

**GENERAL SERVICES ADMINISTRATION  
AUTHORIZED FEDERAL ACQUISITION SERVICE  
MULTIPLE AWARD SCHEDULE PRICELIST**

**SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**SIN OLM Order Level Material**

**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.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**Enhanced Veterans Solutions, Inc  
Mark Whitty, CEO  
10560 Main Street Suite 220, Fairfax, Virginia 22030-2176  
Telephone: (571) 212-3681 Fax: (866) 320-0911 Web Site: [www.enhancedvets.com](http://www.enhancedvets.com)**

Contract Number: **GS-35F-0562V**  
Period Covered by Contract: **July 6, 2009 to July 5, 2024**

General Services Administration, Federal Acquisition Service

Pricelist current through Modification # **PS-A812, Dated February 6, 2020**

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

## **TABLE OF CONTENTS**

Information for ordering activities	3
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 54151S)	9
Description of IT Services	13
Labor Categories and Descriptions	13
GSA ADP Rate Table for On and Off-Site Rates	32
USA Commitment to Promote Small Business Participation	42
Blanket Purchase Agreement	43
Basic Guidelines for Using “Contractor Team Arrangements”	45

### **INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES:** Small Business Participation

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

*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.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**CONTRACTOR'S ORDERING ADDRESS**

**PAYMENT INFORMATION**

**Ordering Address:**

**Enhanced Veterans Solutions, Inc  
Attn: GSA Program Manager  
10560 Main Street Suite 220  
Fairfax, Virginia 22030-2176**

**Payment Address:**

**Enhanced Veterans Solutions, Inc  
Attn: Accounts Receivable  
10560 Main Street Suite 220  
Fairfax, Virginia 22030-2176**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit 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 activities to obtain technical and/or ordering assistance: **(571) 212-3681**

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity 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. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **808112051**

Block 30: Type of Contractor - \_\_\_\_\_

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

- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - **NO**

Block 36: Contractor's Taxpayer Identification Number (TIN): **26-1209761**

- 4a. CAGE Code: **4X0V2**
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<b>54151S</b>	<b>Negotiable for each task order</b>

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

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

- c. a. Prompt Payment: **0% - 0** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **Discounts of this nature may be negotiated on a case-by-case basis.**
- c. Dollar Volume: **Discounts of this nature may be negotiated on a case-by-case basis.**
- d. Government Educational Institutions: **Government Educational Institutions are offered the same discounts as all other Government customers.**
- e. Other

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:N/A**

**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 discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Number (SIN) is \$500,000:  
Special Item Number 54151S - Information Technology (IT) Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as

appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

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

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

Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

#### **14. 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.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(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 ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity'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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

**19. OVERSEAS ACTIVITIES**

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

### **Overseas Not Offered**

---

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

#### **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

#### **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, Industrial Funding Fee and Sales Reporting, 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 apply.

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

#### **23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

#### **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.**
- (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.**

**26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
- (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with 552.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (JAN 2017) (DEVIATION – FEB 2007)(DEVIATION - FEB 2018) for Firm-Fixed Price orders; or GSAR 552.212-4 CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS (JAN 2017) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION - FEB 2007) for Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;

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

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

### **16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

## LABOR CATEGORY DESCRIPTIONS

### 1. PROGRAM MANAGER

#### Minimum/General Experience

Possesses 15 years of progressive Information Resources Management experience that includes 10 years system management experience. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with ordering activity management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

#### Functional Responsibility

Serves as the Contractor counterpart to the ordering activity program/technical managers. Responsible for adhering to work standards, assigning schedules, reviewing work, supervising contractor personnel and communicating policies, procedures and goals of the organization to personnel. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Responsible for the contract performance.

#### Minimum Education

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines.

### 2. PROJECT MANAGER

#### Minimum/General Experience

Possesses 12 years of progressive Information Resources Management experience that includes 6 years of systems software management experience. Directs completion of complex information technology tasks within estimated timeframe and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as ordering activity management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Reports in writing and orally to contractor management and ordering activity representative.

#### Functional Responsibility

Provides competent technical leadership and is responsible for program direction through successful performance of a variety of detailed, diverse elements of information technology projects. Assists the Program Manager in working with the ordering activity Contracting Representative to ensure work standards and schedules are being met. Assists in managing a group on functional activities and subordinate groups of technical and administrative personnel.

#### Minimum Education

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines.

### 3. QUALITY ASSURANCE MANAGER

#### Minimum/General Experience

Possesses 8 years of program support experience that includes 7 years in quality assurance and quality control related positions. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. Experience includes use and understanding of Independent Verification and Validation (IV&V) of software development and the applications of ordering activity and international quality standards and procedures. Manages the formal and informal reviews of all software development activities.

#### Functional Responsibility

Oversees the development and implementation of all quality control methodologies to ensure compliance with all applicable standards and guidelines directed by the customer. Provides technical direction in performing software

development tasks, to include the design concept and user standards. Conducts the review of program documentation to assure ordering activity standards are met. Prepares milestone status reports.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines.

**4. QUALITY ASSURANCE ANALYST II**

**Minimum/General Experience**

Possesses 5 years of program support experience on major information technology programs that includes 2 years of direct quality assurance support for software development projects utilizing COBOL and 4GL. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure ordering activity standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Functional Responsibility**

Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Reviews information systems requirements and develops and implements test plans ensuring proposed data processing systems modules, programs, and systems are stress tested, error free and meet stated requirements before implementation. Must be adept at problem definition and resolution. Must be capable of documenting problems and preparing recommendations for their solution.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**5. QUALITY ASSURANCE ANALYST I**

**Minimum/General Experience**

Possesses 3 years of program support experience on major information technology programs that includes 1 year of direct quality assurance support for software development projects utilizing COBOL and 4GL. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure ordering activity standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Functional Responsibility**

Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Reviews information systems requirements and develops and implements test plans ensuring proposed data processing systems modules, programs, and systems are stress tested, error free and meet stated requirements before implementation. Must be adept at problem definition and resolution. Must be capable of documenting problems and preparing recommendations for their solution.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**6. PROGRAM ADMINISTRATOR**

**Minimum/General Experience**

Possesses 4 years experience that includes 2 years that are specialized in Program Administration supporting information technology projects. Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all contract support activities. Demonstrates communications skills with all levels of management. Establishes and alters (as necessary) management

structure to effectively direct contract support activities. Meets and confers with ordering activity management officials regarding the status of specific Contractor procurement activities and problems, issues or conflicts regarding resolution. Is capable of negotiating and making binding decisions for the company.

#### **Functional Responsibility**

Directs all financial management and administrative activities, such as budgeting, manpower, subcontract arrangements, resource planning, and financial reporting on information technology projects. Serves as the Contractor counterpart of the ordering activity Contracting Officer. Responds to all matters regarding program or project financial administration. Develops and tracks program financial performance.

#### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines.

### **7. SUBJECT MATTER EXPERT II**

#### **Minimum/General Experience**

Possesses 10 years with intensive and progressive experience that includes 8 years in a specialized area. Specialized experience includes: support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods, such as I-CASE tools.

#### **Functional Responsibility**

Provides high level functional and systems analysis, design, integration, documentation, and implementation advice on exceptionally complex studies which require expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Oversees the design and preparation of technical reports and related documentation.

#### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

### **8. SUBJECT MATTER EXPERT I**

#### **Minimum/General Experience**

Possesses 7 years with intensive and progressive experience that includes 5 years in a specialized area. Specialized experience includes: support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods, such as I-CASE tools.

#### **Functional Responsibility**

Provides high level functional and systems analysis, design, integration, documentation, and implementation advice on exceptionally complex studies which require expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Oversees the design and preparation of technical reports and related documentation.

#### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

### **9. FUNCTIONAL ANALYST II**

#### **Minimum/General Experience**

Possesses 8 years experience that includes 5 years in a specialized area. Specialized experience includes: systems requirements and/or developing functional requirements for complex integrated information systems business processes and/or programs. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new or revised applications systems and programs. Assists in projecting software and hardware requirements. Demonstrates the ability to work independently. Shows leadership skills and has led a team on three successful projects. Has current knowledge of functions being developed or automated.

### **Functional Responsibility**

Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required to complete each task. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.

### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

## **10. FUNCTIONAL ANALYST I**

### **Minimum/General Experience**

Possesses 6 years experience that includes 3 years in a specialized area. Specialized experience includes: performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

### **Functional Responsibility**

Responsible for identifying and documenting all specific functional requirements associated with implementing the application. Develops a comprehensive functional description of current and future system and process requirements through structured interviews, focus groups, documentation review and other data gathering techniques. Interfaces with technical personnel to identify specific system requirements and risks. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.

### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

## **11. SYSTEMS ENGINEER II**

### **Minimum/General Experience**

Possesses 6 years experience that includes 4 years in a specialized area. Specialized experience includes: supervision of system engineers familiar with a network topologies and configurations, X.25, TCP/IP, IPX, Frame Relay, ATM, bridges, routers, hubs and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Has two certifications in network operating systems (CNA & CNE).

### **Functional Responsibility**

Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.

### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

## **12. SYSTEMS ENGINEER I**

### **Minimum/General Experience**

Possesses 4 years experience that includes 2 years in a specialized area. Specialized experience includes: knowledge of system engineers familiar with a network topologies and configurations, X.25, TCP/IP, IPX, Frame Relay, ATM, bridges, routers, hubs and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Evaluates and recommends COTS applications and methodologies that can be acquired to



provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

**Functional Responsibility**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. Provides technical leadership developing solutions for engineering studies.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**13. SENIOR INFORMATION ENGINEER**

**Minimum/General Experience**

Possesses 10 years overall Information Systems support experience that includes 5 years of direct related experience with technologies applicable to the current project requirements. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement models consistent with the configuration information management guiding principles, cost savings, and open architecture objectives.

**Functional Responsibility**

Analyzes information requirements. Evaluates, analytically and systematically, problems of workflow, organization, and planning and develops appropriate corrective action. Plans project coordination and management. Provides comprehensive definition of all aspects of development from analysis of mission needs to verification of system performance

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**14. COMPUTER SYSTEMS ANALYST III**

**Minimum/General Experience**

Minimum of 8 years experience in systems analysis work

**Functional Responsibility**

Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for developing project plans, guidelines and controls. Provides expertise to conduct investigations and studies and present recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparation and submission of reports on a recurring basis. Provides advice and assistance to managers that directly affect the conduct and attainment of agency goals and objectives. Perform evaluations on existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a problem notification report and recommend solutions such as an ECP. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education.**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**15. COMPUTER SYSTEMS ANALYST II**

**Minimum/General Experience**

Minimum of 5 years experience in systems analysis work

**Functional Responsibility**

Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for developing project plans, guidelines and controls. Provides expertise to conduct investigations and studies and present recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparation and submission of reports on a recurring basis. Provides advice and assistance to managers that directly affect the conduct and attainment of agency goals and objectives. Perform evaluations on existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a problem notification report and recommend solutions such as an ECP. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education.**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**16. COMPUTER SYSTEMS ANALYST I**

**Minimum/General Experience**

Minimum of 2 years experience in systems analysis work

**Functional Responsibility**

Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for developing project plans, guidelines and controls. Provides expertise to conduct investigations and studies and present recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparation and submission of reports on a recurring basis. Provides advice and assistance to managers that directly affect the conduct and attainment of agency goals and objectives. Perform evaluations on existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a problem notification report and recommend solutions such as an ECP. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education.**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**17. APPLICATIONS ENGINEER**

**Minimum/General Experience**

Possesses 3 years experience as a software engineer that includes 2 years working with SQL or other third/forth generation languages. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and design specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Functional Responsibility**

Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Supports the development of unique system software as well as the integration of commercial off-the-shelf (COTS) software integration.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**18. APPLICATIONS PROGRAMMER III**

**Minimum/General Experience**

Possesses 5 years experience that includes 3 years in a specialized area. Specialized experience includes: applications programming on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to implement design objectives. Ability to work independently.

**Functional Responsibility**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**19. APPLICATION PROGRAMMER II****Minimum/General Experience**

Possesses 3 years experience. Assists in developing block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical coordination to other programmers as required to ensure program deadlines are met.

**Functional Responsibility**

Provides programming services on operating systems software, teleprocessing monitors, communications systems, language processors, database internals, and system utilities. Assists in developing application programs to meet functional requirements of customers. Assists in debugging and testing all programs prior to their implementation. Responsible for adherence to applicable user standards and procedures.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**20. APPLICATIONS PROGRAMMER I****Minimum/General Experience**

Possesses a High School diploma and 1 year experience.

**Functional Responsibility**

Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps develop appropriate corrective action. Writes programs for various user applications under the direction and review of a senior applications programmer.

**Minimum Education**

High School diploma

**21. WEB PROGRAMMER****Minimum/General Experience**

Minimum of 4 years web development experience

**General/Functional Responsibility**

Consults with clients and other project team members to design, build and manage web applications and sites. Has knowledge of a variety of programming/scripting languages that may include SQL, C++, HTML, CGI, JavaScript, Perl, Java, PHP, ASP, Cold Fusion. Database development experience using Oracle, MS SQL Server, and other databases may be required. Some server maintenance experience may be required.

