrams, into sequence of detailed instructions and logical steps for coding into computer language, applying knowledge of

programming techniques and computer languages. Enters program codes into computer system. Enters commands into computer to run and test program. Reads computer output to detect syntax or logic errors during program test, or uses diagnostic software to detect errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews, and alters program to increase operating efficiency or adapt to new requirements. Recreates steps taken by user to locate source of problem and rewrites program to correct errors.

Minimum Education: Bachelor's degree in Computer Science or Computer Science Technical diploma.

Applications System Programmer II

Minimum/General Experience: Two to five years directly related experience. Must have a working knowledge of computer systems, analysis, design, implementation, and documentation. Requires practical experience in various software applications such as spreadsheets, word processing, graphics, and networks.

Functional Responsibility: Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and database systems. Evaluates user request for new or modified program, such as for telecommunications, testing, etc., or analyzing and developing specifications for a design, to determine feasibility, cost and time required, compatibility with current system, and database capabilities. Reads manuals, periodicals, and technical reports to learn ways to develop programs that meet user requirements. Formulates plan outlining steps required to develop program, using structured analysis and design. Submits plans to user for approval. Designs screen displays to accomplish goals of user request. Converts project specifications, using diagrams, into sequence of detailed instructions and logical steps for coding into computer language, applying knowledge of programming techniques and computer languages. Enters program codes into computer system. Enters commands into computer to run and test program. Reads computer output to detect syntax or logic errors during program test, or uses diagnostic software to detect errors. Replaces, deletes, or modified codes to correct errors. Writes documentation to describe program development, logic, coding, and corrections. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors.

Minimum Education: Bachelor's degree in Computer Science or Computer Science Technical diploma.

Applications System Programmer III

Minimum/General Experience: In excess of five years directly related experience. Must have a working knowledge of computer systems, analysis, design, implementation, and documentation.

Requires practical experience in various software applications such as spreadsheets, word processing, graphics, and networks.

Functional Responsibility: Plans, develops, test, and documents computer programs, applying knowledge of programming techniques and database system. Evaluates user request for new or modified program, such as for telecommunications, testing, etc., or analyzing and developing specifications for a design, to determine feasibility, cost and time required, compatibility with current system, and database capabilities. Consults with user to identify current operating procedures and clarify program objectives. Formulates plan to develop program, using structured analysis and design. Submits plans to user for approval. Prepares diagrams to illustrate sequence of steps programs must follow and to describe logical operations involved. Converts project specifications, using diagrams, into sequence of detailed instructions and logical steps for coding into computer language, applying knowledge of programming techniques and computer languages. Enters program codes into computer system. Runs and tests programs to detect syntax or logic errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews, and alters program to increase operating efficiency or adapt to new requirements. Writes documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors. May give some direction and guidance to other database programmer/analysts.

Minimum Education: Masters degree in Computer Science or Computer Science Technical diploma or Bachelor's degree with combination of 5 years related experience.

Automated System Operator II

Minimum/General Experience: Minimum of four (4) years experience operating computers, including the use of a master console and other systems to operate and monitor large-scale computer systems and peripheral equipment.

Functional Responsibility: Supervises other operators; operating hardware systems; implementing equipment setup and run operations; maintaining logs of downtime incidents; monitoring HVAC systems, fire, safety, access, and security controls for computer facilities; and perform minor maintenance on equipment.

Minimum Education: High school diploma and computer operations training.

Computer System Analyst I

Minimum/General Experience: Two to four years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one

or more specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced training.

Functional Responsibility: Researches, installs, and evaluates state-of-the-art computer hardware, software and software development tools and methods. Organizes data related to product performance and impact on overall system performance. Integrates hardware and software components into a seamless environment for programmers and end users. May develop software scripts or applications in performing daily tasks.

Minimum Education: Bachelor's degree in Computer Science.

Computer System Analyst II

Minimum/General Experience: Seven to ten years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced training.

Functional Responsibility: Directs program development or modifications in complex applications where existing programming techniques and ordering applications provide little guidance. Provides recommendations on the application of current and future technologies to solve complex problems. Evaluates state-of-the-art computer hardware, software, and software development tools. Serves as a technical specialist in charge of lower-level analysts and support staff on complex or enterprise-level development projects. Plans, develops, coordinates and directs technical research and implementation. Consults with user management and systems analysts to clarify program intent, identify problems, suggest changes, and determine extent of programming or technological change required. May develop software scripts or applications in performing daily tasks.

Minimum Education:

Consultant

Minimum/General Experience: Three years experience consulting on implementing organization's quality and process improvement initiatives and supporting agency's process improvement and quality training efforts.

