



FEDERAL SUPPLY SERVICE

**AUTHORIZED FEDERAL SUPPLY SCHEDULE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES
FSC GROUP 70**



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CHANTILLY, VIRGINIA 20151-2110

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WWW.REISYS.COM

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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 performed by the publisher or manufacturer or one of its authorized agents.

SPECIAL ITEM NO. 132-51:

FPDS CODE: D301:

FPDS CODE: D302:

FPDS CODE: D306:

FPDS CODE: D307:

FPDS CODE: D308:

FPDS CODE: D310:

FPDS CODE: D311:

FPDS CODE: D316:

FPDS CODE: D399:

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

IT FACILITY OPERATION AND MAINTENANCE

SYSTEMS DEVELOPMENT SERVICES

IT SYSTEMS ANALYSIS SERVICES

AUTOMATED INFORMATION SYSTEMS DESIGN AND INTEGRATION SERVICES

PROGRAMMING SERVICES

IT BACKUP AND SECURITY SERVICES

IT DATA CONVERSION SERVICES

IT NETWORK MANAGEMENT SERVICES

OTHER INFORMATION TECHNOLOGY SERVICES, NOT ELSEWHERE CLASSIFIED

Contract Number:

GS-35F-0623N

Period Covered by Contract:

5/09/2008 – 5/20/2013

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



TABLE OF CONTENTS

Information for Ordering Activities.....	1
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)	11
Services Pricelist.....	17
Job Descriptions	21
USA Commitment to Promote Small Business Participation Procurement Programs.....	43
Best Value Blanket Purchase Agreement Federal Supply Schedule.....	44
Basic Guidelines for Using Contractor Team Arrangements.....	47



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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of contract is the 48 contiguous states and the District of Columbia.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

REI Systems, Inc.
14325 Willard Road, Suite 200
Chantilly, Virginia 20151-2110

Contractors are required to accept the credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In, addition, bank account information for wire transfer payments will be shown on the invoice. The following phone number can be used by ordering activities to obtain technical and/or ordering assistance: (703) 230-0011



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. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 60-899-9520
Block 30: Type of Contractor: A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business: No
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1650603

4a. CAGE CODE: 1DJP1

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:

<u>Special Item No</u>	<u>Delivery Time (Days ARO)</u>
132-51	As agreed upon by REI and the Agency

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. (Telephone 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.
- a. Prompt Payment: **0%** - **30** days from receipt of invoice or date of acceptance, whichever is later.
 - b. Quantity **NONE**
 - c. Dollar Volume **NONE**
 - d. Government Educational Institutions **Same discount as all other Government Customers**

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.

NOT APPLICABLE

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: NOT APPLICABLE**

10. **SMALL REQUIREMENTS:**

The minimum dollar value of orders to be issued is: **\$100**

11. **MAXIMUM ORDER:** (all dollar amounts are exclusive of any discount for prompt payment.)

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

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

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

NONE

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

NONE

12. **USE OF FEDERAL SUPPLY SCHEDULE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.**

In accordance with FAR 8.404:

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



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

- a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--
 - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 - (2) Trade-in considerations;
 - (3) Probable life of the item selected as compared with that of a comparable item;
 - (4) Warranty considerations;
 - (5) Maintenance availability;
 - (6) Past performance; and
 - (7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--



Review additional Schedule Contractors’

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

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

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

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



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.

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.

FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

14. SECURITY REQUIREMENTS:

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations,



and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING 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, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Part 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:

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These



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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

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/.



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.



**TERMS AND CONDITIONS APPLICABLE TO
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
Special Item Number 132-51**

1. Scope

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

2. Performance Incentives

- a. When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. 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.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. Ordering Procedures for Services (Requiring a Statement of Work)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mixes of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- a. When ordering services, ordering activities shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):



- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
 - (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
 - (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.
- (2) Transmit the Request to Contractors:
- (i) Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT



professional services under SIN 132-51 ONLY, the ordering activity, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the ordering activity's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the



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

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

- c. The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- d. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

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

4. Order

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

5. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.



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

6. Inspection of Services

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

7. Responsibilities of the Contractor

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

9. Independent Contractor

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the 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 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user 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 Services and Pricing

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Number 132-51. IT 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 Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.



SERVICES PRICELIST

GSA CONTRACT # GS-35F-0623N

The rates for the following 13 labor categories are effective as of Modification # 11 dated 5/19/2010