**Minimum Education.**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**22. DATABASE MANAGEMENT SPECIALIST II**

**Minimum/General Experience**

Possesses 5 years experience that includes 2 years in a specialized area. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. Detailed experience in Oracle, DB2 and Sybase. Hands on experience in supporting database applications in distributed network, including UNIX and/or IBM mainframe.

**Functional Responsibility**

Applies high-level of skills in database design, installations, and conversions. Responsible for database backup and recovery procedures, access security and database integrity, physical data storage design, and data storage management. Participates in DBMS selection and maintains database performance. Applies expertise in specific DBMS such as Oracle, DB2 and Sybase.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**23. DATABASE MANAGEMENT SPECIALIST I****Minimum/General Experience**

Possesses 3 years experience that includes 1 year in a specialized area. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems and data manipulation languages. Provides database administration and troubleshooting. Detailed experience utilizing Informix and Oracle.

**Functional Responsibility**

Research and evaluate emerging technologies, plan for implementation, and implement as appropriate. Uses state-of-the art DBMS systems such as Oracle or DB2 to function in a relational DBMS environment. Provides day-to-day database administration to include database backup and recovery.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**24. DATA MODELER II****Minimum/General Experience**

Five (5) or more years of IT experience, including at least 4 years of experience in data modeling and analysis. Experienced with design techniques or process reengineering across all phases, including change management, business analysis management and techniques, cost benefit analysis, activity and data modeling, information systems development methods and practices, workshop facilitation, and training. Skilled in the interface of software with computer hardware systems, computer-aided software engineering (CASE) tools, complex and software system development. Experience in developing and providing technical and end-user training on computer hardware and application software. Knowledge of and experience with DoD and/or federal Civilian Agency data modeling standards and procedures. Knowledge of IDEFIX and its implementation by the ERwin or similar CASE tool.

Demonstrated ability to communicate orally and in writing. Must possess strong organizational skills and strong interpersonal skills to effectively relate to agency and customer needs. Supervisory experience in managing and providing direction to engineers, programmers, and analysts.

**Functional Responsibility**

Analyzes functional business applications and design specifications for data and functional activities. Develops data models, block diagrams, and logic flow charts. Prepares required documentation, including both program-level and user-level documentation.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**25. DATA MODELER I**

**Minimum/General Experience**

Three (3) or more years of IT experience, including at least 1 year of experience in data modeling and analysis. Experienced with design techniques or process reengineering across all phases, including change management, business analysis management and techniques, cost benefit analysis, activity and data modeling, information systems development methods and practices, workshop facilitation, and training. Skilled in the interface of software with computer hardware systems, computer-aided software engineering (CASE) tools, complex and software system development. Experience in developing and providing technical and end-user training on computer hardware and application software. Knowledge of and experience with DoD and/or federal Civilian Agency data modeling standards and procedures. Knowledge of IDEFIX and its implementation by the ERwin or similar CASE tool.

Demonstrated ability to communicate orally and in writing. Must possess strong organizational skills and strong interpersonal skills to effectively relate to agency and customer needs. Must be able to work alone or in work groups.

**Functional Responsibility**

Analyzes functional business applications and design specifications for data and functional activities. Develops data models, block diagrams, and logic flow charts. Prepares required documentation, including both program-level and user-level documentation.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**26. OPERATIONS MANAGER****Minimum/General Experience**

Possesses 7 years experience that includes 5 years in a specialized area. Specialized experience includes: supervision and operations experience on a IBM large-scale computer system, knowledge of hardware, software and operating systems (including: IBM 3090 mainframes using the DB2 operating system with CICS and RACF). General experience includes operations experience on a large-scale computer system or a multi-server local area network (Windows NT and Novell 4.0).

**Functional Responsibility**

Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines.

**27. SYSTEM ADMINISTRATOR III****Minimum/General Experience**

Possesses 8 years experience that includes 5 years in a specialized area. Specialized experience includes: administrating UNIX, Windows NT, Novell systems and/or open systems. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

**Functional Responsibility**

Supervises the monitoring of network facilities. Ensures high quality transmission on network. Directs testing and analysis of all elements of the network facility (including hardware, software, power, communications, lines, modems and terminals). Supervises testing and analysis of all elements of the network facilities (including software, power, communications machinery, lines, modems and terminals). Serves as key contact for remote locations and customers to obtain clarification of problems and provides resolution of system failures and degradations.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

## 28. SYSTEM ADMINISTRATOR II

### **Minimum/General Experience**

Possesses 4 years experience that includes 3 years in a specialized area. Specialized experience includes: administrating UNIX, Windows NT, Novell systems and/or open systems. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

### **Functional Responsibility**

Supervises the monitoring of network facilities. Ensures high quality transmission on network. Directs testing and analysis of all elements of the network facility (including hardware, software, power, communications, lines, modems and terminals). Supervises testing and analysis of all elements of the network facilities (including software, power, communications machinery, lines, modems and terminals). Serves as key contact for remote locations and customers to obtain clarification of problems and provides resolution of system failures and degradations.

### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

## 29. SYSTEM ADMINISTRATOR I

### **Minimum/General Experience**

Possesses 2 years experience that includes 1 year in a specialized area. Specialized experience includes: administrating UNIX, Windows NT, Novell systems and/or open systems. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

### **Functional Responsibility**

Supervises the monitoring of network facilities. Ensures high quality transmission on network. Directs testing and analysis of all elements of the network facility (including hardware, software, power, communications, lines, modems and terminals). Supervises testing and analysis of all elements of the network facilities (including software, power, communications machinery, lines, modems and terminals). Serves as key contact for remote locations and customers to obtain clarification of problems and provides resolution of system failures and degradations.

### **Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

## 30. TRAINING SPECIALIST II

### **Minimum/General Experience**

Possesses 6 years experience that includes 4 years in a specialized area. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software (such as MS Office Suite). Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently.

### **Functional Responsibility**

Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

### **Minimum Education**

Bachelor Degree in Liberals Arts, Training and Development, or other related discipline.

## 31. TRAINING SPECIALIST I

**Minimum/General Experience**

Possesses 4 years experience that includes 2 years in a specialized area. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software (such as MS Office Suite). General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

**Functional Responsibility**

Assists in conducting the research necessary to develop and revise training courses. Assists in developing and revising training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Minimum Education**

Bachelor Degree in Liberal Arts, Training and Development, or other related discipline.

**32. HELP DESK MANAGER****Minimum/General Experience**

Possesses 8 years experience that includes 6 years in a specialized area. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Has demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Functional Responsibility**

Provides daily supervision and direction to staff who are responsible for telephone and in-person support to information system users in the areas of e-mail, directories, COTS, standard Windows desktop applications, and applications developed or deployed under specific contract. Serves as the subject matter expert for troubleshooting hardware/software PC and printer problems.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

**33. HELP DESK SPECIALIST****Minimum/General Experience**

Possesses 5 years experience that includes 3 years in a specialized area. Specialized experience includes knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and experience in supporting a help desk. General experience includes information systems development and other work in the client/server field or related fields. Has demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Functional Responsibility**

Provides telephone and in-person support to users in the areas of e-mail, directories, standard windows desktop COTS applications, and applications developed under this contract for predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum Education**

High School diploma or equivalent.