Functional Responsibility: Provides consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Presents quality workshops, seminars, and training sessions. Conducts and assists with benchmarking and surveys. Facilitates process improvement efforts. Manages a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

Minimum Education: Bachelor's degree. A Master's degree and 5 years of relevant experience may be substituted. With 8 years of general experience of which 5 years is specialized, a degree is not required.

Senior Consultant

Minimum/General Experience: Seven years of experience consulting with directors and senior managers on quality improvement, developing and conducting training and workshops relating to quality implementation and customer service.

Functional Responsibility: Provides consulting to directors and senior managers on implementation of agency-wide quality and process improvement initiatives. Develops, leads, and conducts quality workshops, seminars, training sessions, and facilitation. Tailors quality improvement workshops and courses for an organization and its specific needs. Leads and conducts benchmarking and surveys.

Facilitates process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generates papers and documents.

Minimum Education: Master's Degree.

Database Administrator I

Minimum/General Experience: Two to four years experience with database administration.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters.

Minimum Education: Bachelor's degree or certification in database technologies. With 6 years of general experience of which 2 years is specialized, a degree is not required.

Documentation Specialist II

Minimum/General Experience: Five to eight years of related experience in Information Technology. A degree or certificate in Computer Sciences or Journalism may be substituted for two years of experience.

Functional Responsibility: Under general direction, is responsible for preparation of operation and maintenance manuals and technical publications. Gathers technical information, prepares written text, and coordinates layout and manual organization. Researches available development/engineering information such as drawing, design reports, equipment and test specifications. May also interview engineers and other technical personnel. Writes individualized copy of analytical, interpretive, documentary or promotional literature. May direct work of lower-level writers and work closely with editors and illustrators. Provides consistent and uniform written descriptions of personal/minicomputer generated reports in accordance with

established documentation procedures. Continually monitors system changes to ascertain effects on system documentation. Participates in the development of documentation standards.

Minimum Education: Five years of related experience in Information Technology. A degree or certificate in Computer Sciences or Journalism may be substituted for two years of experience.

Engineer I

Minimum/General Experience: Two years of experience in related field.

Functional Responsibility: Assists senior engineers with development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment.

Minimum Education: Associate degree, certification, or training in a related field.

Engineer II

Minimum/General Experience: Five years of experience in related field.

Functional Responsibility: Performs standard engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Additionally, may perform systems engineering functions in defining system architecture and design flow. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment. Performs trade-off analyses. Gathers data related to requirements and system performance. Organizes data to assist in troubleshooting system failures and suboptimal system performance.

Minimum Education: Bachelor's degree. With 6 years of general experience of which 3 years is specialized, a degree is not required.

Engineer III

Minimum/General Experience: Seven years of experience in performing complex engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design.

Functional Responsibility: Performs complex engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Additionally, may perform systems engineering functions in defining system architecture and design flow. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment. Performs trade-off analyses. Gathers data related to requirements and system performance. Organizes data to assist in troubleshooting system failures and suboptimal system performance.

Minimum Education: Bachelor's degree in general engineering.

Graphic Designer

Minimum/General Experience: Two to three years experience developing art using computer graphic packages or software.

Functional Responsibility: Develop, design, and produce a variety of graphics products for integration into projects developed in support of internal and external clients. Graphics must be developed in a format that can be easily integrated into various media including: Internet/Intranet, CD-ROM, Video, and Print Media. Developing stills, 2D animations, and 3D animations as required.

Minimum Education: Bachelor's Degree in Design, Fine Arts, Media Development, or related area. The Bachelor's Degree can be substituted with a combination of education and four years experience.

Help Desk Specialist II

Minimum/General Experience: Two to four years directly related experience. Hardware experience including IBM compatible machines, with Intel processors. Experience at the component level diagnostics. Experience with various types of printers, network components, and other peripheral components. Experience with a variety of business software (specific packages to be determined).

Functional Responsibility: Assist users in hardware and software needs. Teach hardware and software concepts to customers who have little or no background in computers.

Minimum Education: High School diploma and technical training.

Internet Communications Specialist II

Minimum/General Experience: Two to four years of experience with Internet communications and maintenance.

Functional Responsibility: Designs, installs and maintains servers and protocols associated with a client's Internet or Intranet. Installs and maintains index servers, domain name servers, manages addresses, and maintains users configurations. Develops and supports Web sites, and coordinates the maintenance of information and associated databases to support Internet operations. Develops security procedures. Monitors use of Internet/Intranet sites and recommends changes to support client requirements and performance demands. Provides user training for better access and timely maintenance of information published on the network. Recommends and coordinates policies related to security and use of advanced technologies (Java, ActiveX, etc.).

Minimum Education: Bachelor's degree. With 5 years of general experience of which 3 years is specialized, a degree is not required.

LAN/WAN Support Technician I

Minimum/General Experience: Two years experience in data communications troubleshooting. Extensive knowledge of network management software and LAN/WAN communications hardware and software in a multi-protocol environment.

