

Authorized Federal Supply Service Information Technology Schedule Pricelist

For Special Item Number: 132-51

Note 1: 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.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Contract Number: GS-35-F-0108K

**Period Covered By Contract: 11/23/1999 through 11/22/2019
Pricelist Current through Modification PO-0047, dated 08/20/2015**



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

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

Applicable Special Item Number, FPDS Class, and Category Code are as follows: Special Item Number (SIN) 132-51 - Information Technology Professional Services

Professional Services to support implementation and integration for ordering activities applications

Information Technology Professional Services

FPDS CODE D302 - Systems Development Services

FPDS CODE D306 - Systems Analysis and Services

FPDS CODE D307 - Automated Information Design/Integration

FPDS CODE D308 - Programming Services

FPDS CODE D308 - Millennium Conversion Services (Y2K) FPDS CODE D311 - Data Conversion Services

FPDS CODE D317 - Data/Records/Management

FPDS CODE D399 - Other Information Technology Services, Not Elsewhere Classified



**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICE LIST
FEDERAL SUPPLY SERVICE**

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SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

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

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

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

INFORMATION FOR ORDERING OFFICE

1. Geographic Scope of Contract

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

The Geographic Scope will be both domestic and overseas delivery for all SINs.

2. Contractor's Ordering Address and Payment Information

For checks issued in payment of invoices, please send to the following address:

NCI Information Systems, Inc.
11730 Plaza America Drive, Suite 700
Reston, VA 20190-4764

For electronic payment of invoices, please send the wire to the following:

NCI Information Systems, Inc.
@MB Financial Bank
ABA Number: 300000418
Account Number: 071001737

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

ORDERING ASSISTANCE
Matthew O'Brien
Telephone Number: (703) 707-6626
FAX: (703) 707-6960

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

3. Liability for Injury or Damage

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Contractor Establishment Code (DUNS): DUNS No. 62-086-4504

Block 30: Type of Contractor - Large

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN) - 54-1522509

4a. CAGE Code: 0MX49

4b. Contractor has registered with the United States System for Award Management (SAM) formerly the Central Contractor Registration Database.

5. FOB Destination

Not applicable for Special Item Number 132-51 Information Technology Professional Services.

6. Delivery Schedule

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

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature) (DAYS ARO)	DELIVERY TIME
132-51	90 Days or as stated on Order

- b. URGENT REQUIREMENTS

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

7. Discounts

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

- a. Prompt Payment: 1% discount for payment received within 20 days.
b. Quantity: none

- c. Dollar Volume: none
- d. Government Educational Institutions: none
- e. Credit Card: none
- f. Other: none

8. Trade Agreements Act of 1979; as amended

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

9. Statement Concerning Availability of Export Packing

Non-applicable

10. Small Requirements

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

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

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

12. Use of Federal Supply Service Information Technology Schedule Contracts

In accordance with FAR 8.404:

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

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

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service

offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider--

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

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

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

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

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

d. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

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

13. Federal Information Technology/Telecommunication Standard Requirements

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.

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

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

13.2 Federal Telecommunication Standards (FED-STDS)

Telecommunication products under this Schedule that do not conform to the Federal Telecommunications Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the

availability of FED-STDS should be obtained from the GSA Specification Sales Office, Room 6654, 7th & D Streets, SW, Washington, D.C. 20407, telephone number (202) 708-9205. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, Maryland 20899, telephone number (301) 975-2833.

14. 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 Accreditations:** As a commercial practice, the contractor may be required to obtain/possess any variety of certifications, licenses and accreditations 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.

15. Contract Administration for Ordering Offices:

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

16. GSA Advantage!

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

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

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

17. Purchase of 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.

18. Contractor Commitments, Warranties and Representations

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;

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

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

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

19. Overseas Activities

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

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

20. Blanket Purchase Agreements (BPAs)

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

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

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

21. 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.

22. 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 receive 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 requisitioning 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.

23. Section 508 Compliance

Contractor will comply with Section 508 as specified in each individual delivery order.

24. 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.

25. 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.

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- 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 (SPECIAL ITEM NUMBER 132-51)**

1. Scope

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

2. 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

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
 - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
 - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
 - (3) When ordering IT professional services ordering offices shall –
 - (i) Prepare a Request for Quotation:
 - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

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- (B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.
- (C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.
- (ii) Transmit the Request for quotation to Contractors:
- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51.
- The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
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(B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

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

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

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

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

(A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established

BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

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

(ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the

best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

- (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

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

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

- (1) Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

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

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

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
 - (B) Offer the lowest price available under the contract; or
 - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) Documentation. Orders should be documented, at a minimum, by identifying the contractor the item was purchased from, the item purchased, and the amount paid. If

an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

4. Order

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

5. Performance of Services

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

6. Inspection of Services

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

7. Responsibilities of the Contractor

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

8. Responsibilities of the Ordering Activity

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

9. Independent Contractor

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

10. Organizational Conflicts of Interest

a. Definitions.

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

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

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

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

11. Invoices

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

12. Payments

For firm-fixed price orders the Government shall pay the contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

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

14. Incidental Support Costs

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

15. Approval of Subcontracts

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

16. USA Commitment

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

Preamble

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

Commitment

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact: Kathy Voorhees, voice: (301) 656-4030, e-mail: kvoorhees@nciinc.com, fax: (301) 656-7060.