**34. ENGINEER III****Minimum/General Experience**

Minimum of 12 years experience in administrative or technical lines of work  
Minimum of 7 years experience in direct support in a project engineering

**General/Functional Responsibility**

Specialized experience includes: knowledge and experience providing manned or unmanned systems project engineering support including hardware and software implementation, development and execution of test plans and preparing formal technical reports. Position may require experience with major Federal Government acquisition programs or major defense

acquisition weapon systems defined in the DOD 5000.2 series instructions. Performs complex engineering analysis and design tasks. Prepares specifications and design, and implements solutions. Design subsystems and assists in developing standards. Works as part of a project team in the design and integration of system engineering modifications or stand-alone solutions to engineering support requirements.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**35. ENGINEER II**

**Minimum/General Experience**

Possesses 8 years experience that includes 6 years in a specialized area. Specialized experience includes: information systems development, functional and data requirement analysis, systems analysis and design, programming, program design and documentation preparation. Demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

**Functional Responsibility**

Implements engineering principles, techniques and processes. Decides appropriate tests to evaluate, debug and check systems. Documents the result of complex analysis and design tasks. Design Windows NT systems and developed integration standards and techniques for implementation. Acts in a lead role of a project team.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**36. ENGINEER I**

**Minimum/General Experience**

Possesses 4 years experience that includes 2 years in a specialized area. Specialized experience includes: knowledge in information systems development, function and data requirement analysis and design, programming, and documentation preparation.

**Functional Responsibility**

Performs complex engineering analysis and design tasks. Prepares specifications and design, and implements solutions. Design subsystems and assists in developing standards. Works as part of a project team in the design and integration of system engineering modifications or stand-alone solutions to engineering support requirements.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**37. HARDWARE/NETWORK SPECIALIST**

**Minimum/General Experience**

Possesses 1 year experience. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network components and capabilities. Ensures maintenance of systems Coordinates requirements with users and suppliers.

**Functional Responsibility**

Provides support on all phases of analysis, design, testing, and implementation of networks and the telecommunications infrastructure to support EC/EDI functions. Functions as planner and manages the actual physical installation of networks including use of internet/intranet applications. Support also includes the actual pulling of wires or cable to accomplish the installation.

**Minimum Education**

Associate Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.



## 38. HARDWARE/NETWORK INSTALLATION TECHNICIAN

### Minimum/General Experience

Possesses 4 years experience that includes 2 years in a specialized area. Specialized experience includes: supervision of installation technicians, analysis, design, and installation of computer based systems; analysis, and installation of local area networks; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, bridges, hubs, and routers. General experience includes increasing responsibilities in technical management. Has the ability to work independently or under only general direction.

### Functional Responsibility

Assesses and documents current site network configuration and user requirements. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Coordinates post installation operations and maintenance support.

### Minimum Education

High School diploma or equivalent.

## 39. NETWORK ADMINISTRATOR I

### Minimum/General Experience

3 years of IT experience

### General/Functional Responsibility

Monitors and adjusts network parameters for optimum performance. Installs and supports local area networks (LANs). Configures the network, and adds and deletes users and printers. Diagnoses, troubleshoots and repairs complex LANs and interfaces between differing networks via remote and local repeaters, routers, and switches (including mainframe connectivity via gateway, telecommunication circuits, and direct network access). Assures that LAN security is maintained according to recommendations. Creates documentation for systems support staff and users. Provides technical expertise for performance and configuration of networks. Evaluates communication hardware and software, and performs compatibility testing of system and application software. Coordinates with all responsible users and sites.

### Minimum Education.

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

## 40. SENIOR CONSULTANT

### Minimum/General Experience

Senior Consultants possess at least 8 years of experience in information systems implementation, change management efforts or business process redesign.

### Functional Responsibility

Senior Consultants apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. Senior Consultants provide direction to project teams and interact with clients at the supervisory level. A Senior Consultants is qualified to perform tasks such as:

- Develop functional and technical information system designs.
- Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for information systems users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team work plans
- Perform workflow analyses
- Design and manage databases
- Define information systems requirements
- Assist in project budget preparation

### Minimum Education

Master's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

## 41. PREMIUM TECHNOLOGY MANAGER

### Minimum/General Experience

Premium Technology Managers possess at least 7 years of experience in information systems implementation, change management efforts or business process redesign, including at least 6 months experience in premium technologies.

### Functional Responsibility

Premium Technology Managers possess special skills in premium technologies, such as packaged enterprise software tools (e.g., Baan, SAP, PeopleSoft and Oracle) and other premium market-driven technologies. Premium Technology Managers apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of CPS projects. Premium Technology Managers provide subject matter expertise in industry, process or technology areas. A Premium Technology Manager is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

### Minimum Education

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

## 42. PREMIUM TECHNOLOGY ANALYST

### Minimum/General Experience

Premium Technology Analysts possess at least 2 years of experience in information systems implementation, change management efforts or business process redesign, including at least 6 months experience in premium technologies.

### Functional Responsibility

Premium Technology Analysts possess special skills in premium technologies, such as packaged enterprise software tools (e.g., Baan, SAP, PeopleSoft and Oracle) and other premium market-driven technologies. Premium Technology Analysts are directed to exercise core skills on projects, or they may direct small teams. A Premium Technology Analyst is qualified to perform tasks such as:

- Document an organization's current business process flows
- Design, code and test functional components of information systems according to project specifications
- Identify and document functional requirements for information systems
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to software development teams
- Perform program management support tasks, such as status reporting and workplan maintenance

### Minimum Education

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

## 43. PREMIUM TECHNOLOGY CONSULTANT

### Minimum/General Experience

Premium Technology Consultants possess at least 3 years of experience in information systems implementation, change management efforts or business process redesign, including at least 6 months experience in premium technologies.

### Functional Responsibility

Premium Technology Consultants possess special skills in premium technologies, such as packaged enterprise software tools (e.g., Baan, SAP, PeopleSoft and Oracle) and other premium market-driven technologies. Premium Technology Consultants provide direction to project teams and interact with clients at the supervisory level. A Premium Technology Consultant is qualified to perform tasks such as:

- Develop functional and technical information system designs.

- Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for information systems users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team workplans
- Perform workflow analyses
- Design and manage databases
- Define information systems requirements
- Assist in project budget preparation

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines.