SIN 132-51 Information Technology Professional Services		
Labor Category	Hourly Rate	Education-Degree General/Specialized Experience
Program Manager	\$140.20	B.S. in computer science, physics, engineering, communications or related field and 10 years of professional experience. Advanced degree preferred and may be substituted for 3 years of experience.
Principal Engineer	\$110.41	B.S. in computer science, engineering, math or related field and 8 years of experience. Advanced degrees preferred and may be substituted for 3 years of experience.
Security Manager	\$93.49	B.S. in electrical engineering, computer science, information science/systems or related field and 7 years of experience of which 3 must be specialized defining computer security requirements for internet/intranet applications. Advanced degree preferred and may be substituted for 3 years of experience.
Database Administrator	\$83.08	B.S. in computer science, systems analysis, information systems or related field and 5 years of experience in system/database design. Advanced degree/specialized certification in a related field may be substituted for 3 years of experience.
Senior Software Engineer	\$72.15	B.S. in computer science or related field and 5 years of experience. Advanced degree may be substituted for 3 years of experience.
Quality Assurance Engineer	\$74.99	B.S. in computer science, systems analysis, information systems or related field and 5 years of experience in IT system development projects. Advanced degree in a related discipline may be substituted for 3 years of experience.
Senior GIS Specialist	\$73.84	B.S. in computer science, math, information systems or related discipline and 5 years of experience in Geographic Information System application development. Advanced degree in a related discipline may be substituted for 3 years of experience.
Senior Management Analyst	\$65.01	B.S. in business management, systems analysis or related field and 8 years of experience. 3 years of direct experience may be substituted to fulfill degree requirements. Advanced graduate degree may be substituted for 3 years of experience.
Web Designer	\$65.12	B.S. in computer science, information systems, business or related field and 5 years of web design and development experience. Expertise in internet application deployment, web browsers/ specifications including 508 compliance standards is required.
System Administrator	\$64.28	B.S. in computer science, information systems or related field and 5 years of experience in deployed information technology systems maintenance. Advanced degree may be substituted for 3 years of experience. Direct experience in the related fields may be substituted for meeting degree requirements.
Software Engineer	\$57.74	B.S. in computer science, information systems or related field and a minimum of 3 years application development experience. Advanced degree may be substituted for 3 years of experience.



SIN 132-51 Information Technology Professional Services		
Labor Category	Hourly Rate	Education-Degree General/Specialized Experience
Management Analyst	\$58.03	B.S. in business and management, human resources or related field and a minimum 5 years of demonstrated experience improving business processes. Three years of experience may be substituted. for meeting the degree requirements.
Application Programmer	\$45.67	B.S. in computer science, information systems or related field and minimum 2 years of experience as an applications programmer on large-scale database management systems. Any specialized certification in programming languages may be substituted for 2 years of experience.

The rates for the following 21 labor categories are effective as of Modification # 9 dated 12/08/2009

SIN 132-51 Information Technology Professional Services		
Labor Category	Hourly Rate	Education-Degree General/Specialized Experience
Enterprise Architect (SME)	\$138.65	BS/BA in computer science, information systems, communications, physics, engineering, math or related field and 10 years of experience with a concentration in enterprise-wide or large-scale information systems. Advanced degree in communications, computer science, or related discipline may be substituted for 3 years of experience.
Business Process Consultant (SME)	\$134.51	BS/BA in computer science, information systems, communications, physics, engineering, math or related field and 10 years of experience with a focus on process improvements and reengineering methodologies. Advanced degree in communications, computer science, or related discipline may be substituted for 3 years of experience.
Programmer (SME)	\$114.72	B.S. in computer science, information systems, mathematics, physics or related discipline and 8 years of experience with specialized focus on a particular technology or business application. An advanced degree in a related field is required and may be substituted for three years of experience.
Programmer (Principal)	\$78.17	B.S. in computer science, information systems, mathematics, physics or related discipline and 5 years of technical analysis, design/implementation experience. Advanced degree in a related field may be substituted for three years of experience.
Programmer (Senior)	\$64.33	B.S. in computer science, information systems, mathematics, physics or related discipline and 4 years of programming experience. Advanced degree in a related field may be substituted for three years of experience
Programmer (Basic)	\$55.48	B.S. in computer science, information systems, mathematics, physics or related discipline and 3 years of programming experience. Advanced degree in a related field may be substituted for three years of experience.



SIN 132-51 Information Technology Professional Services		
Labor Category	Hourly Rate	Education-Degree General/Specialized Experience
Quality Assurance Analyst (Senior)	\$56.76	B.S. in computer science, systems analysis, information systems, statistics, mathematics or related field and 3 years experience in IT system development projects maintaining quality control throughout software life cycle. Advanced degree in a related discipline may be substituted for three years of experience.
System Engineer (Principal)	\$97.52	B.S. in computer science, systems analysis, information systems, statistics, mathematics or related field and 7 years of experience. Advanced degree in a related discipline may be substituted for three years of experience.
System Analyst (Principal)	\$68.40	B.S. in computer science, information systems, MIS, financial management, business administration or a related discipline and 5 years of experience. Advanced degree in a related discipline may be substituted for three years of experience.
Database Administrator (Principal)	\$82.49	B.S. in computer science, systems analysis, information systems management, software engineering, mathematics or related discipline and 5 years of experience. Advanced degree/specialized certification in a related field may be substituted for three years of experience.
Management Analyst (Principal)	\$68.40	B.S. preferred in business management, systems analysis, MIS, economics, human resources or other related field and 10 years of experience. 3 years of direct experience may be substituted to fulfill degree requirements. Advanced degree may be substituted for 3 years of experience.
Data Warehouse Mining Specialist (SME)	\$85.99	B.S. in computer science, systems analysis, information systems management, software engineering, mathematics or related discipline and 5 years of experience. Advanced degree/specialized certification in a related field may be substituted for three years of experience.
Functional Architect 1	\$127.17	BS/BA or higher in Information Systems, Computer Science, Engineering, Business, or related field and 7 years of experience with a primary focus on organizational functional areas including sales/marketing, human resources, finance, supply, and service areas. 3 years of applicable experience may be substituted for a degree.
Information Technology Consultant 1	\$111.91	BS/BA or higher in Information Systems, Computer Science, Engineering, Business, or related field and 5 years of experience. 3 years of applicable experience may be substituted for a degree.
COTS Application Engineer 1	\$117.00	BS/BA or higher in Information Systems, Computer Science, Engineering, Business, or related field and 5 years of experience. 3 years of applicable experience may be substituted for a degree.
System Specialist 4	\$101.73	BA/BS or higher in Information Systems, Computer Science, Engineering, Business, or related field and 3 years of experience. 3 years of applicable experience may be substituted for a degree
System Specialist 1	\$86.48	BA/BS or higher in Information Systems, Computer Science, Engineering, Business, or related field and 5 years of experience. 3 years of applicable experience may be substituted for a degree.