17. Best Value

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

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

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

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

Signatures

AGENCY DATE CONTRACTOR DATE



18. Blanket Purchase Order

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase

Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

- (a) Name of Contractor; (b) Contract Number;
- (c) BPA Number;

(d) Model Number or National Stock Number (NSN); (e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

19. Basic Guidelines

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

INFORMATION TECHNOLOGY SERVICE DESCRIPTIONS

1. Title: Program Manager

General Experience:

Five (5) years of intensive and progressive experience in broad-based Information Technology (IT) projects.

Specialized Experience:

Three (3) years of experience leading an IT project or a component of an IT project.

Functional Responsibility:

- (a) Provides direct customer liaison at the project management level.
- (b) Negotiates with client contracting officials.
- (c) Develops and maintains management controls to ensure projects are completed on time, within budget, and compliant with customer specifications.
- (d) Plans and schedules project deliverables, goals, and milestones.
- (e) Develops and implements strategies for risk mitigation and contingency planning.
- (f) Develops personnel skill requirements, selects prospective candidates, and monitors performance to achieve project objectives.

Minimum Education:

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

2. Title: Project Manager

General Experience:

Eight (8) years of intensive and progressive experience in broad-based Information Technology (IT) projects.

Specialized Experience:

Four (4) years of direct management experience in the specific IT specialty for which project management is proposed.

Functional Responsibility:

- (a) Provides direct customer liaison at the project management level.
- (b) Negotiates with client contracting officials.
- (c) Develops and maintains management controls to ensure projects are completed on time, within budget, and compliant with customer specifications.
- (d) Plans and schedules project deliverables, goals, and milestones.
- (e) Develops and implements strategies for risk mitigation and contingency planning.
- (f) Develops personnel skill requirements, selects prospective candidates, and monitors performance to achieve project objectives.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

3. Title: Task Manager

General Experience:

Five (5) years of intensive and progressive experience in broad-based Information Technology (IT) projects.

Specialized Experience:

Two (2) years of experience leading an IT project or a component of an IT project.

Functional Responsibility:

- (a) Provides direct customer liaison at the task management level.
- (b) Follows/enforces management controls to ensure projects are completed on time, within budget, and compliant with customer specifications.
- (c) Mentors performance to achieve project objectives, mentors more junior staff, and participates technically in assignments.
- (d) Responsible for ensuring the quality and services delivered for particular jobs.

Minimum Education:

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

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

General Experience:

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

Specialized Experience:

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

Functional Responsibility:

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

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

Minimum Education:

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

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

General Experience:

Four (4) years of experience in an environment of administrative or business related computer and Information Technology (IT) analysis.

Specialized Experience:

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

Functional Responsibility:

- (a) Performs assigned portions of systems analysis, requirements, design, integration, documentation, and implementation of software applications.
- (b) Prepares requirements, specifications, business processes, and/or recommendations.
- (c) Documents and analyzes required information and data.
- (d) Identifies and documents requirements using techniques such as data flow modeling, workflow analysis, or functional decomposition analysis.
- (e) May elicit requirements from users using techniques such as interviews, focus groups, surveys, workshops, questionnaires, JAD sessions, etc.
- (f) Develops and/or maintains analysis artifacts including process maps, business requirements, business rules, use cases, user flows, etc.
- (g) May prepare and delivers presentations and briefings as required by the Task/Delivery Order.

Minimum Education:

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

6. Title: Analyst/Programmer (Business)

General Experience

Two (2) years of experience in an environment of administrative or business related computer and Information Technology (IT) analysis.

Specialized Experience:

One (1) year of intensive and progressive IT experience which is clearly related to the work to be automated.

Functional Responsibility:

- (a) Performs assigned portions of systems analysis, requirements, design, integration, documentation, and implementation of software applications.
- (b) Prepares requirements, specifications, business processes, and/or recommendations.
- (c) Documents and analyzes required information and data.
- (d) May elicit requirements from users using techniques such as interviews, focus groups, surveys, workshops, questionnaires, JAD sessions, etc.
- (e) Develops and/or maintains analysis artifacts including process maps, business requirements, business rules, use cases, user flows, etc.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.

7. Title: Junior Analyst/Programmer (Business)

General Experience:

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

Functional Responsibility:

- (a) Performs assigned portions of systems analysis, requirements, design, integration, documentation, and implementation of software applications.
- (b) Prepares requirements, specifications, business processes, and/or recommendations.
- (c) Documents and analyzes required information and data.
- (d) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.

8. Title: Subject Matter Specialist (Business)

General Experience

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

Specialized Experience:

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

Functional Responsibility:

May augment Task/Delivery Order project teams.

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

Minimum Education:

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



9. Removed Per Modification Number PO-0027



10. Removed Per Modification Number PO-0027



11. Removed Per Modification Number PO-0027



12. Removed Per Modification Number PO-0027

13. Removed Per Modification Number PO-0027

14. Title: Technical Subject Matter Specialist

General Experience:

Five (5) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Three (3) years of intensive and progressive experience in the individual's field of study and specialization. Examples include: configuration management; CMMI, ISO, or similar methodology; report generation tools; statistical analysis; etc.

Functional Responsibility:

- (a) Participates in all phases of the software development life cycle providing expertise in subject matter area.
- (b) Assists other senior consultants with analysis and evaluation and with the preparation of recommendations in subject matter area.
- (c) Applies principles and methods of the subject matter area to difficult problems in technical areas to arrive at effective, automated solutions.
- (d) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.