**44. COMPUTER SECURITY SYSTEMS SPECIALIST II**

**Minimum/General Experience**

Possesses 8 years experience that includes 6 years in a specialized area. Specialized experience includes: experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to Multi-Level-Security (MLS) problems.

**Functional Responsibility**

Analyzes and defines security requirements for (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs daily supervision and direction to staff.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**45. COMPUTER SECURITY SYSTEMS SPECIALIST I**

**Minimum/General Experience**

Possesses 6 years experience that includes 4 years in a specialized area. Specialized experience includes: analyzing and defining security requirements for Multi-Level-Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena.

**Functional Responsibility**

Performs risk analyses which also include risk assessment. Develops, analyzes, and implements security architectures as appropriate. Recommends the application of various current, state-of-the-art security systems (ACF and RACF on IBM 3090 mainframes) to solve specific user requirements. Leads in the effort to install and train staff in the use and application of selected products.

**Minimum Education**

Associate Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**46. ADMINISTRATIVE SUPPORT & GRAPHICS SPECIALIST**

**Minimum/General Experience**

Possesses 1 year of office experience in an information technology environment. Must possess word processing and general office skills.

**Functional Responsibility**

Performs high level of secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine

questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Minimum Education**

High School Diploma or equivalent

**47. Graphics Artist**

**Minimum/General Experience**

Possesses 2 years of experience with 1 year in a specialized area. Specialized experience includes: experience using commercial automated word processing (e.g., WordPerfect, Word), graphics systems (e.g., PowerPoint, Corel Draw, Harvard Graphics, Freelance), and desktop publishing systems (e.g., Page Maker, Quark, Ventura).

**Functional Responsibility**

Creates publication cover designs, hand drawn and computer-generated illustrations and graphics including tables, charts, logos and other artwork. Performs page layout for technical documents, newsletters, brochures, posters and other types of documents. Produces camera-ready copy in hard copy and/or electronic format for printing.

**Minimum Education**

High School diploma or equivalent

**48. Data Entry Specialist II**

**Minimum/General Experience**

Three (3) years experience in data entry and verification via various input devices, such as keypunch, key-to-tape, key-to-disk, or other input devices. If assigned task or functional lead position, twelve (12) months of experience supervising data entry personnel.

**Functional Responsibility**

Works independently or as a task leader to perform data entry, including verification where applicable. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of complex source documents. Design, set up, and implement special screen formats for specific input requirements. Input data from numerous types of source documents requiring various complex formats. Perform routine data preparation and distribution when incidental to data entry tasks.

**Minimum Education**

High School diploma or equivalent

**49. Data Entry Specialist I**

**Minimum/General Experience**

One (1) year experience in data entry and verification via various input devices, such as keypunch, key-to-tape, key-to-disk, or other input devices.

**Functional Responsibility**

Works independently or as a task leader to perform data entry, including verification where applicable. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of complex source documents. Design, set up, and implement special screen formats for specific input requirements. Input data from numerous types of source documents requiring various complex formats. Perform routine data preparation and distribution when incidental to data entry tasks.

**Minimum Education**

High School diploma or equivalent

**50. Technical Writer**

**Minimum/General Experience**

This position typically requires five (5) or more years of technical writing experience.

**Functional Responsibility**

Prepares, edits, maintains and updates technical documents such as reference manuals, user manuals, specifications, as well as training materials throughout the lifecycle of the system or the project. Responsibilities also include, but are not limited to, maintaining technical documentation, assuring the accuracy of technical documents, maintaining technical libraries.

**Minimum Education**

An Associates or Bachelor's degree or equivalent in English, Literature, or other related discipline. High School diploma or equivalent with five or more years relevant experience may be substituted for a college degree

**51. Configuration Management Specialist III****Minimum/General Experience**

Six (6) years experience as a Configuration Management Specialist or Systems Analyst. Specialized Experience: Four (4) years experience in the review and authorization of all system change requests; experience in establishing library control to reflect change status of implemented systems; experience with the release control process for new versions of implemented systems; experience in controlling documentation required during a systems life cycle; and in-depth experience with management techniques to ensure functionality of system integrity. Two (2) years experience using automated configuration management tools (e.g., PVCS, SourceSafe, etc.).

**Functional Responsibility**

Provides technical support in documenting solutions to information systems to the Program Manager. Establishes and maintains a process for tracking the life cycle development of all hardware implementation and software development efforts. Maintains continuity of products while ensuring conformity to commercial/industry or DOD directives and regulations, as applicable to the task order. Oversees formal and informal documentation reviews and makes recommendations consistent with program direction. This may include management of hardware and/or software baselines, change control, baseline audits, pre-release testing and IV&V functions.

**Minimum Education**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

**52. Configuration Management Specialist II****Minimum/General Experience**

Four (4) years experience as a Configuration Management Specialist or Systems Analyst. Specialized Experience: Two (2) years experience in the review and authorization of all system change requests; experience in establishing library control to reflect change status of implemented systems; experience with the release control process for new versions of implemented systems; experience in controlling documentation required during a systems life cycle; and in-depth experience with management techniques to ensure functionality of system integrity. One (1) year experience using automated configuration management tools (e.g., PVCS, SourceSafe, etc.).

**Functional Responsibility**

Provides technical support in documenting solutions to information systems to the Program Manager. Establishes and maintains a process for tracking the life cycle development of all hardware implementation and software development efforts. Maintains continuity of products while ensuring conformity to commercial/industry or DOD directives and regulations, as applicable to the task order. Oversees formal and informal documentation reviews and makes recommendations consistent with program direction. This may include management of hardware and/or software baselines, change control, baseline audits, pre-release testing and IV&V functions.

**Minimum Education**

Bachelors degree in Computer Science or related field. Six years of specialized experience is required to substitute for a four year degree.

### **53. Configuration Management Specialist I**

#### **Minimum/General Experience**

Two (2) years experience as a Configuration Management Specialist or Systems Analyst. Specialized Experience: One (1) years experience in the review and authorization of all system change requests; experience in establishing library control to reflect change status of implemented systems; experience with the release control process for new versions of implemented systems; experience in controlling documentation required during a systems life cycle; and in-depth experience with management techniques to ensure functionality of system integrity. One (1) year experience using automated configuration management tools (e.g., PVCS, SourceSafe, etc.).

#### **Functional Responsibility**

Provides technical support in documenting solutions to information systems to the Program Manager. Establishes and maintains a process for tracking the life cycle development of all hardware implementation and software development efforts. Maintains continuity of products while ensuring conformity to commercial/industry or DOD directives and regulations, as applicable to the task order. Oversees formal and informal documentation reviews and makes recommendations consistent with program direction. This may include management of hardware and/or software baselines, change control, baseline audits, pre-release testing and IV&V functions.

#### **Minimum Education**

High School Degree, Technical Certification, or equivalent education.