Functional Responsibility: Monitors and responds to complex technical hardware and software problems utilizing a variety of testing tools and techniques. Acts as the primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.

Minimum Education: High School diploma.

Computer Specialist I

Minimum/General Experience: One to two years specialized experience in microcomputer applications.

Functional Responsibility: Works under supervision of functional leader in support of client technical areas. Has responsibility for providing one or more of the following:

Receives instruction on the evaluation, analyzing, and planning of the testing and installation of new or enhanced hardware and software for microcomputers. Assists in client training requirements in the use of hardware, software, and network products, and develops the training applicable to those requirements; Under supervision, configures software interfaces for microcomputers to be used in conjunction with other computer hardware and various systems such as networks, CAD, digitizing devices, etc.;

Identifies problems and resolves minor hardware/software/network malfunctions; provides minor hardware maintenance such as board replacement, cable switching, communications, assistance, hardware replacement, installing CRTs, printers, etc.; and

Performs preventive maintenance for hardware and software such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity.

Minimum Education: High School diploma or equivalent.

Network Administrator I

Minimum/General Experience: One year of technical experience in local and wide area network administration. Requires competence in network administration principles and techniques; also requires knowledge of hardware, system software, and management practices.

Functional Responsibility: Designs, installs, modifies and maintains Local and Wide Area Networks. Responsible for troubleshooting and making necessary adjustments in network operating system, software and hardware. Works with other ADP staff to design, develop, install, test, debug, modify and maintain software applications and distributed processing databases on the LAN/WAN.

Minimum Education: Training in related area of expertise.

Network Administrator II

Minimum/General Experience: Two to four years of technical experience in local and wide area network administration. Requires competence in network administration principles and techniques; also requires knowledge of hardware, system software, and management practices.

Functional Responsibility: Designs, installs, modifies and maintains Local and Wide Area Networks. Responsible for troubleshooting and making necessary adjustments in network operating system, software and hardware. Works with other ADP staff to design, develop, install, test, debug, modify and maintain software applications and distributed processing databases on the LAN/WAN.

Minimum Education: Bachelor's degree. With 8 years of general experience of which 4 years is specialized, a degree is not required.

Network Engineer I

Minimum/General Experience: Two years of technical experience with local and wide area network operations. Requires competence in network engineering principles and techniques; also requires knowledge of available hardware and system software.

Functional Responsibility: Assists in the configuring, testing, implementing, and the maintaining of LAN and WAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact

Minimum Education: Associate's degree. With 4 years of general experience of which 2 years is specialized, a degree is not required.

Network Engineer II

Minimum/General Experience: Two to five years of technical experience with local and wide area network operations. Requires competence in network engineering principles and techniques; also requires knowledge of available hardware and system software.

Functional Responsibility: Configures, tests, implements, and maintains LAN and WAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact

Minimum Education: Associate's degree. With 8 years of general experience of which 4 years is specialized, a degree is not required.

Network Engineer III

Minimum/General Experience: Seven to ten years of computer systems experience with three years of technical experience in local and wide area network operations. Requires competence in all phases of network engineering principles and techniques; also requires knowledge of available hardware, system software, and management practices.

Functional Responsibility: Designs, configures, tests, implements, and maintains LAN and WAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.

Minimum Education: Bachelor's degree. With 10 years of general experience of which 5 years is specialized, a degree is not required.

Program Manager

Minimum/General Experience: Seven to ten years of progressively responsible experience, including five years of experience managing programs of similar size and complexity. Demonstrated ability to plan and execute program-level responsibilities effectively.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Establishes the program management structure, and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls.

Minimum Education: Master's degree. A Bachelor's degree and 15 years of relevant experience, including 8 years of program management experience may be substituted.

Project Coordinator

Minimum/General Experience: Three years of supervisory management experience in information technology development, assessment, and implementation projects, including web-based systems; customer service operations; and administrative support personnel functions.

Functional Responsibility: Assess on a daily basis the status of the workload, and, if required, recommend or take appropriate measures to correct any emergency developments, which may impede timely performance of the contract. The Project Coordinator shall recommend personnel assignments and changes to ensure satisfactory performance. The Project Coordinator shall interface with the COTR or his/her appointed designee on a daily basis regarding performance issues. The Project Coordinator shall sort and log quality control error slips, assign document control numbers to the errors for the Project Director's review, and ensure that corrective actions are implemented. The Project Coordinator shall prepare daily, weekly and semimonthly project status reports and shall assist the Project Director in the analysis of statistical data relating to staff productivity, accuracy rates and staff attendance.

Minimum Education: Associate's degree in computer science.

Project Manager

Minimum/General Experience: Seven to fifteen years of applicable experience, including five years of specialized experience in supervision of projects of similar size and complexity.