Minimum Education

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

15. Title: Senior Technical Writer

General Experience:

Three (3) year or more of technical writing and documentation experience.

Specialized Experience:

One (1) year of specialized Information Technology (IT) technical writing experience.

Functional Responsibility:

- (a) Develops, writes, and edits materials for IT related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation.
- (b) Interfaces with users, managers, analysts, programmers, and/or operations personnel to obtain background information on IT technologies, methods, and standards.
- (c) Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, format, and terminology.
- (d) Reviews technical material and recommends revisions or changes in scope, format, and content.
- (e) May write agendas and minutes for meetings.
- (f) May maintain records and files of technical documents.
- (g) May edit, standardize, or make changes to material prepared by other authors.

Minimum Education:

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

16. Title: Junior Technical Writer

General Experience:

Six (6) months or more of technical writing and documentation experience.

Functional Responsibility:

- (a) Develops, writes, and edits materials such as reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation.
- (b) Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, format, and terminology.
- (c) Reviews technical material and recommends revisions or changes in scope, format, and content.
- (d) May write agendas and minutes for meetings.
- (e) May maintain records and files of technical documents.
- (f) May edit, standardize, or make changes to material prepared by other authors.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.

17. Title: Graphics Specialist

General Experience

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

Functional Responsibility:

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

Minimum Education:

Must be a high school graduate or equivalent.

18. Title: Technical Typist

General Experience

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

Functional Responsibility:

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

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

Minimum Education:

Must be a high school graduate or equivalent.

19. Title: Data Entry Clerk/Data Collector 1

General Experience:

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

Functional Responsibility:

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

Minimum Education:

Must be a high school graduate or equivalent.

20. Title: FIP Support Technical

General Experience:

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

Specialized Experience:

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

Functional Responsibility:

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

Minimum Education:

Must be a high school graduate or equivalent.

21. Title: LAN Maintenance Engineer

General Experience:

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

Specialized Experience:

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

Functional Responsibility:

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

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

Minimum Education:

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

22. Title: Senior Training Specialist

General Experience:

Three (3) years of training experience.

Specialized Experience:

One (1) year of specialized Information Technology (IT) training experience.

Functional Responsibility:

- (a) Organizes, prepares, and conducts complex training and educational programs using traditional classroom instruction, informal individual training, or computer- assisted instruction.
- (b) May design and develop in-house training programs.
- (c) Maintains records of training activities, employee progress, and program effectiveness; may conduct training evaluations.
- (d) Develops, maintains, and enhances training curriculum.
- (e) May be responsible for reviewing existing or developing new documentation, Quick Reference Guides, training manuals, lesson plans, and other training materials as directed by the Task/Delivery Order.

Minimum Education:

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

23. Title: Junior Systems Training Specialist

General Experience:

One (1) year of training experience.

Specialized Experience:

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

Functional Responsibility:

- (a) Organizes, prepares, and conducts complex training and educational programs using traditional classroom instruction, informal individual training, or computer- assisted instruction.
- (b) May design and develop in-house training programs.
- (c) Maintains records of training activities, employee progress, and program effectiveness; may conduct training evaluations.
- (d) Develops, maintains, and enhances training curriculum.
- (e) May be responsible for reviewing existing or developing new documentation, Quick Reference Guides, training manuals, lesson plans, and other training materials as directed by the Task/Delivery Order.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.

24. Title: Industry Expert

General Experience:

Ten (10) years of experience as a subject matter expert in areas related to an environment of Information Technology (IT) system development activity for administrative and business related computer programming and IT analysis.

Specialized Experience:

Five (5) years of intensive and progressive IT subject matter expertise that is clearly related to the work to be automated.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

25. Title: Senior/Lead Data Base Administrator

General Experience:

Five (5) years of intensive and progressive experience in broad-based Information Technology (IT) projects.

Specialized Experience:

Three (3) year of application design experience utilizing relational data base management systems.

Functional Responsibility:

- (a) Provides highly technical expertise and guidance related to database technology to developers.
- (b) Highly experienced with SQL for a major database such as Sybase, Oracle, SQL Server, DB2, or equivalent.
- (c) Designs and creates physical database schemas.
- (d) Develops database definition language to create database objects including tables, data elements, triggers, indices, views, etc.
- (e) Maintains permissions for database logins.
- (f) Monitors database activity using specialized database tools. Makes recommendations to improve database performance.
- (g) May create database universes and structures for Business Objects solutions.

Minimum Education:

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

26. Title: Journeyman Data Administrator

General Experience:

Three (3) years of intensive and progressive experience in broad-based Information Technology (IT) projects.

Specialized Experience:

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

Functional Responsibility:

- (a) Provides highly technical expertise and guidance related to database technology to developers.
- (b) Highly experienced with SQL for a major database such as Sybase, Oracle, SQL Server, DB2, or equivalent.
- (c) Designs and creates physical database schemas.
- (d) Develops database definition language to create database objects including tables, data elements, triggers, indices, views, etc.
- (e) Maintains permissions for database logins.
- (f) Monitors database activity using specialized database tools. Makes recommendations to improve database performance.
- (g) May create database universes and structures for Business Objects solutions.

Minimum Education:

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

27: Title: Junior Data Base Administrator

General Experience:

Two (2) years of intensive and progressive experience in broad-based Information Technology (IT) projects.