### **54. Disaster Recovery Specialist**

#### **Minimum/General Experience**

Four (4) years or more experience in business recovery or disaster recovery planning.

#### **Minimum Education**

Bachelors degree in Computer Science or related field. Six years of specialized experience is required to substitute for a four year degree.

#### **Functional Responsibility**

General knowledge of business processes, management structures, and technology programs/platforms are preferred. Strong verbal and written communications skills are desirable. Provide support in the development of a government agencies emergency management and business recovery plans; perform functions pertaining to the agencies business risk assessments; review and develop business recovery strategies; draft procedures for identifying failures and invoking contingency plans; create response procedures and identifying communications channels; communicate with various response teams during testing and actual execution of recovery procedures. Support the design, development, installation, implementation and administration of backup solutions. Make recommendations to the user community and the operations group on system enhancements.

### **55. Data Retrieval Specialist**

#### **Minimum/General Experience**

At least Six (6) months experience retrieving, filing, and archiving data in commercial, financial, or law enforcement databases, and the Microsoft Windows operating environment. Competent with the Microsoft Office software suite and/or other commercial-off-the-shelf (COTS) tools and databases. Excellent oral and written communications skills in the English language.

### **Functional Responsibility**

The Data Retrieval Specialist navigates databases and extracts information, placing the information in a prescribed data retrieval package format. The Data Retrieval Specialist is responsible for the timeliness, quantity, thoroughness, and accuracy of all completed work.

### **Minimum Education**

High School degree or equivalent.

### NOTES:

- (1) Unless otherwise noted, 18 months of specialized experience may be substituted for one year of college education. 72 months of specialized experience may be substituted for four (4) year college degree.
- (2) Three (3) years specialized experience, a GED diploma, or completion of an accredited technical training program may be substituted for a High School degree.

**Enhanced Veterans Solutions-Five Year Price Escalation Rate**

Labor Category Number	EVS GSA Schedule Job Title	CY19 On-Site Rate W/IFF (Government Site)	CY19 Off-Site Rate W/IFF (EVS Site)
1	Program Manager	\$183.42	\$206.79
2	Project Manager	\$142.13	\$160.23
3	Quality Assurance Manager	\$130.56	\$147.19
4	Quality Assurance Analyst II	\$99.88	\$112.60
5	Quality Assurance Analyst I	\$62.88	\$70.89
6	Program Administrator	\$75.12	\$84.70
7	Subject Matter Expert II	\$125.89	\$141.93
8	Subject Matter Expert I	\$112.63	\$126.98
9	Functional Analyst II	\$99.19	\$111.83
10	Functional Analyst I	\$65.18	\$73.48
11	Systems Engineer II	\$130.31	\$146.91
12	Systems Engineer I	\$122.46	\$138.06
13	Senior Information Engineer	\$115.49	\$130.20
14	Computer Systems Analyst III	\$111.20	\$125.37
15	Computer Systems Analyst II	\$75.81	\$85.47
16	Computer Systems Analyst I	\$65.18	\$73.48
17	Applications Engineer	\$129.61	\$146.13
18	Applications Programmer III	\$107.37	\$121.05
19	Applications Programmer II	\$88.51	\$99.79
20	Applications Programmer I	\$65.02	\$73.30
21	Web Programmer	\$99.11	\$111.74
22	Database Management Specialist II	\$107.93	\$121.68
23	Database Management Specialist I	\$70.15	\$79.08
24	Data Modeler II	\$94.03	\$106.01
25	Data Modeler I	\$66.87	\$75.40
26	Operations Manager	\$96.96	\$109.31
27	System Administrator III	\$124.22	\$140.05
28	System Administrator II	\$103.72	\$116.93
29	System Administrator I	\$64.70	\$72.94
30	Training Specialist II	\$78.14	\$88.09
31	Training Specialist I	\$75.09	\$84.65
32	Help Desk Manager	\$77.75	\$87.66
33	Help Desk Specialist	\$50.25	\$56.64
34	Engineer III	\$130.31	\$146.91



Labor Category Number	EVS GSA Schedule Job Title	CY19 On-Site Rate W/IFF (Government Site)	CY19 Off-Site Rate W/IFF (EVS Site)
35	Engineer II	\$112.20	\$126.50
36	Engineer I	\$94.98	\$107.08
37	Hardware/Network Specialist	\$75.97	\$85.65
38	Hardware/Network Installation Technician	\$68.03	\$76.70
39	Network Administrator I	\$51.56	\$58.13
40	Senior Consultant	\$270.76	\$305.26
41	Premium Technology Manager	\$184.88	\$208.43
42	Premium Technology Analyst	\$141.34	\$159.35
43	Premium Technology Consultant	\$126.54	\$142.66
44	Computer Security Systems Specialist II	\$103.42	\$116.59
45	Computer Security Systems Analyst I	\$71.45	\$80.54
46	Administrative Support & Graphics Specialist	\$39.53	\$44.56
47	Graphics Artist	\$56.29	\$63.47
48	Data Entry Specialist II	\$47.55	\$53.60
49	Data Entry Specialist I	\$39.76	\$44.83
50	Technical Writer	\$63.30	\$71.37
51	Configuration Management Specialist III	\$93.58	\$105.50
52	Configuration Management Specialist II	\$73.15	\$82.47
53	Configuration Management Specialist I	\$62.77	\$70.77
54	Disaster Recovery Specialist	\$110.77	\$124.89
55	Data Retrieval Specialist	\$45.55	\$51.36

Labor Category Number	EVS GSA Schedule Job Title	CY20 On-Site Rate W/IFF (Government Site)	CY20 Off-Site Rate W/IFF (EVS Site)
1	Program Manager	\$185.25	\$208.86
2	Project Manager	\$143.55	\$161.83
3	Quality Assurance Manager	\$131.87	\$148.66
4	Quality Assurance Analyst II	\$100.88	\$113.73
5	Quality Assurance Analyst I	\$63.51	\$71.60
6	Program Administrator	\$75.87	\$85.55
7	Subject Matter Expert II	\$127.15	\$143.35
8	Subject Matter Expert I	\$113.76	\$128.25
9	Functional Analyst II	\$100.18	\$112.95
10	Functional Analyst I	\$65.83	\$74.21
11	Systems Engineer II	\$131.61	\$148.38
12	Systems Engineer I	\$123.68	\$139.44
13	Senior Information Engineer	\$116.64	\$131.50
14	Computer Systems Analyst III	\$112.31	\$126.62
15	Computer Systems Analyst II	\$76.57	\$86.32
16	Computer Systems Analyst I	\$65.83	\$74.21
17	Applications Engineer	\$130.91	\$147.59
18	Applications Programmer III	\$108.44	\$122.26
19	Applications Programmer II	\$89.40	\$100.79
20	Applications Programmer I	\$65.67	\$74.03
21	Web Programmer	\$100.10	\$112.86
22	Database Management Specialist II	\$109.01	\$122.90
23	Database Management Specialist I	\$70.85	\$79.87
24	Data Modeler II	\$94.97	\$107.07
25	Data Modeler I	\$67.54	\$76.15
26	Operations Manager	\$97.93	\$110.40
27	System Administrator III	\$125.46	\$141.45
28	System Administrator II	\$104.76	\$118.10
29	System Administrator I	\$65.35	\$73.67
30	Training Specialist II	\$78.92	\$88.97
31	Training Specialist I	\$75.84	\$85.50
32	Help Desk Manager	\$78.53	\$88.54
33	Help Desk Specialist	\$50.75	\$57.21
34	Engineer III	\$131.61	\$148.38