SIN 132-51 Information Technology Professional Services		
Labor Category	Hourly Rate	Education-Degree General/Specialized Experience
Programmer 3	\$117.00	BA/BS or higher in Information Systems, Computer Science, Engineering, Business, or related field and 8 years of experience. 3 years of applicable experience may be substituted for a degree.
Programmer 2	\$111.91	BA/BS or higher in Information Systems, Computer Science, Engineering, Business, or related field and 5 years of experience. 3 years of applicable experience may be substituted for a degree.
Quality Assurance Specialist 2	\$86.48	BA/BS or higher in Information Systems, Computer Science, Engineering, Business, or related field and 6 years of experience. Three (3) years of applicable experience may be substituted for a degree.
Technical Architect 1	\$117.00	B.S. or higher in Information Systems, Computer Science, Engineering, Business, or related field and 8 years of experience with concentration in areas of structured analysis, design methodologies/tools, object oriented principles. Three (3) years of applicable experience may be substituted for a degree

NOTE: Hourly rates are fully loaded and burdened



COMMERCIAL JOB TITLES AND DESCRIPTIONS

PROGRAM MANAGER

Minimum/General Experience: Ten years of professional and proven team building experience leading and managing projects focused on IT systems development, strategic data planning and information security. Requires proficiency in the development of Internet applications, business process re-engineering, database systems design, evaluation of alternative implementations; also requires competence in acquisition of hardware/software, software module integration and testing, system deployment, maintenance and repair, training, and preparation of system documentation. Entails demonstrated oral and written communication skills with all levels of management, contractors, and client agency representatives. A thorough understanding of financial management procedures and reporting, as they relate to government contracts, is extremely desirable.

Functional Responsibility:

- ❑ Ensures conformity to all contractual obligations and is responsible for the overall performance. Responsibilities include organization, direction, coordination, and planning of all support activities. Serves as the single point of contact, and is the authorized interface with the Government Contracting Officer, COTR, management personnel and customer agency representatives.
- ❑ Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with applicable IT standards.
- ❑ Assigns schedules and reviews work of team members. Applies quality assurance measures to the management and performance of the contract.
- ❑ Monitors financial status of the program and resolves programmatic and financial issues.

Minimum Education: A bachelor's degree in computer science, information systems, physics, communications, engineering, math or related field is required. An advanced degree in communications, computer science, or related discipline may be substituted for three years of experience.

PRINCIPAL ENGINEER

Minimum/General Experience: Eight years of experience in managing/performing software engineering activities including design analysis, requirement analysis, complex software system development, and software tools and subsystems to support automation of management processes and application programs. Requires prior experience with Oracle, Sybase, Microsoft SQL Server, Informix, or other relational databases, ODBC and C/C++ programming, design and development of Java-based software employing Java servlets, Java RMI and JDBC. Must be a self-motivated professional willing to lead cross-functional teams.

Experience in development of large distributed software systems, an understanding of databases, and full life cycle software engineering for the development of client/server systems is desirable.



Functional Responsibility:

- ❑ Reviews existing programs and implements enhancements, reducing operations time, and improving current design techniques.
- ❑ Defines software policies and procedures, provide software architectural analysis and works closely with client's IT staff and end-users.
- ❑ Supervises software configuration management and prepares SW documentation including requirements documents, design documentation, design reviews and test reports.
- ❑ Reports directly to the program manager and supervises assigned senior software engineers, software engineers, computer system analysts, and program administration personnel.
- ❑ Estimates software development costs and schedule.

Minimum Education: Bachelor's degree in computer science, math, information systems, engineering, or other related discipline. Advanced degrees preferred and may be substituted for three years of experience.

Security Manager

Minimum/General Experience: Seven years of experience, of which at least three must be specialized experience in defining computer security requirements for internet/intranet applications, evaluation of approved security product capabilities, firewall and VPN administration, vulnerability analysis, and deploying security solutions. Also, requires knowledge of Federal government security laws, regulation, policies and procedures.