Specialized Experience:

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

Functional Responsibility:

- (a) Provides highly technical expertise and guidance related to database technology to developers.
- (b) Highly experienced with SQL for a major database such as Sybase, Oracle, SQL Server, DB2, or equivalent.
- (c) Designs and creates physical database schemas.
- (d) Develops database definition language to create database objects including tables, data elements, triggers, indices, views, etc.
- (e) Maintains permissions for database logins.
- (f) Monitors database activity using specialized database tools. Makes recommendations to improve database performance.
- (g) May create database universes and structures for Business Objects solutions.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.

28. Title: Subject Matter Specialist (process Engineering: Capability Maturity Model)***General Experience:***

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

Specialized Experience:

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

Functional Responsibility:

May augment Task/Delivery Order project teams.

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

Minimum Education:

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

29. Title: Technical Specialist I

General Experience:

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

Specialized Experience:

Two (2) years experience with mainframe, desktop, or Web-based application programming (front-end and/or back-end programming) in a maintenance or development environment.

Functional Responsibility:

- (a) Interprets written business requirements and technical specification documents.
- (b) Translates logic from technical specifications into a programming language; performs coding from written technical specifications; follows published programming standards and guidelines.
- (c) Uses source debuggers and integrated development environments (IDEs).
- (d) Investigates, analyzes, and fixes reported software defects; performs maintenance programming and correction of identified defects.
- (e) Creates, documents, and implements unit test plans.
- (f) Participates in code reviews.

Minimum Education:

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

30: Title: Technical Specialist II

General Experience:

Five (5) years of experience in the Information Technology (IT) field

Specialized Experience:

Two (2) years experience with mainframe, desktop, or Web-based application programming (front-end and/or back-end programming) in a maintenance or development environment.

Functional Responsibility:

- (a) Interprets written business requirements and technical specification documents.
- (b) Translates logic from technical specifications into a programming language; performs coding from written technical specifications; follows published programming standards and guidelines.
- (c) Uses source debuggers and integrated development environments (IDEs).
- (d) Investigates, analyzes, and fixes reported software defects; performs maintenance programming and correction of identified defects.
- (e) Creates, documents, and implements unit test plans. (
- f) Participates in code reviews.

Minimum Education:

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

31. Title Technical Specialist III

General Experience:

Five (5) years of experience in the Information Technology (IT) field.

Specialized Experience:

Three (3) years experience with mainframe, desktop, or Web-based application programming (front-end and/or back-end programming) in a maintenance or development environment.

Functional Responsibility:

- (a) Interprets written business requirements and technical specification documents.
- (b) Translates logic from technical specifications into a programming language; performs coding from written technical specifications; follows published programming standards and guidelines.
- (c) Uses source debuggers and integrated development environments (IDEs).
- (d) Investigates, analyzes, and fixes reported software defects; performs maintenance programming and correction of identified defects.
- (e) Creates, documents, and implements unit test plans.
- (f) Participates in code reviews.

Minimum Education:

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

32. Title: Senior Technical Specialist I

General Experience:

Eight (8) years of experience in the Information Technology (IT) field

Specialized Experience

Four (4) years experience with mainframe, desktop, or Web-based application programming (front-end and/or back-end programming) in a maintenance or development environment.

Functional Responsibility:

- (a) Interprets written business requirements and technical specification documents.
- (b) Translates logic from technical specifications into a programming language; performs coding from written technical specifications; follows published programming standards and guidelines.
- (c) Uses source debuggers and integrated development environments (IDEs).
- (d) Investigates, analyzes, and fixes reported software defects; performs maintenance programming and correction of identified defects.
- (e) Creates, documents, and implements unit test plans.
- (f) Leads and participates in code reviews.
- (g) May be required to act as a technical supervisor to other project personnel who must prepare or modify software
- (h) May be required to serve as a technical lead for projects at the enterprise level, analyzing existing application interfaces, frameworks, and data needs.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

33. Title: Senior Technical Specialist II

General Experience:

Ten (10) years of experience in the Information Technology (IT) field

Specialized Experience:

Five (5) years experience with mainframe, desktop, or Web-based application programming (front-end and/or back-end programming) in a maintenance or development environment.

Functional Responsibility:

- (a) Interprets written business requirements and technical specification documents.
- (b) Translates logic from technical specifications into a programming language; performs coding from written technical specifications; follows published programming standards and guidelines.
- (c) Uses source debuggers and integrated development environments (IDEs).
- (d) Investigates, analyzes, and fixes reported software defects; performs maintenance programming and correction of identified defects.
- (e) Creates, documents, and implements unit test plans.
- (f) Leads and participates in code reviews.
- (g) May be required to act as a technical supervisor to other project personnel who must prepare or modify software.
- (h) May be required to serve as a technical lead for projects at the enterprise level, analyzing existing application interfaces, frameworks, and data needs.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

34. Title: Executive Program Manager

General Experience:

Eighteen (18) years of concentrated experience in broad-based Information Technology

Specialized Experience:

Ten (10) years of management experience of large scale projects applying current technologies.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or a related discipline from an accredited college or university.
- (b) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

35. Title: Functional Expert I

General Experience:

Twelve (12) years of broadly based experience in the Information Technology (IT) field.

Specialized Experience:

Five (5) years of experience in one of the following specialty areas: systems architecture, networking, telecommunications, geographic information systems (GIS), mathematical optimization, modeling and simulation, risk management, statistical analysis, system development life cycle management, software development methodologies, or project management.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of experience.