Labor Category Number	EVS GSA Schedule Job Title	CY20 On-Site Rate W/IFF (Government Site)	CY20 Off-Site Rate W/IFF (EVS Site)
35	Engineer II	\$113.32	\$127.77
36	Engineer I	\$95.93	\$108.15
37	Hardware/Network Specialist	\$76.73	\$86.51
38	Hardware/Network Installation Technician	\$68.71	\$77.47
39	Network Administrator I	\$52.08	\$58.71
40	Senior Consultant	\$273.47	\$308.31
41	Premium Technology Manager	\$186.73	\$210.51
42	Premium Technology Analyst	\$142.75	\$160.94
43	Premium Technology Consultant	\$127.81	\$144.09
44	Computer Security Systems Specialist II	\$104.45	\$117.76
45	Computer Security Systems Analyst I	\$72.16	\$81.35
46	Administrative Support & Graphics Specialist	\$39.93	\$45.01
47	Graphics Artist	\$56.85	\$64.10
48	Data Entry Specialist II	\$48.03	\$54.14
49	Data Entry Specialist I	\$40.16	\$45.28
50	Technical Writer	\$63.93	\$72.08
51	Configuration Management Specialist III	\$94.52	\$106.56
52	Configuration Management Specialist II	\$73.88	\$83.29
53	Configuration Management Specialist I	\$63.40	\$71.48
54	Disaster Recovery Specialist	\$111.88	\$126.14
55	Data Retrieval Specialist	\$46.01	\$51.87

Labor Category Number	EVS GSA Schedule Job Title	CY21 On-Site Rate W/IFF (Government Site)	CY21 Off-Site Rate W/IFF (EVS Site)
1	Program Manager	\$187.10	\$210.95
2	Project Manager	\$144.99	\$163.45
3	Quality Assurance Manager	\$133.19	\$150.15
4	Quality Assurance Analyst II	\$101.89	\$114.87
5	Quality Assurance Analyst I	\$64.15	\$72.32
6	Program Administrator	\$76.63	\$86.41
7	Subject Matter Expert II	\$128.42	\$144.78
8	Subject Matter Expert I	\$114.90	\$129.53
9	Functional Analyst II	\$101.18	\$114.08
10	Functional Analyst I	\$66.49	\$74.95
11	Systems Engineer II	\$132.93	\$149.86
12	Systems Engineer I	\$124.92	\$140.83
13	Senior Information Engineer	\$117.81	\$132.82
14	Computer Systems Analyst III	\$113.43	\$127.89
15	Computer Systems Analyst II	\$77.34	\$87.18
16	Computer Systems Analyst I	\$66.49	\$74.95
17	Applications Engineer	\$132.22	\$149.07
18	Applications Programmer III	\$109.52	\$123.48
19	Applications Programmer II	\$90.29	\$101.80
20	Applications Programmer I	\$66.33	\$74.77
21	Web Programmer	\$101.10	\$113.99
22	Database Management Specialist II	\$110.10	\$124.13
23	Database Management Specialist I	\$71.56	\$80.67
24	Data Modeler II	\$95.92	\$108.14
25	Data Modeler I	\$68.22	\$76.91
26	Operations Manager	\$98.91	\$111.50
27	System Administrator III	\$126.71	\$142.86
28	System Administrator II	\$105.81	\$119.28
29	System Administrator I	\$66.00	\$74.41
30	Training Specialist II	\$79.71	\$89.86
31	Training Specialist I	\$76.60	\$86.36
32	Help Desk Manager	\$79.32	\$89.43
33	Help Desk Specialist	\$51.26	\$57.78
34	Engineer III	\$132.93	\$149.86

Labor Category Number	EVS GSA Schedule Job Title	CY21 On-Site Rate W/IFF (Government Site)	CY21 Off-Site Rate W/IFF (EVS Site)
35	Engineer II	\$114.45	\$129.05
36	Engineer I	\$96.89	\$109.23
37	Hardware/Network Specialist	\$77.50	\$87.38
38	Hardware/Network Installation Technician	\$69.40	\$78.24
39	Network Administrator I	\$52.60	\$59.30
40	Senior Consultant	\$276.20	\$311.39
41	Premium Technology Manager	\$188.60	\$212.62
42	Premium Technology Analyst	\$144.18	\$162.55
43	Premium Technology Consultant	\$129.09	\$145.53
44	Computer Security Systems Specialist II	\$105.49	\$118.94
45	Computer Security Systems Analyst I	\$72.88	\$82.16
46	Administrative Support & Graphics Specialist	\$40.33	\$45.46
47	Graphics Artist	\$57.42	\$64.74
48	Data Entry Specialist II	\$48.51	\$54.68
49	Data Entry Specialist I	\$40.56	\$45.73
50	Technical Writer	\$64.57	\$72.80
51	Configuration Management Specialist III	\$95.47	\$107.63
52	Configuration Management Specialist II	\$74.62	\$84.12
53	Configuration Management Specialist I	\$64.03	\$72.19
54	Disaster Recovery Specialist	\$113.00	\$127.40
55	Data Retrieval Specialist	\$46.47	\$52.39