Functional Responsibility:

- ❑ Analyzes and defines security requirements for multilevel security issues.
- ❑ Designs, develops, engineers, and implements security solutions.
- ❑ 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 NMLS arena.
- ❑ Analyze intrusion detection system, firewall logs and server logs for malicious attack signatures
- ❑ Performs risk analyses and risk assessment of different configurations.
- ❑ Analyze contract and any agency-specific requirements and guidelines relating to security plan development.
- ❑ Patching software and operating systems for security vulnerabilities and other flaws.
- ❑ Investigating security related incidents.
- ❑ Provides daily supervision and direction to staff.

Minimum Education: Bachelor's degree in electrical engineering, information science, information systems, computer science, physics, math, or other related discipline. Advanced degree preferred and may be substituted for three years of experience.



DATABASE ADMINISTRATOR

Minimum/General Experience: Five years of experience in systems design and database design and engineering activities including administration and performance tuning. Knowledge of data security issues and Internet technologies including HTML, JavaScript, Active Server Pages, and SQL is desirable.

Functional Responsibility:

- ❑ Analyzes and recommends available DBMS products to support programmatic requirements.
- ❑ Defines file organization, indexing methods, and security procedures for specific user applications..
- ❑ Provides technical guidance to system and application programmers.
- ❑ Develops test plans and test data for operating system and support software.
- ❑ Designs and implements the database back up and recovery procedure.
- ❑ Monitors and tracks that the system is reliable, serviceable, and maintainable, and has demonstrable accuracy, privacy, and security.
- ❑ Assists with the documentation of data requirements, test and implementation plans, and system demonstrations.

Minimum Education: Bachelor's degree in computer science, systems analysis, information systems management, software engineering, mathematics or related discipline. An advanced degree/specialized certification in a related field may be substituted for three years of experience.

SENIOR SOFTWARE ENGINEER

Minimum/General Experience: Five years of experience in system development projects performing software architectural analysis, code development, implementation of tools and subsystems to support automation of management processes and application programs. Requires experience with Oracle or other relational databases, GUI, HTML, XML, JavaScript, Perl, JSP, ASP, Servlets, ODBC and C/C++ programming. Knowledge of CASE tools desirable.

Functional Responsibility:

- ❑ Provides support in establishing system information requirements for enterprise-wide large scale systems
- ❑ Analyzes user needs to determine functional and cross-functional requirements.
- ❑ Ensures development procedures and systems deployed are compatible and are in compliance with the standards of open system architectures.
- ❑ Develops analytical and computational techniques and methodology for problem solutions.
- ❑ Participates in analysis, design, and new construction of next generation IT applications.



- ❑ Supports development of software documentation including requirements/design documentation, design reviews and test reports.
- ❑ Works as a key member of an application development team and coordinates with the Program manager to ensure problem solution and user satisfaction.

Minimum Education: Bachelor's degree in computer science, math, information systems, engineering, or other related discipline. An advanced degree in a related discipline may be substituted for three years of experience.

QUALITY ASSURANCE ENGINEER

Minimum/General Experience: Five years of experience in IT system development projects maintaining quality control throughout the software life cycle. Requires strong background in writing and executing comprehensive test plans for acceptance, regression, functional, and stress testing. Knowledge of COTS products for automating the execution of tests or developing their own test tools is desirable.

Functional Responsibility:

- ❑ Develops and implements quality control procedures to ensure compliance with quality assurance standards and guidelines.
- ❑ Conducts and/or participates in formal and informal reviews at predetermined points throughout the development life cycle.
- ❑ Reviews quality metrics for work in progress and progress in accordance with schedules.
- ❑ Reviews correctness, adherence to the design and to user standards, reviews documentation to assure Government standards/requirements are satisfied.
- ❑ Maintains processes for evaluating products, services, and associated documentation.
- ❑ Formulates recommendations, as needed, for process and product improvements.
- ❑ Assists in preparation of milestone status reports.

Minimum Education: Bachelor's degree in computer science, systems analysis, information systems, statistics, mathematics or related field. An advanced degree in a related discipline may be substituted for three years of experience.

SENIOR GIS SPECIALIST

Minimum/General Experience: Five years of experience in Geographic Information System application development especially using ESRI and MapInfo products. Requires experience with historical data migration in different environments, integration of other data sources from GPS, aerial photographic and maps. Knowledge of web-based tools, JAVA, latest DBMSs is desirable.

Functional Responsibility:

- ❑ Develop design and construction of spatial databases to support clients' interactive mapping needs, spatial queries and facilitate reporting.
- ❑ Convert geospatial data from other formats to ESRI- compatible formats



- ❑ Maintains and modifies GIS application programs and web-based user interface.
- ❑ Coordinate, collect and analyze spatial data from different sources.
- ❑ Participates in the feasibility of developing alternative GIS solutions.
- ❑ Develop maps for field use.
- ❑ Works as a key member of an application development team and coordinates with the Program manager to ensure compliance with existing GIS standards.

Minimum Education: Bachelor's degree in computer science, math, information systems, engineering, or other related discipline. An advanced degree in a related discipline may be substituted for three years of experience.