Functional Responsibility: Provides competent leadership and responsible program direction through successful performance of a variety of detailed and diverse elements of a project's lifecycle. Plans, organizes, and controls the overall activities of the project -- i.e., project management, staffing, requirements definition, technical work, quality of products, and costs associated with the project. Ensures that all activities conform to the terms and conditions of the contract. Provides administrative oversight, handles contractual matters, and serves as liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Consults with COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Schedules and assigns duties to subordinates and subcontractors, and ensures that assignments are completed as directed. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and the Government project manager.

Minimum Education: Bachelor's degree. A Master's degree and 8 years of applicable experience may be substituted. With 15 years of general experience of which 10 years is specialized, a degree is not required.

Software Engineer I

Minimum/General Experience: One to two years of computer systems/programming experience including three years of specialized experience in software engineering.

Functional Responsibility: Performs software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Implements or evaluates software tools and subsystems to support software reuse and domain analysis. Performs the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Manages and performs software configuration management. Conducts integration and test activities. Evaluates and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge in one or more of the following areas: 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object- oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's in Computer Science

Software Engineer II

Minimum/General Experience: Four to seven years of computer systems/programming experience including six years of specialized experience in software engineering. A Master's degree and 8 years of relevant experience may be substituted. With 12 years of general experience of which 8 years is specialized, a degree is not required.

Functional Responsibility: Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Assists in defining architecture and standards for design and development. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities. Develops, evaluates, and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's in Computer Science

Software Engineer III

Minimum/General Experience: Seven to ten years of computer systems/programming experience including SIX years of specialized experience in software engineering. A Master's degree and 10 years of relevant experience may be substituted. With 12 years of general experience of which 10 years is specialized, a degree is not required.

Functional Responsibility: Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Assists in defining architecture and standards for design and development. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages

integration and test activities. Develops, evaluates, and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's in Computer Science

Subject Matter Expert III

Minimum/General Experience: Ten to fifteen years of experience providing expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise.

Functional Responsibility: Provides expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise. Areas of expertise may include, for example: systems architecture, video teleconferencing, robotics, computer security, user interface design, decision support, artificial intelligence, command and control, risk management, speech processing, modeling and simulation, and program evaluation.

Minimum Education: Master's degree in a computer-related/1T field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Systems Administrator

Minimum/General Experience: Two to four years experience in Systems Administration. Experience shall include optimizing servers for performance, and configuring for users. Shall have managed and administered a LAN of at least five workstations or larger for a period of one year utilizing a modern off-the-shelf operating system. The systems administration experience must have occurred with the past two years.

Functional Responsibility: Responsible for the technical administration of a server-based computer system. Oversees the day-to-day activities for the system and is responsible for all applications present on the system. Administers related systems including security, communications, software applications, electronic mail, bulletin boards, printing services, outside communications links (WAN connectivity), UPS service scheduling services, license and

any other initial trouble shooting. Corrects minor hardware problems. Optimizes the server and FTS services. Maintains server management records and assists in using the computer system. Creates scripts needed to automate system operations as appropriate. May be a task leader.

Minimum Education: Associate's degree and technical certificate (CNE, Microsoft Back-Office).

Systems Engineer I

Minimum/General Experience: One to two years of systems analysis and Systems Integration experience.

Functional Responsibility: Analyzes software and system requirements to determine current capabilities and system functions. Interviews end-users and reviews business process documentation to determine system requirements. Uses current information system technology to generate detailed sets of system requirements in graphical and textual format suitable for use by programmers.

Minimum Education: Bachelor's degree. With 6 years of general experience of which 3 years is specialized, a degree is not required.

Systems Engineer II

Minimum/General Experience: Two to five years of systems analysis and systems integration experience.

Functional Responsibility: Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, reviews business process documentation, and performs studies as needed to evaluate system architecture and system interfaces and to determine system requirements. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. Interacts with the client engineers and customers in order to exercise good judgment in achieving project goals.

Minimum Education: Bachelor's degree. A Master's degree and 8 years of relevant experience may be substituted. With 12 years of general experience of which 5 years is specialized, a degree is not required.

Systems Engineer III

Minimum/General Experience: Five to seven years of systems analysis and systems integration experience.

Functional Responsibility: Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, reviews business process documentation, and performs studies as needed to evaluate system architecture and system interfaces and to determine system requirements. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. Interacts with the client engineers and customers in order to exercise good judgment in achieving project goals.

Minimum Education: Bachelor's degree. A Master's degree and 10 years of relevant experience may be substituted. With 12 years of general experience of which 5 years is specialized, a degree is not required.

Technical Writer I

Minimum/General Experience: One to two years of experience managing and developing documentation of all aspects of the system development life cycle. Requires knowledge of systems development life cycle; also requires knowledge of technical writing tools and techniques.