36. Title: Functional Expert II

General Experience:

Fifteen (15) years of broadly based experience in the Information Technology (IT) field.

Eight (8) years of experience in one of the following specialty areas: systems architecture, networking, telecommunications, geographic information systems (GIS), mathematical optimization, modeling and simulation, risk management, statistical analysis, system development life cycle management, software development methodologies, or project management.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of experience.

37. Title: Functional Expert III

General Experience:

Eighteen (18) years of broadly based experience in the Information Technology (IT) field.

Specialized Experience:

Ten (10) years of experience in one of the following specialty areas: systems architecture, networking, telecommunications, geographic information systems (GIS), mathematical optimization, modeling and simulation, risk management, statistical analysis, system development life cycle management, software development methodologies, or project management.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of experience.

38. Title: Advanced Technology Task Leader

General Experience:

Fifteen (15) years of progressive work experience as a computer specialist or a computer systems analyst. This includes at least one significant project involving Internet, Intranet, or Web application development or equivalent leading-edge technology.

Specialized Experience:

Eight (8) years of application development experience with advanced technologies (such as an Internet/Intranet or web application).

Functional Responsibility:

- (a) Knowledgeable in implementing computer systems in a phased approach of requirements analysis through testing, using Internet/Intranet technology.
- (b) Performs systems analysis for a wide range of users in the area of system automation.
- (c) Must be able to present system designs for user approval at formal reviews.
- (d) Must be knowledgeable in life-cycle support, including maintenance, development, administration, and management, and can provide solutions to identified software problem reports.

Minimum Education:

- (a) Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or a related discipline from an accredited college or university.
- (b) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

39. Title: Advanced Technology Developer I

General Experience:

Eight (8) years of computer experience in the following disciplines: systems analysis, systems programming, web development (front and back-end), Intranet/Internet deployment as well as knowledge of leading edge technologies, languages (e.g., Java) and skills.

Specialized Experience:

Four (4) years of experience developing applications using advanced and/or web-based technologies and tools.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

40. Title: Advanced Technology Developer II

General Experience:

Ten (10) years of computer experience in the following disciplines: systems analysis, systems programming, web development (front and back-end), Intranet/Internet deployment as well as knowledge of leading edge technologies, languages (e.g., Java) and skills.

Specialized Experience:

Five (5) years of experience developing applications using advanced and/or web-based technologies and tools.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

41. Title: Advanced Technology Developer III

General Experience:

Fifteen (15) years of computer experience in the following disciplines: systems analysis, systems programming, web development (front and back-end), Intranet/Internet deployment as well as knowledge of leading edge technologies, languages (e.g., Java) and skills.

Specialized Experience:

Eight (8) years of experience developing applications using advanced and/or web-based technologies and tools.

Functional Responsibility:

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

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

42. Title: Program Analyst II

General Experience:

Three (3) years of experience in an environment of administrative or business related computer and Information Technology (IT) analysis.

Specialized Experience:

One (1) year of intensive and progressive IT experience which is clearly related to the work to be automated.

Functional Responsibility:

- (a) Performs assigned portions of systems analysis, requirements, design, integration, documentation, and implementation of software applications.
- (b) Prepares requirements, specifications, business processes, and/or recommendations.
- (c) Documents and analyzes required information and data.
- (d) May elicit requirements from users using techniques such as interviews, focus groups, surveys, workshops, questionnaires, JAD sessions, etc.
- (e) Develops and/or maintains analysis artifacts including process maps, business requirements, business rules, use cases, user flows, etc.

Minimum Education:

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

43. Title: Programmer Analyst III***General Experience:***

Three (3) years of experience in an environment of administrative or business related computer and Information Technology (IT) analysis.

Specialized Experience:

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

Functional Responsibility:

- (a) Performs assigned portions of systems analysis, requirements, design, integration, documentation, and implementation of software applications.
- (b) Prepares requirements, specifications, business processes, and/or recommendations.
- (c) Documents and analyzes required information and data.
- (d) Identifies and documents requirements using techniques such as data flow modeling, workflow analysis, or functional decomposition analysis.
- (e) May elicit requirements from users using techniques such as interviews, focus groups, surveys, workshops, questionnaires, JAD sessions, etc.
- (f) Develops and/or maintains analysis artifacts including process maps, business requirements, business rules, use cases, user flows, etc.
- (g) May prepare and delivers presentations and briefings as required by the Task/Delivery Order.

Minimum Education:

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

44. Title: Technical Specialist IV

General Experience:

Six (6) years of experience in the Information Technology (IT) field.

Specialized Experience:

Three (3) years experience with mainframe, desktop, or Web-based application programming (front-end and/or back-end programming) in a maintenance or development environment.

Functional Responsibility:

- (a) Interprets written business requirements and technical specification documents.
- (b) Translates logic from technical specifications into a programming language; performs coding from written technical specifications; follows published programming standards and guidelines.
- (c) Uses source debuggers and integrated development environments (IDEs).
- (d) Investigates, analyzes, and fixes reported software defects; performs maintenance programming and correction of identified defects.
- (e) Creates, documents, and implements unit test plans.
- (f) Leads and participates in code reviews.
- (g) May be required to serve as a technical lead for projects at the enterprise level, analyzing existing application interfaces, frameworks, and data needs.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for two (2) years of experience.

45. Title: Technical Writer

General Experience:

Two (2) years or more of technical writing and documentation experience.

Specialized Experience:

One (1) year of specialized Information Technology (IT) technical writing experience.