SENIOR MANAGEMENT ANALYST

Minimum/General Experience: Eight years of experience in developing, analyzing, and evaluating methods and techniques to improve organizational and program processes, procedures, management controls, information systems, documentation, and similar management functions. Must be able to demonstrate leadership, apply judgment, and make sound decisions that improve and expedite the deployment process. Must have excellent written and verbal communication skills in order to interface with customers and technical professionals.

Functional Responsibility:

- ❑ Determines data resources needed to perform in-depth analysis of program and client organization processes..
- ❑ Participates in project planning for assigned contracts, develops training processes and conducts or coordinates related training.
- ❑ Determines and resolves user interface problems and orients users on new or changed procedures.
- ❑ Coordinates action items and program deliverables with client and corporate headquarters staff.
- ❑ Performs as lead help desk staff for providing technical support to different applications deployed.
- ❑ Acts as logistics specialist for identifying, recommending, and negotiating arrangements for conferences, meetings, and exhibits/program displays.
- ❑ Assists in the conduct of system feasibility studies and cost/benefit analyses.

Minimum Education: Bachelor's degree preferred in business management, systems analysis, MIS, economics, human resources or other related field. Three (3) years of direct experience may be substituted to fulfill degree requirements. Advanced graduate degree in a related field may be substituted for three (3) years of experience.

WEB DESIGNER

Minimum/General Experience: Five years of experience in planning, developing, designing, and maintaining Internet sites. A strong working knowledge of the application development life



cycle, Dreamweaver, JavaScript, HTML, graphic design software, animation software and image optimization is required

Functional Responsibility:

- ❑ Performs website management; including upgrading, maintaining and creating content for websites.
- ❑ Manages/performs day-to-day site design and creation.
- ❑ Develops user interface elements for Web-based applications based on program specifications.
- ❑ Creates/maintains web design documentation of new and existing projects and of on-going web design standards as related to the Internet.

Minimum Education: Bachelor’s degree in computer science or related discipline may be substituted for three years of experience. Expertise in internet applications deployment, web technologies especially Web browsers and browser specifications including 508 compliance standards is required.

SYSTEMS ADMINISTRATOR

Minimum/General Experience: Five years of experience in deployed systems maintenance, system backups including workstations, servers, network management, hardware & software installation and upgrades. Requires competence in troubleshooting system bugs, viruses and management of secure access to all users.

Functional Responsibility:

- ❑ Installs patches, software upgrades, modifies, configures and makes minor repairs to hardware and software systems.
- ❑ Provides technical assistance and training to system users.
- ❑ Maintain user email accounts to include workstation addresses, system and employee passwords.
- ❑ Manage network user accounts, shared folders for various projects and permissions for authorized access to users.
- ❑ Manage and troubleshoot network connectivity and systems performance including resolution of viruses.
- ❑ Setup workstations and necessary application software based on the project needs.
- ❑ Maintain internal peripheral computing resources including printers/plotters, switches, routers and hubs.
- ❑ Backup systems, servers and maintain backup data/files in safe place.
- ❑ Test deployed systems for performance metrics and develop system-level documentation.
- ❑ Monitor installed configurations for software compliance agreements.
- ❑ Monitor system and security logs and report any incidents or vulnerabilities to security manager.



Minimum Education: Bachelor's degree in computer science, information systems, or a related discipline. An advanced degree in a related discipline may be substituted for three years of experience. Direct experience in the related fields may be substituted for meeting degree requirements.

SOFTWARE ENGINEER

Minimum/General Experience: Three years of experience with application development including experience with Oracle or other relational databases, HTML, JavaScript, Perl, JSP, ODBC and C/C++ programming. Requires expertise in real-time software design and system development in client/server environment and be able to interface with computer hardware systems.

Functional Responsibility:

- ❑ Participates in analysis, design, and new development of next generation IT applications.
- ❑ Designs, develops, and tests small, medium, and large-scale software enhancements with other engineers, QA and DBA team.
- ❑ Tests changes to user interface, application functionality and database access as required by the client organizations.
- ❑ Coordinates closely with programmers to ensure proper implementation of program and system specifications.
- ❑ Develops, in conjunction with functional users, system alternative solutions.
- ❑ Prepares required documentation both at the program level and user level and also maintain records to document revisions.
- ❑ Assists in the review and analysis of detailed program specifications and in program design to meet changes required in the work processes.
- ❑ Analyzes program processes to be automated, specific number and types of records, files, and reports to be generated.

Minimum Education: Bachelor's degree in computer science, information systems, mathematics, physics or related discipline and an advanced degree in a related field may be substituted for three years of experience.

MANAGEMENT ANALYST

Minimum/General Experience: Five years of experience in developing, analyzing, and evaluating methods and techniques to improve business processes, program processes, procedures, information systems, documentation, and similar functions. Must be skilled in the use of Microsoft Office Suite with strong logical and technical skills.

Functional Responsibility:

- ❑ Conducts management and organizational studies involving analysis of specific programs, functions and procedures.
- ❑ Develops project plans, determines resource needs and information needed to perform in-depth analysis.