Labor Category Number	EVS GSA Schedule Job Title	CY22 On-Site Rate W/IFF (Government Site)	CY22 Off-Site Rate W/IFF (EVS Site)
1	Program Manager	\$188.97	\$213.06
2	Project Manager	\$146.44	\$165.08
3	Quality Assurance Manager	\$134.52	\$151.65
4	Quality Assurance Analyst II	\$102.91	\$116.02
5	Quality Assurance Analyst I	\$64.79	\$73.04
6	Program Administrator	\$77.40	\$87.27
7	Subject Matter Expert II	\$129.70	\$146.23
8	Subject Matter Expert I	\$116.05	\$130.83
9	Functional Analyst II	\$102.19	\$115.22
10	Functional Analyst I	\$67.15	\$75.70
11	Systems Engineer II	\$134.26	\$151.36
12	Systems Engineer I	\$126.17	\$142.24
13	Senior Information Engineer	\$118.99	\$134.15
14	Computer Systems Analyst III	\$114.56	\$129.17
15	Computer Systems Analyst II	\$78.11	\$88.05
16	Computer Systems Analyst I	\$67.15	\$75.70
17	Applications Engineer	\$133.54	\$150.56
18	Applications Programmer III	\$110.62	\$124.71
19	Applications Programmer II	\$91.19	\$102.82
20	Applications Programmer I	\$66.99	\$75.52
21	Web Programmer	\$102.11	\$115.13
22	Database Management Specialist II	\$111.20	\$125.37
23	Database Management Specialist I	\$72.28	\$81.48
24	Data Modeler II	\$96.88	\$109.22
25	Data Modeler I	\$68.90	\$77.68
26	Operations Manager	\$99.90	\$112.62
27	System Administrator III	\$127.98	\$144.29
28	System Administrator II	\$106.87	\$120.47
29	System Administrator I	\$66.66	\$75.15
30	Training Specialist II	\$80.51	\$90.76
31	Training Specialist I	\$77.37	\$87.22
32	Help Desk Manager	\$80.11	\$90.32
33	Help Desk Specialist	\$51.77	\$58.36
34	Engineer III	\$134.26	\$151.36

Labor Category Number	EVS GSA Schedule Job Title	CY22 On-Site Rate W/IFF (Government Site)	CY22 Off-Site Rate W/IFF (EVS Site)
35	Engineer II	\$115.59	\$130.34
36	Engineer I	\$97.86	\$110.32
37	Hardware/Network Specialist	\$78.28	\$88.25
38	Hardware/Network Installation Technician	\$70.09	\$79.02
39	Network Administrator I	\$53.13	\$59.89
40	Senior Consultant	\$278.96	\$314.50
41	Premium Technology Manager	\$190.49	\$214.75
42	Premium Technology Analyst	\$145.62	\$164.18
43	Premium Technology Consultant	\$130.38	\$146.99
44	Computer Security Systems Specialist II	\$106.54	\$120.13
45	Computer Security Systems Analyst I	\$73.61	\$82.98
46	Administrative Support & Graphics Specialist	\$40.73	\$45.91
47	Graphics Artist	\$57.99	\$65.39
48	Data Entry Specialist II	\$49.00	\$55.23
49	Data Entry Specialist I	\$40.97	\$46.19
50	Technical Writer	\$65.22	\$73.53
51	Configuration Management Specialist III	\$96.42	\$108.71
52	Configuration Management Specialist II	\$75.37	\$84.96
53	Configuration Management Specialist I	\$64.67	\$72.91
54	Disaster Recovery Specialist	\$114.13	\$128.67
55	Data Retrieval Specialist	\$46.93	\$52.91

Labor Category Number	EVS GSA Schedule Job Title	CY23 On-Site Rate W/IFF (Government Site)	CY23 Off-Site Rate W/IFF (EVS Site)
1	Program Manager	\$190.86	\$215.19
2	Project Manager	\$147.90	\$166.73
3	Quality Assurance Manager	\$135.87	\$153.17
4	Quality Assurance Analyst II	\$103.94	\$117.18
5	Quality Assurance Analyst I	\$65.44	\$73.77
6	Program Administrator	\$78.17	\$88.14
7	Subject Matter Expert II	\$131.00	\$147.69
8	Subject Matter Expert I	\$117.21	\$132.14
9	Functional Analyst II	\$103.21	\$116.37
10	Functional Analyst I	\$67.82	\$76.46
11	Systems Engineer II	\$135.60	\$152.87
12	Systems Engineer I	\$127.43	\$143.66
13	Senior Information Engineer	\$120.18	\$135.49
14	Computer Systems Analyst III	\$115.71	\$130.46
15	Computer Systems Analyst II	\$78.89	\$88.93
16	Computer Systems Analyst I	\$67.82	\$76.46
17	Applications Engineer	\$134.88	\$152.07
18	Applications Programmer III	\$111.73	\$125.96
19	Applications Programmer II	\$92.10	\$103.85
20	Applications Programmer I	\$67.66	\$76.28
21	Web Programmer	\$103.13	\$116.28
22	Database Management Specialist II	\$112.31	\$126.62
23	Database Management Specialist I	\$73.00	\$82.29
24	Data Modeler II	\$97.85	\$110.31
25	Data Modeler I	\$69.59	\$78.46
26	Operations Manager	\$100.90	\$113.75
27	System Administrator III	\$129.26	\$145.73
28	System Administrator II	\$107.94	\$121.67
29	System Administrator I	\$67.33	\$75.90
30	Training Specialist II	\$81.32	\$91.67
31	Training Specialist I	\$78.14	\$88.09
32	Help Desk Manager	\$80.91	\$91.22
33	Help Desk Specialist	\$52.29	\$58.94
34	Engineer III	\$135.60	\$152.87





Labor Category Number	EVS GSA Schedule Job Title	CY23 On-Site Rate W/IFF (Government Site)	CY23 Off-Site Rate W/IFF (EVS Site)
35	Engineer II	\$116.75	\$131.64
36	Engineer I	\$98.84	\$111.42
37	Hardware/Network Specialist	\$79.06	\$89.13
38	Hardware/Network Installation Technician	\$70.79	\$79.81
39	Network Administrator I	\$53.66	\$60.49
40	Senior Consultant	\$281.75	\$317.65
41	Premium Technology Manager	\$192.39	\$216.90
42	Premium Technology Analyst	\$147.08	\$165.82
43	Premium Technology Consultant	\$131.68	\$148.46
44	Computer Security Systems Specialist II	\$107.61	\$121.33
45	Computer Security Systems Analyst I	\$74.35	\$83.81
46	Administrative Support & Graphics Specialist	\$41.14	\$46.37
47	Graphics Artist	\$58.57	\$66.04
48	Data Entry Specialist II	\$49.49	\$55.78
49	Data Entry Specialist I	\$41.38	\$46.65
50	Technical Writer	\$65.87	\$74.27
51	Configuration Management Specialist III	\$97.38	\$109.80
52	Configuration Management Specialist II	\$76.12	\$85.81
53	Configuration Management Specialist I	\$65.32	\$73.64
54	Disaster Recovery Specialist	\$115.27	\$129.96
55	Data Retrieval Specialist	\$47.40	\$53.44

## **USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

**ENHANCED VETERANS SOLUTIONS, INC, Inc** provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-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 demonstrate our support for awarding contracts and subcontracts to small business concerns.

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Mark E. Whitty Tel: (571) 212-3681, Fax: (866) 320-0911, e-mail [mwhitty@enhancedvets.com](mailto:mwhitty@enhancedvets.com)

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity	Date	Contractor	Date
-------------------	------	------------	------

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 activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____
- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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