Functional Responsibility: Manages and coordinates documentation of the system development life cycle for projects. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively verbally and in writing.

Minimum Education: Bachelor's degree. With 5 years of general experience of which 3 years is specialized, a degree is not required.

Technical Writer II

Minimum/General Experience: Two to four years of experience planning, managing, and developing documentation of all aspects of the system development life cycle. Requires knowledge of system development life cycle and knowledge of technical writing tools and techniques.

Functional Responsibility: Plans, manages and coordinates documentation of all aspects of the system development life cycle for projects. Establishes documentation guidelines and practices. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively orally and in writing.

Minimum Education: Bachelor's degree. With 8 years of general experience of which 6 years is specialized, a degree is not required.

Document and Records Management Services
Labor Category Descriptions

Administrative Assistant I

Minimum/General Experience: One year of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Administrative Assistant II

Minimum/General Experience: Two to five years of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Computer System Analyst I

Minimum/General Experience: Two to four years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced training.

Functional Responsibility: Researches, installs, and evaluates state-of-the-art computer hardware, software, and software development tools and methods. Organizes data related to product performance and impact on overall system performance. Integrates hardware and software components into a seamless environment for programmers and end users. May develop software scripts or applications in performing daily tasks.

Minimum Education: Bachelor's degree in Computer Science plus one year of additional relevant course work. Two years of relevant experience may be substituted for the course work. With 10 years of general experience of which 5 years is specialized, a degree is not required.

Computer System Analyst II

Minimum/General Experience: Seven to ten years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more unique specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced degrees.

Functional Responsibility: Directs program development or modifications in complex applications where existing programming techniques and preceding applications provide little guidance. Provides recommendations on the application of current and future technologies to solve complex problems.

Evaluates state-of-the-art computer hardware, software, and software development tools. Serves as a technical specialist in charge of lower-level analysts and support staff on complex or enterprise-level development projects. Plans, develops, coordinates and directs technical research and implementation. Consults with user management and systems analysts to clarify program intent, identify problems, suggest changes, and determine extent of programming or technological change required. May develop software scripts or applications in performing daily tasks.

Minimum Education: Master's degree in Computer Science. A Bachelor's degree in Computer Science plus two years of additional specialized computer systems experience may be substituted. With 15 years of general experience of which 12 years is specialized, a degree is not required.

Consultant

Minimum/General Experience: Three years experience consulting on implementing organization's quality and process improvement initiatives and supporting agency's process improvement and quality training efforts.

Functional Responsibility: Provides consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Presents quality workshops, seminars, and training sessions. Conducts and assists with benchmarking and surveys. Facilitates process improvement efforts. Manages a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

Minimum Education: Bachelor's degree. A Master's degree and 5 years of relevant experience may be substituted. With 8 years of general experience of which 5 years is specialized, a degree is not required.

Database Administrator I

Minimum/General Experience: Two to four years experience with database administration.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters.

Minimum Education: Bachelor's degree or certification in database technologies. With 6 years of general experience of which 2 years is specialized, a degree is not required.

Help Desk Specialist II

Minimum/General Experience: Two to four years directly related experience. Hardware experience including IBM compatible machines, with Intel processors. Experience at the component level diagnostics. Experience with various types of printers, network components, and other peripheral components. Experience with a variety of business software (specific packages to be determined).

Functional Responsibility: Assist users in hardware and software needs. Teach hardware and software concepts to customers who have little or no background in computers.

Minimum Education: High School diploma and technical training.

Program Manager

Minimum/General Experience: Seven to ten years of progressively responsible experience, including five years of experience managing programs of similar size and complexity. Demonstrated ability to plan and execute program-level responsibilities effectively.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Establishes the program management structure, and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls.

Minimum Education: Master's degree. A Bachelor's degree and 15 years of relevant experience, including 8 years of program management experience may be substituted.

Project Coordinator

Minimum/General Experience: Three years of supervisory management experience in information technology development, assessment, and implementation projects, including web-based systems; customer service operations; and administrative support personnel functions.

Functional Responsibility: Assess on a daily basis the status of the workload, and, if required, recommend or take appropriate measures to correct any emergency developments, which may impede timely performance of the contract. The Project Coordinator shall recommend personnel assignments and changes to ensure satisfactory performance. The Project Coordinator shall interface with the COTR or his/her appointed designee on a daily basis regarding performance issues. The Project Coordinator shall sort and log quality control error slips, assign document control numbers to the errors for the Project Director's review, and ensure that corrective actions are implemented. The Project Coordinator shall prepare daily, weekly and semimonthly project status reports and shall assist the Project Director in the analysis of statistical data relating to staff productivity, accuracy rates and staff attendance.

Minimum Education: Associate's degree in computer science.

Project Manager

Minimum/General Experience: Seven to fifteen years of applicable experience, including five years of specialized experience in supervision of projects of similar size and complexity.