- ❑ Devises methods for securing the required information and develops survey data sources in consultation with appropriate managers or specialists.
- ❑ Identifies problems and develops recommendations based on the review of program administrative procedures.
- ❑ Coordinates the implementation of recommended/approved corrective actions with client and corporate staff.
- ❑ Monitors program status, problems, and solutions and briefs the Program Manager.
- ❑ Functions as help desk specialist on as required basis providing e-mail, phone and in-person support to users in the areas of program applications developed and deployed at different client sites.

Minimum Education: Bachelor's degree in business and management, human resources, information systems, or another related field. Three years of experience may be substituted for meeting the degree requirements.

APPLICATIONS PROGRAMMER

Minimum/General Experience: Two years of experience as an applications programmer on large-scale database management systems, testing, debugging, refining code and developing data flow diagrams. Requires proficiency in writing code (various languages) to satisfy system functional design objectives.

Functional Responsibility:

- ❑ Participates in the design, development, and implementation of internet-based information systems.
- ❑ Assists in the establishment and design of software necessary in order to integrate new hardware
- ❑ Provides design inputs for building software development tools and maintains/modifies programs.
- ❑ Codes programs in applicable languages using detailed flow diagrams and input/output descriptions as guidelines.
- ❑ Evaluates, tests and debugs application software performance to comply with the desired system objectives.
- ❑ Supports design analysis by evaluating the flow of information among users, interfaces between programs, interactions, and key data structures.
- ❑ Assists in the design of detailed input and output record layouts, documenting the functions of programs.
- ❑ Develops manuals and user guides for users and operations staff.
- ❑ Makes and documents decisions concerning design characteristics and utilization of new system hardware.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business, or other related discipline. Any specialized certification in programming languages can be substituted for two years of experience.



ENTERPRISE ARCHITECT (SME)

Minimum/General Experience: Ten years of professional and proven team building experience leading and managing projects focused on IT systems architecture and development, strategic data planning and information security. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Entails demonstrated oral and written communication skills with all levels of management, contractors, and client agency representatives. Requires proficiency in the development of Internet applications, business process re-engineering, database systems design, evaluation of alternative implementations; also requires competence in acquisition of hardware/software, software module integration and testing, system deployment, maintenance and repair, training, and preparation of system documentation.

Functional Responsibility:

- ❑ Ensures conformity and compatibility of the various information systems with the open systems architectures, Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models.
- ❑ Ensures compatibility with the profiles of standards i.e. Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API) and the external environment/software application.
- ❑ Analytically and systematically evaluates problems of work flows, organization, and planning and develops appropriate corrective action.
- ❑ Formulates and reviews strategic plans and deliverable items.
- ❑ Responsibilities include organization, direction, coordination, and planning of all support activities and daily supervision and direction to staff.

Minimum Education: A BS/BA degree in computer science, information systems, physics, communications, engineering, math or related field is required including specialization in a particular technology or business application. An advanced degree in communications, computer science, or related discipline may be substituted for three years of experience.

BUSINESS PROCESS CONSULTANT (SME)

Minimum/General Experience: Ten years of professional and proven team building experience leading and managing projects focused on IT systems development, strategic data planning and information security. Position applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Entails demonstrated oral and written communication skills with all levels of management, contractors, and client agency representatives.



Functional Responsibility:

- ❑ Duties include activity and data modeling, developing modern business methods, identifying best practices and creating and assessing performance measurements.
- ❑ Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives.
- ❑ Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.
- ❑ Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: A BS/BA degree in computer science, information systems, physics, communications, engineering, math or related field is required. An advanced degree in communications, computer science, or related discipline may be substituted for three years of experience.

PROGRAMMER (SME)

Minimum/General Experience: Requires eight years of programming experience including performance as a technical lead. Requires experience with Oracle or other relational databases, GUI, HTML, XML, JavaScript, Perl, JSP, ASP, Servlets, ODBC and C/C++ programming.

Functional Responsibility:

- ❑ Provides the highest level of individual contributor in at least one technical area within the software development.
- ❑ Uses experience of resolving technical and IT problems to develop solutions to client problems.
- ❑ Has a high level of diverse technical experience in analyzing and designing software projects.
- ❑ Keeps abreast of technological developments and industry trends within the field of software development.
- ❑ Interfaces with other functional and stakeholders like the database group, network security group, testing team and user groups.
- ❑ Implements the policies and procedures for configuration management and software delivery.
- ❑ Designs new processes and procedures for implementing good software development and management practices.
- ❑ Analyzes performance of programs and take action to correct to reduce operating time or improve efficiency.

Minimum Education: Bachelor's degree in computer science, information systems, mathematics, physics or related discipline. An advanced degree in a related field is required and may be substituted for three years of experience.



PROGRAMMER (PRINCIPAL)

Minimum/General Experience: Requires at least five years of programming experience. Additional education, training, and/or professional certifications are desirable.