Functional Responsibility:

- (a) Develops, writes, and edits materials for Information Technology (IT) related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation.
- (b) Interfaces with users, managers, analysts, programmers, and/or operations personnel to obtain background information on Information Technology (IT) technologies, methods, and standards.
- (c) Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, format, and terminology.
- (d) Reviews technical material and recommends revisions or changes in scope, format, and content.
- (e) May write agendas and minutes for meetings.
- (f) May maintain records and files of technical documents.
- (g) May edit, standardize, or make changes to material prepared by other authors.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.

46. Title: Optimization Developer

General Experience

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

Specialized Experience

One (1) year of intensive and progressive professional experience in optimization software solutions. Experience in two or more of the following: CPLEX (or equivalent modeling software), object-oriented analysis and design using Java, and database-driven application development using JDBC, ODBC, etc.

Functional Responsibility

- (a) Performs rudimentary analysis and documentation of proposed optimization solutions. Formulates and solves mixed integer problems of a small to moderate size. (b) Develops optimization models and heuristic algorithms.
- (c) Executes and monitors optimization simulations. (d) Completes post-simulation documentation. Minimum Education
- (a) Bachelor's degree in Computech Science, Mathematics, Operations Research, or related field from an accredited college or university.
- (b) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of experience.

47. Title: Optimization Manager

General Experience:

Ten (10) years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience

Five (5) years of intensive and expert professional experience in large-scale optimization software solutions. Experience in CPLEX or equivalent optimization modeling software.

Functional Responsibility

- (a) Performs detailed analysis and documentation of proposed optimization solutions.
- (b) Formulates and solves complex mixed integer problems of large size, including exact solutions such as branch-and-bound, branch-and-cut, branch-and-price, and column generation.
- (c) Designs and develops complex optimization models and heuristic algorithms, including Tabu Search, Genetic Algorithms, Simulated Annealing, and Neural Networks.
- (d) Completes post-simulation documentation.
- (e) May be required to act as a technical supervisor to other project personnel who design and develop optimization solutions.
- (f) May be required to consult with contracting personnel to discuss or present proposed algorithms or heuristics.

Minimum Education

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

48. Title: Senior Optimization Developer

General Experience

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

Specialized Experience

Three (3) years of intensive and progressive professional experience in optimization software solutions. Experience in two or more of the following: CPLEX (or equivalent modeling software), object-oriented analysis and design using Java, and database-driven application development using JDBC, ODBC, etc.

Functional Responsibility

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

Minimum Education

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

49. Title: Senior Optimization Manager

General Experience

Fifteen (15) years of intensive and progressive experience in the individual's field of study and specialization.

Specialized Experience

Recognized, published expert in the field of optimization. Eight (8) or more years of intensive and expert professional experience in large-scale optimization software solutions.

Functional Responsibility

- (a) Performs detailed analysis and documentation of proposed optimization solutions based on economic/policy-driven initiatives in field of study; frames research initiatives based on expertise.
- (b) Formulates and solves complex mixed integer problems of large size, including exact solutions such as branch-and-bound, branch-and-cut, branch-and-price, and column generation.
- (f) Designs and develops complex optimization models and heuristic algorithms, including Tabu Search, Genetic Algorithms, Simulated Annealing, and Neural Networks.
- (g) Interfaces with academic and professional community in field of study.
- (e) May be required to act as a technical supervisor to other project personnel who design and develop optimization solutions.

Minimum Education

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

50. Title: System Administrator

General Experience:

Five (5) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Three (3) years of experience performing a variety of system administration tasks which are broad in nature, involving the upkeep, configuration, and reliable operations of enterprise infrastructure components including computer systems, network, hardware, servers, file systems, storage, etc.

Functional Responsibility:

- (a) Analyzes and maintains moderately complex enterprise infrastructure environments.
- (b) Installs, configures, sets up, tests, and maintains hardware, servers, and/or system support software, to include operating system and application management software, for development of new software systems and/or existing production systems.
- (c) Monitors and ensures uptime and performance of infrastructure components.
- (d) Plans and applies computer system, hardware, or network updates, patches, upgrades, enhancements, and/or configuration changes.
- (e) Troubleshoots, assesses, and analyzes infrastructure components to resolve reported malfunctions.
- (f) Ensures system level backups of software and data are established to ensure data and system integrity.

Minimum Education:

- (a) Associate's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where two (2) years of specialized subject matter knowledge and experience will be equivalent to a two (2) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Bachelor's degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

51. Title: System Administrator II

General Experience:

Ten (10) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Eight (8) years of experience performing a variety of system administration tasks which are broad in nature, involving the upkeep, configuration, and reliable operations of enterprise infrastructure components including computer systems, network, hardware, servers, file systems, storage, etc.

Functional Responsibility:

- (a) Designs, analyzes, and maintains highly complex enterprise infrastructure environments.
- (b) Installs, configures, sets up, tests, and maintains hardware, servers, and/or system support software, to include operating system and application management software, for development of new software systems and/or existing production systems.
- (c) Monitors and ensures uptime, performance, resources, or security of infrastructure components.
- (d) Plans and applies computer system, hardware, or network updates, patches, upgrades, enhancements, and/or configuration changes.
- (e) Troubleshoots, assesses, and analyzes infrastructure components to resolve reported malfunctions.
- (f) Ensures system level backups of software and data are established to ensure data and system integrity.
- (g) May introduce and integrate new technologies into existing data center environments.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.