Functional Responsibility: Provides competent leadership and responsible program direction through successful performance of a variety of detailed and diverse elements of a project's lifecycle. Plans, organizes, and controls the overall activities of the project -- i.e., project management, staffing, requirements definition, technical work, quality of products, and costs associated with the project. Ensures that all activities conform to the terms and conditions of the contract. Provides administrative oversight, handles contractual matters, and serves as liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Consults with COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Schedules and assigns duties to subordinates and subcontractors, and ensures that assignments are completed as directed. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and the Government project manager.

Minimum Education: Bachelor's degree. A Master's degree and 8 years of applicable experience may be substituted. With 15 years of general experience of which 10 years is specialized, a degree is not required.

Subject Matter Expert III

Minimum/General Experience: Ten to fifteen years of experience providing expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise.

Functional Responsibility: Provides expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise. Areas of expertise may include, for example: systems architecture, video teleconferencing, robotics, computer security, user interface design, decision support, artificial intelligence, command and control, risk management, speech processing, modeling and simulation, and program evaluation.

Minimum Education: Master's degree in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Technical Writer I

Minimum/General Experience: One to two years of experience managing and developing documentation of all aspects of the system development life cycle. Requires knowledge of systems development life cycle; also requires knowledge of technical writing tools and techniques.

Functional Responsibility: Manages and coordinates documentation of the system development life cycle for projects. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively verbally and in writing.

Minimum Education: Bachelor's degree. With 5 years of general experience of which 3 years is specialized, a degree is not required.

Technical Writer II

Minimum/General Experience: Two to four years of experience planning, managing, and developing documentation of all aspects of the system development life cycle. Requires

knowledge of system development life cycle and knowledge of technical writing tools and techniques.

Functional Responsibility: Plans, manages and coordinates documentation of all aspects of the system development life cycle for projects. Establishes documentation guidelines and practices. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively orally and in writing.

Minimum Education: Bachelor's degree. With 8 years of general experience of which 6 years is

Minimum Education: High school diploma or equivalent.

Minimum Education: Bachelor's degree

World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext Markup Language (HTML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WVVW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.

Minimum Education: Master's degree or Bachelor's degree, depending on experience.

PROFESSIONAL ENGINEERING SERVICES
LABOR CATEGORY DESCRIPTIONS

Administrative Assistant

Minimum/General Experience: Seven years of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations.

Minimum Education: High School diploma.

Consultant

Minimum/General Experience: Three years experience consulting on implementing organization's quality and process improvement initiatives and supporting agency's process improvement and quality training efforts.

Functional Responsibility: Provides consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Presents quality workshops, seminars, and training sessions. Conducts and assists with benchmarking and surveys. Facilitates process improvement efforts. Manages a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

Minimum Education: Bachelor's degree in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Senior Consultant

Minimum/General Experience: Seven years of experience consulting with directors and senior managers on quality improvement, developing and conducting training and workshops relating to quality implementation and customer service.

Functional Responsibility: Provides consulting to directors and senior managers on implementation of agency-wide quality and process improvement initiatives. Develops, leads, and conducts quality workshops, seminars, training sessions, and facilitation. Tailors quality

improvement workshops and courses for an organization and its specific needs. Leads and conducts benchmarking and surveys.

Facilitates process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generates papers and documents.

Minimum Education: Master's Degree in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Principal Consultant

Minimum/General Experience: Twelve years of experience consulting with directors and senior managers on quality improvement, developing and conducting training and workshops relating to quality implementation and customer service.

Functional Responsibility: Provides consulting to agency heads, directors, and senior managers on implementation of agency-wide quality and process improvement initiatives. Designs, organizes, leads, and conducts executive-level workshops, seminars, training, and facilitation. Tailors quality improvement courses for an agency. Designs, organizes, and leads benchmarking and surveys. Facilitates process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines. Manages a team of senior consultants and analysts in supporting an agency's process improvement and quality training efforts.

Minimum Education: Master's Degree in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Engineer I

Minimum/General Experience: Two years of experience in development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design.

Functional Responsibility: Assists senior engineers with development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Tasks may include the fabrication, modification, evaluation, and analysis of

components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment.

Minimum Education: Associate degree or certification in general engineering.

Engineer II

Minimum/General Experience: Four years of experience in Performing standard engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design.

Functional Responsibility: Performs standard engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Additionally, may perform systems engineering functions in defining system architecture and design flow. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment. Performs trade-off analyses. Gathers data related to requirements and system performance. Organizes data to assist in troubleshooting system failures and sub-optimal system performance.

Minimum Education: Bachelor's degree in general engineering.

Engineer III

Minimum/General Experience: Seven years of experience in Performing complex engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design.