Functional Responsibility:

- ❑ Supervises the analysis, design and implementation activities in a project by distributing and reviewing work of other team members.
- ❑ Interfaces with other functional and stakeholders like the database group, network security group, testing team and user groups.
- ❑ Analyzes functional business applications and design specifications for functional activities.
- ❑ Implements the policies and procedures for configuration management and software delivery.
- ❑ Prepares and reviews required documentation, including both program-level and user-level documentation.
- ❑ Analyzes performance of programs and take action to correct to reduce operating time or improve efficiency.

Minimum Education: Bachelor's degree in computer science, information systems, mathematics, physics or related discipline and an advanced degree in a related field may be substituted for three years of experience.

PROGRAMMER (SENIOR)

Minimum/General Experience: Requires four years of programming experience in system development projects performing software architectural analysis, code development, implementation of tools and subsystems to support automation of management processes and application programs. Knowledge of CASE tools desirable.

Functional Responsibility:

- ❑ Actively contributes to the design, development, and implementation and software development project.
- ❑ Analyzes functional business applications and design specifications for functional activities.
- ❑ Occasionally helps junior programmers to accomplish team tasks.
- ❑ Documents code design and practices with help of flow diagrams and flow charts including activity diagrams and sequence diagrams.
- ❑ Write new program code using prescribed specifications.
- ❑ Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes.
- ❑ Tests, debugs and refines the computer software to produce the required product.



- ❑ Prepares required documentation, including both program-level and user-level documentation.
- ❑ Analyze performance of programs and take action to correct to reduce operating time or improve efficiency.

Minimum Education: Bachelor's degree in computer science, information systems, mathematics, physics or related discipline and an advanced degree in a related field may be substituted for three years of experience

PROGRAMMER (BASIC)

Minimum/General Experience: Three years of experience as a programmer on large-scale software development project and has expertise in systems analysis and design. Position requires analytical ability and proficiency in code development.

Functional Responsibility:

- ❑ Develops block diagrams and logic flow charts.
- ❑ Write new program code using prescribed specifications.
- ❑ Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes.
- ❑ Tests, debugs and refines the computer software to produce the required product.
- ❑ Prepares required documentation, including both program-level and user-level documentation.
- ❑ Analyze performance of programs and take action to correct to reduce operating time or improve efficiency.

Minimum Education: Bachelor's degree in computer science, information systems, mathematics, physics or related discipline and an advanced degree in a related field may be substituted for three years of experience.

QUALITY ASSURANCE ANALYST (SENIOR)

Minimum/General Experience: Three years of experience in IT system development projects maintaining quality control throughout the software life cycle. Carry out procedures to ensure that all information systems products and services meet company and client standards and end-user requirements. Competent to work on multiple phases of complex projects independently. Coordinates activities with superiors and client personnel to resolve technical and/or business issues and ensures the successful delivery of the project requirements. Strong background in writing and executing comprehensive test plans for acceptance, regression, functional, and stress testing.

Functional Responsibility:



- ❑ Develops and implements quality control procedures to ensure compliance with quality assurance standards and guidelines.
- ❑ Conducts and/or participates in formal and informal reviews at predetermined points throughout the development life cycle.
- ❑ Reviews quality metrics for work in progress and progress in accordance with schedules.
- ❑ Reviews correctness, adherence to the design and to user standards, reviews documentation to assure Government standards/requirements are satisfied.
- ❑ Maintains processes for evaluating products, services, and associated documentation for completeness, accuracy, and correctness.
- ❑ Organizes and maintains all quality assurance documentation.
- ❑ Documents all problems and works to resolve them.
- ❑ Formulates recommendations, as needed, for process and product improvements.
- ❑ Assists in preparation of milestone status reports.

Minimum Education: Bachelor's degree in computer science, systems analysis, information systems, statistics, mathematics or related field. Professional certification in quality related areas are desirable.

SYSTEM ENGINEER (PRINCIPAL)

Minimum/General Experience: Seven years of experience in one or more highly specialized phases of software systems development, systems integration, or network engineering. Provides technical leadership, assistance and advice on complex activities in any phase of the system development life cycle support. Plans, recommends, and implements changes. Utilize an accomplished knowledge of multiple technical disciplines, unique applications, and business management practices to develop technical and/or business solutions to client problems. Assist clients in planning and developing objectives and goals.

Functional Responsibility:

- ❑ Formulates/defines specifications, develops/modifies/maintains complex systems and subsystems, using vendor engineering releases and utilities for overall operational systems.
- ❑ Applies analytical techniques when defining work problems, designing technology solutions, and developing procedures to resolve the problems.
- ❑ Develops complete specifications to enable programmers to prepare required programs.
- ❑ Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications, and resolves processing problems.
- ❑ Coordinates work with programmers and engineers, and orients users to new systems.
- ❑ Prepares recommendations for system improvement for management and user consideration.



Minimum Education: Bachelor's degree in computer science, systems analysis, information systems, statistics, mathematics or related field. An advanced degree in a related discipline may be substituted for three years of experience.

SYSTEMS ANALYST (PRINCIPAL)

Minimum/General Experience: Five years of experience involving the determination and specification of functional and/or systems requirements for a variety of applications. Applies technical leadership in any phase of the system development life cycle support and may have a high level of expertise in one area. Position requires strong analytical skills to create functional designs meeting user specifications. Working knowledge or relational database environments, structured analysis, data modeling, information engineering, sampling and cost accounting to plan the system is desired.