52. Title: System Administrator III

General Experience:

Fifteen (15) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Eight (8) years of experience performing a variety of system administration tasks which are broad in nature, involving the upkeep, configuration, and reliable operations of enterprise infrastructure components including computer systems, network, hardware, servers, file systems, storage, etc.

Functional Responsibility:

- (a) Designs, analyzes, and maintains exceptionally complex enterprise infrastructure environments.
- (b) Installs, configures, sets up, tests, and maintains hardware, servers, and/or system support software, to include operating system and application management software, for development of new software systems and/or existing production systems.
- (c) Monitors and ensures uptime, performance, resources, and security of infrastructure components.
- (d) Plans and applies computer system, hardware, or network updates, patches, upgrades, enhancements, and/or configuration changes.
- (e) Troubleshoots, assesses, and analyzes infrastructure components to resolve reported malfunctions.
- (f) May introduce and integrate new technologies into existing data center environments. (g) May provide support at the network administration level to promote establishment of virtualized operating system environments in which to execute software systems and to support continuity of operations.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

53. Title: Associate Information Technology (IT) Specialist

General Experience:

One (1) year of general and broad-based experience in the Information Technology (IT) field, which may include internships and special projects.

Functional Responsibility:

- (a) Applies new and emerging technologies and/or methodologies to the software development process.
- (b) Participates in activities for one of more of the following software development lifecycle phases: requirements development, systems analysis, design, programming, testing, integration, documentation, and implementation of applications.
- (c) Provides advice and assistance in state-of-the art software solutions for Web applications involving multiple operating environments, database management systems, specialized software, and software tools or packages.
- (d) Coordinates with appropriate levels to ensure problem solution and user satisfaction.
- (e) Prepares related documentation as appropriate to specific role on tasks.

Minimum Education:

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

54. Title: Subject Matter Expert II

General Experience:

Five (5) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

One (1) year of experience in a specific field of study or specialization in the IT field. Examples of specialty areas include, but are not limited to: Geographic Information Systems (GIS), web development, optimization, configuration management, agile/scrum, mobility, User Experience (UX), automated testing, and any future technology or technical discipline.

Functional Responsibility:

- (a) Serves as subject matter expert possessing in-depth knowledge of a particular specialty area; recognized for expertise in determining industry issues and trends in specialization.
- (b) Applies specialization expertise to solve moderately complex problems that need knowledge of the subject matter for effective implementation.
- (c) Provides specialty area support in one or more phases of the software development lifecycle including planning, requirements development, functional or technical analysis, design, architecture, systems engineering, testing, and integration required for developing and maintaining ADP systems.
- (d) Provides technical knowledge of specialization for setting policy and procedures applying best practices and methods to moderately difficult and narrowly define technical problems in existing software process.

Minimum Education:

- (a) Must be a high school graduate or equivalent.
- (b) A Bachelor's degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for four (4) years of general experience

55. Title: Subject Matter Expert II

General Experience:

Ten (10) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Five (5) years of progressive experience in a specific field of study or specialization in the IT field. Examples of specialty areas include, but are not limited to: Geographic Information Systems (GIS), web development, optimization, configuration management, agile/scrum, mobility, User Experience (UX), automated testing, and any future technology or technical discipline.

Functional Responsibility:

- (a) Serves as subject matter expert possessing in-depth knowledge of a particular specialty area; recognized for strong expertise in determining industry issues and trends in specialization.
- (b) Applies specialization expertise to solve highly complex problems that need extensive knowledge of the subject matter for effective implementation.
- (c) Provides specialty area support in one or more phases of the software development lifecycle including planning, requirements development, functional or technical analysis, design, architecture, systems engineering, testing, and integration required for developing and maintaining ADP systems.
- (d) Provides technical knowledge of specialization for setting policy and procedures applying best practices and methods to highly exceptionally difficult and narrowly define technical problems in existing software process.
- (e) May be required to serve as a technical lead for small projects utilizing the specialty area.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

56. Title: Subject Matter Expert III

General Experience:

Fifteen (15) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Seven (7) years of progressive and intensive experience in a specific field of study or specialization in the IT field. Examples of specialty areas include, but are not limited to: Geographic Information Systems (GIS), web development, optimization, configuration management, agile/scrum, mobility, User Experience (UX), automated testing, and any future technology or technical discipline.

Functional Responsibility:

- (a) Serves as subject matter expert possessing in-depth knowledge of a particular specialty area; recognized for strong expertise in determining industry issues and trends in specialization.
- (b) Applies specialization expertise to solve exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
- (c) Provides specialty area support in one or more phases of the software development lifecycle including planning, requirements development, functional or technical analysis, design, architecture, systems engineering, testing, and integration required for developing and maintaining ADP systems.
- (d) Provides technical knowledge of specialization for setting policy and procedures applying best practices and methods to exceptionally difficult and narrowly define technical problems in existing software process.
- (e) Introduces innovative approaches and methodologies for processes and support systems in specialty area.
- (f) May be required to serve as a technical lead for large projects utilizing the specialty area.
- (g) May design and develop in-house training programs for the specialization.

Minimum Education:

- (a) Bachelor's degree from an accredited college or university.
- (b) Substitution of experience for education may be made where four (4) years of specialized subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience, which are used to substitute for a college degree, cannot be used to otherwise qualify for the general experience requirement.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two (2) years of general experience.