Functional Responsibility: Performs complex engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Additionally, may perform systems engineering functions in defining system

architecture and design flow. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment. Performs trade-off analyses. Gathers data related to requirements and system performance. Organizes data to assist in troubleshooting system failures and sub-optimal system performance.

Minimum Education: Bachelor's degree general engineering.

Program Manager

Minimum/General Experience: Seven to ten years of progressively responsible experience, including five years of experience managing programs of similar size and complexity. Demonstrated ability to plan and execute program-level responsibilities effectively.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Establishes the program management structure, and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls.

Minimum Education: A Bachelor's degree in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Project Manager

Minimum/General Experience: Seven to fifteen years of applicable experience, including five years of specialized experience in supervision of projects of similar size and complexity.

Functional Responsibility: Provides competent leadership and responsible program direction through successful performance of a variety of detailed and diverse elements of a project's lifecycle. Plans, organizes, and controls the overall activities of the project -- i.e., project management, staffing, requirements definition, technical work, quality of products, and costs associated with the project. Ensures that all activities conform to the terms and conditions of the contract. Provides administrative oversight, handles contractual matters, and serves as liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Consults with COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Schedules and assigns duties to subordinates and

subcontractors, and ensures that assignments are completed as directed. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and the Government project manager.

Minimum Education: A Bachelor's degree in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Software Engineer I

Minimum/General Experience: One to two years of systems/programming experience including three years of specialized experience in software engineering.

Functional Responsibility: Performs software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Implements or evaluates software tools and subsystems to support software reuse and domain analysis. Performs the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Manages and performs software configuration management. Conducts integration and test activities. Evaluates and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge in one or more of the following areas: 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object- oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's degree in General Engineering or Computer Science.

Software Engineer II

Minimum/General Experience: Four to seven years of computer systems/programming experience including six years of specialized experience in software engineering. A Master's degree and 8 years of relevant experience may be substituted.

Functional Responsibility: Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Assists in defining architecture and standards for design and development. Designs and manages the implementation and design of software tools and subsystems to support software reuse and

domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities. Develops, evaluates, and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's degree in General Engineering or Computer Science.

Software Engineer III

Minimum/General Experience: seven to ten years of computer systems/programming experience including six years of specialized experience in software engineering. A Master's degree and 10 years of relevant experience may be substituted. With 12 years of general experience of which 10 years is specialized, a degree is not required.

Functional Responsibility: Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Assists in defining architecture and standards for design and development. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities. Develops, evaluates, and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's degree in General Engineering or Computer Science.

Subject Matter Expert III

Minimum/General Experience: Ten to fifteen years of experience Providing expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise.

Functional Responsibility: Provides expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise. Areas of expertise may include, for example: systems architecture, video teleconferencing, robotics, computer security, user interface design, decision support, artificial intelligence, command and control, risk management, speech processing, modeling and simulation, and program evaluation.

Minimum Education: Master's Degree in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Systems Engineer I

Minimum/General Experience: One to two years of systems analysis and Systems Integration experience.

Functional Responsibility: Analyzes software and system requirements to determine current capabilities and system functions. Interviews end-users and reviews business process documentation to determine system requirements. Uses current information system technology to generate detailed sets of system requirements in graphical and textual format suitable for use by programmers.

Minimum Education: Bachelors in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Systems Engineer II

Minimum/General Experience: Two to five years of systems analysis and systems integration experience.

Functional Responsibility: Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, reviews business process documentation, and performs studies as needed to evaluate system architecture and system interfaces and to determine system requirements. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. Interacts with the client engineers and customers in order to exercise good judgment in achieving project goals.

Minimum Education: Bachelors in Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Systems Engineer III

Minimum/General Experience: Five to seven years of systems analysis and systems integration experience.

Functional Responsibility: Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, reviews business process documentation, and performs studies as needed to evaluate system architecture and system interfaces and to determine system requirements. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. Interacts with the client engineers and customers in order to exercise good judgment in achieving project goals.

Minimum Education: Master's degree in Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Technical Writer I

Minimum/General Experience: One to two years of experience managing and developing documentation of all aspects of the system development life cycle. Requires knowledge of systems development life cycle; also requires knowledge of technical writing tools and techniques.

Functional Responsibility: Manages and coordinates documentation of the system development life cycle for projects. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively verbally and in writing.

Minimum Education: Bachelor's degree in Business, Computer Science, Social Science

Technical Writer II

Minimum/General Experience: Two to four years of experience planning, managing, and developing documentation of all aspects of the system development life cycle. Requires knowledge of system development life cycle and knowledge of technical writing tools and techniques.

Functional Responsibility: Plans, manages and coordinates documentation of all aspects of the system development life cycle for projects. Establishes documentation guidelines and practices. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively orally and in writing.

Minimum Education: Bachelor's degree in Business, Computer Science, Social Science

All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services and cannot be purchased separately.

Professional Engineering Services
Other Direct Costs

AMCS-5

The AMCS-5 card provides five independent detector channels for time resolved photon counting applications. This compact, low power (0.5watts per channel) multichannel scaler (MCS) card is used in pulse counting, integrating, and histogramming applications. The card accepts five different pulse inputs from photon detectors that are counted simultaneously based upon a single Sync input signal. The card conforms to the PC/104 form factor (3.6" x 3.8") and is typically used as part of an embedded, stacked PC/104 system. Software drivers are also available.

AMCS-USB

The AMCS-USB card provides four independent detector channels for time resolved photon counting applications. This compact, low power multichannel scaler (MCS) card is used in pulse counting, integrating, and histogramming applications. The card accepts four different pulse inputs from photon detectors that are counted simultaneously based upon a single Sync input signal. A USB 1.1 interface provides for a convenient interface to a PC to display the results and to change programmable parameters. Software drivers are also available.

AMCS-USB+

The AMCS-USB+ card provides up to eight independent detector channels for time resolved photon counting applications. This compact, low power multichannel scaler (MCS) card is used in pulse counting, integrating, and histogramming applications. The card accepts eight different pulse inputs from photon detectors that are counted simultaneously based upon a single Sync input signal. A USB 1.1 interface provides for a convenient interface to a PC to display the results and to change programmable parameters. Software drivers are also available.

IMAGE SIMULATOR

The Image Simulator is a programmable video pattern tester card in a desktop enclosure. It can be used as a stand-alone tester providing a number of selectable patterns.

24-CHANNEL DOE WIND LIDAR

The 24-channel Wind Lidar Data System was developed to perform wind measurements for NASA Goddard. The design is based on using six AMCS-USB cards, coupled together for simultaneous operation, and housed in a rack-mountable enclosure. The system includes a rack mountable enclosure, acquisition hardware, and application software.

ADVANCED MICRO PULSE LIDAR (AMPL) DATA SYSTEM

The A_MPL data system is a complete data system based on the AMCS-USB card. The system includes a rack mountable enclosure, acquisition hardware, and application software. It also includes A/D converters for energy monitor and temperature conversions, a laptop computer, and application software. This system has been used by NASA Goddard as well as by other organizations for a variety of atmospheric studies.

4-CHANNEL WIND LIDAR DATA SYSTEM

The 4-channel Wind Lidar Data System is a complete data system based on the AMCS-USB card. The system includes a rack mountable enclosure, acquisition hardware, and application software

SATELLITE UPLINK/DOWNLINK CARD

The Satellite Uplink/Downlink Card is used for satellite uplink commands and the downlink of instrument data. The card conforms to the 6U compact PCI (cPCI) form-factor, providing spacecraft or instrument manufacturers with a standardized product that can be used with other cPCI systems. The downlink channel provides a CCSDS compliant, 80 Mb/sec output with optional hardware compression and Reed- Solomon encoding. ASRC's Uplink/Downlink card has a highly programmable architecture to allow for easy customization. Versions are available for breadboards, Engineering Models (Q4-03), and Flight Models (Q2-04).

ODC PRICELIST	
DESCRIPTION	PRICE
AMCS-5	$5,032.46
AMCS-USB	$5,032.46
AMCS-USB+	$6,543.71
IMAGE SIMULATOR	$2,459.31
24 CHANNEL DOE WIND LIDAR	$41,292.24
AMPL LIDAR DATA SYSTEM	$14,772.97
4-CHANNEL WIND LIDAL DATA SYSTEM	$10,126.38
SATELLITE UPLINK/DOWNLINK CARD	$22,784.81

USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

Preamble:

ASRC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor- protege programs, joint ventures, teaming arrangements, and subcontracting.

Commitment:

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Diana Simpson at Diana.Simpson@asrcfederal.com

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s).

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity	Date	Contractor	Date

BLANKET PURCHASE AGREEMENT (BPA) NUMBER

(Customer Name)

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

Model Number/Part Number
***Special BPA Discount/Price**

(2) Delivery: DESTINATION

Delivery Schedules/Dates

The ordering activity estimates, but does not guarantee that the volume of purchases through this agreement will be

- This BPA does not obligate any funds.
- This BPA expires on or at the end of the contract period, whichever is earlier.
- The following office(s) is hereby authorized to place orders under this BPA:

Office **Point Of** **Contact**

Orders _____ will be _____ placed _____ _____

against this BPA via Electronic Data Interchange (EDI), FAX, or paper. 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:

Name of Contractor:
Contract Number:
BPA Number:
Model Number or National Stock Number (NSN):
Purchase Order Number:
Date of Purchase:

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 Date of Shipment.

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.

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 ordering activity requirements.
- These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.
- Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.
- Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.
- Here is a general outline on how it works:
- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.