57. Title: Cyber Security Specialist I

General Experience:

Three (3) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Two (2) years of experience in the cyber security field.

Functional Responsibility:

- (a) Assists in the implementation and monitoring of analytical and technical methodologies, tools, and policies/standards to ensure a cyber-secure environment for organizations.
- (b) Participates in a variety of cyber security measures. Examples include: intrusion detection and prevention, software and system security protection through application of secure design protocols, and data assurance.
- (c) May provide vulnerability management support throughout the software lifecycle for applications including conduct vulnerability scans, analyze vulnerability scan results, and provide flaw remediation support.
- (d) May provide support for full lifecycle assessment and authorization of applications, and create authorization packages.
- (e) Ensures required safeguards are implemented to ensure compliance with applicable security laws and requirements (e.g., FISMA).
- (f) Prepares security-related documentation e.g., security plan, contingency plan, privacy and e- authentication analysis, FIPS categorizations, plans of action and milestones (POA&Ms).

Minimum Education:

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

58. Title: Cyber Security Specialist II

General Experience:

Seven (7) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Five (5) years of experience in the cyber security field.

Functional Responsibility:

- (a) Participates in the development, implementation, and monitoring of analytical and technical methodologies, tools, and policies/standards to ensure a cyber-secure environment for organizations.
- (b) Participates in a variety of cyber security measures. Examples include: intrusion detection and prevention, software and system security protection through application of secure design protocols, and data assurance.
- (c) May provide vulnerability management support throughout the software lifecycle for applications including conduct vulnerability scans, analyze vulnerability scan results, and provide flaw remediation support.
- (d) May provide support for full lifecycle assessment and authorization of applications, and create authorization packages.
- (e) Ensures required safeguards are implemented to ensure compliance with applicable security laws and requirements (e.g., FISMA).
- (f) Prepares security-related documentation e.g., security plan, contingency plan, privacy and e- authentication analysis, FIPS categorizations, plans of action and milestones (POA&Ms).

Minimum Education:

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

59. Title: Cyber Security Specialist III

General Experience:

Twelve (12) years of general and broad-based experience in the Information Technology (IT) field.

Specialized Experience:

Ten (10) years of experience in the cyber security field.

Functional Responsibility:

- (a) Designs, develops, and implements comprehensive analytical and technical methodologies, tools, and policies/standards to ensure a cyber-secure environment for organizations.
- (b) Participates in and oversees a variety of cyber security measures. Examples include: intrusion detection and prevention, software and system security protection through application of secure design protocols, and data assurance.
- (c) May provide vulnerability management support throughout the software lifecycle for applications including conduct vulnerability scans, analyze vulnerability scan results, and provide flaw remediation support.
- (d) May provide support for full lifecycle assessment and authorization of applications, and create authorization packages.
- (e) Ensures required safeguards are implemented to ensure compliance with applicable security laws and requirements (e.g., FISMA).
- (f) Prepares security-related documentation e.g., security plan, contingency plan, privacy and e- authentication analysis, FIPS categorizations, plans of action and milestones (POA&Ms).

Minimum Education:

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

**DESCRIPTION OF IT SERVICES AND PRICING
LABOR CATEGORIES AND RATES**

Skills	Labor Category	Rate
1	Program Manager	111.08
2	Project Manager	123.93
3	Task Manager	102.40
4	Information Technology Specialist (Business)	102.40
5	Leader/Senior Programmer/Analyst (Business)	91.60
6	Programmer/Analyst (Business)	70.05
7	Junior Analyst/Programmer (Business)	48.49
8	Subject Matter Specialist (Business)	102.40
14	Technical Subject Matter Specialist	102.40
15	Senior Technical Writer	70.05
16	Technical Writer	48.49
17	Graphics Specialist	48.49
18	Technical Typist	32.30
19	Data Entry Clerk/Data Collector I	26.90
20	FIP Support Technician	37.71
21	LAN Maintenance Engineer	59.24
22	Senior Training Specialist	80.82
23	Junior Systems Training Specialist	59.24
24	Industry Expert	134.75
25	Senior/Lead Database Administrator	107.78
26	Journeyman Data Base Administrator	86.21
27	Junior Data Base Administrator	70.05
28	Subject Matter Specialist (CMM)	122.34
29	Technical Specialist I	88.44
30	Technical Specialist II	98.98
31	Technical Specialist III	104.07
32	Senior Technical Specialist I	119.70
33	Senior Technical Specialist II	130.10
34	Executive Program Manager	170.02
35	Functional Expert I	148.94
36	Functional Expert II	165.16
37	Functional Expert III	179.18
38	Advanced Technology Task Leader	164.91
39	Advanced Technology Developer I	121.81
40	Advanced Technology Developer II	138.49
41	Advanced Technology Developer III	151.70
42	Programmer Analyst II	74.73
43	Programmer Analyst III	82.42
44	Technical Specialist IV	106.42
45	Technical Writer	58.50



46	Optimization Developer	165.16
47	Optimization Manager	208.80
48	Senior Optimization Developer	179.18
49	Senior Optimization Manager	340.68
50	System Administrator I	102.84
51	System Administrator II	119.07
52	System Administrator III	129.90
53	Associate IT Specialist	64.96
54	Subject Matter Expert I	225.00
55	Subject Matter Expert II	250.00
56	Subject Matter Expert III	275.00
57	Cyber Security Specialist I	113.67
58	Cyber Security Specialist II	135.33
59	Cyber Security Specialist III	162.40