Functional Responsibility:

- ❑ Research, analyze, and document the latest technologies and tools available in the market to support a particular application area.
- ❑ Analyze user information needs, functional and cross-functional requirements to support system development.
- ❑ Provide technical support to the design of business systems for applications such as financial, accounting, human resources, and other enterprise systems.
- ❑ Analyze data and prepare job task analysis reports detailing status of existing programs and develop cost/technical proposals.
- ❑ Perform evaluations of existing proposals, procedures, processes, techniques, models, and systems related to management, contractual, or financial issues.
- ❑ Evaluate project/system workflows, organization, and planning and recommend appropriate corrective action in case of deficiencies.
- ❑ Develop work breakdown structures; prepare charts, tables, graphs, and diagrams to assist in analyzing problems.
- ❑ Develop training materials, user manuals, presentations, handouts for system operations and use.
- ❑ Prepare milestone status reports and schedules for monitoring work-in-progress.

Minimum Education: Bachelor's degree in computer science, information systems, MIS, financial management, business administration or a related discipline. An advanced degree in a related discipline may be substituted for three years of experience.

DATABASE ADMINISTRATOR (PRINCIPAL)

Minimum/General Experience: Five years of experience providing highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and



security, documentation, and statistical methods. Perform engineering activities including administration and performance tuning. Knowledge of data security issues and Internet technologies including HTML, JavaScript, Active Server Pages, and SQL is desirable.

Functional Responsibility:

- ❑ Analyzes/evaluates and recommends available DBMS products to support programmatic requirements after matching requirements with system capabilities.
- ❑ Defines file organization, indexing methods, policies, standards, guidelines and security procedures for specific user applications.
- ❑ Prepares and delivers presentations on DBMS concepts.
- ❑ Provides technical guidance to system and application programmers.
- ❑ Develops test plans and test data for operating system and support software.
- ❑ Designs and implements the database back up and recovery procedure.
- ❑ Monitors and tracks that the system is reliable, serviceable, and maintainable, and has demonstrable accuracy, privacy, and security.
- ❑ Assists with the documentation of data requirements, test and implementation plans, and system demonstrations.

Minimum Education: Bachelor's degree in computer science, systems analysis, information systems management, software engineering, mathematics or related discipline. An advanced degree/specialized certification in a related field may be substituted for three years of experience.

MANAGEMENT ANALYST (PRINCIPAL)

Minimum/General Experience: Ten years of experience in developing, analyzing, and evaluating methods and techniques to improve organizational and program processes, procedures, management controls, information systems, documentation, and similar management functions. Utilize an accomplished knowledge of multiple technical disciplines, unique applications, and business management practices to develop technical and/or business solutions to client problems. Assist clients in planning and developing objectives and goals.

Functional Responsibility:

- ❑ Demonstrates technical leadership in the aspects of organizational functioning, including management, processes, structure, culture and performance.
- ❑ Provides leadership for conducting organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques.
- ❑ Applies organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.
- ❑ Works with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
- ❑ Focus is on understanding why and how effectively an organization, program, process or group of people, function in the present manner; how function or performance could be



improved; and what should be done to bring about the improvement in effectiveness and/or efficiency.

Minimum Education: Bachelor's degree preferred in business management, systems analysis, MIS, economics, human resources or other related field. Three (3) years of direct experience may be substituted to fulfill degree requirements. An advanced degree may be substituted for 3 years of experience.

DATA WAREHOUSE MINING SPECIALIST (SME)

Minimum/General Experience: Five years of experience in designing, implementing and supporting data warehousing. Acts as the highest-level individual contributor in at least one technical area. Utilize expertise in business management practices, industry requirements and information technology disciplines to develop technical and/or business solutions to client problems. Experience in database design, particularly in the integration of multiple data sources into a single repository. Keeps abreast of technological developments and industry trends.

Functional Responsibility:

- ❑ Defines user interfaces and functional specifications.
- ❑ Responsible for verifying accuracy of data, and the maintenance and support of the data warehouse.
- ❑ Applies data analysis and statistical techniques on large data sets, to develop predictive models that address and target problems.
- ❑ Utilize data that is multichannel (web, email, direct mail and call center) in origin and application.
- ❑ Perform sophisticated statistical analysis and also interpret the data and communicate results to technical and non-technical audiences.

Minimum Education: Bachelor's degree in computer science, systems analysis, information systems management, software engineering, mathematics or related discipline. An advanced degree/specialized certification in a related field may be substituted for three years of experience.

FUNCTIONAL ARCHITECT 1

Minimum/General Experience: Seven years of functional experience in areas such as sales, marketing, procurement, grants management etc., including formal training and 3 years experience in Business Process Reengineering (BPR) methods and 1 year experience in enterprise applications. Strong expertise in industry issues and trends is desirable.

Functional Responsibilities:

- ❑ Utilize functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational



components. Examples of the functional areas would include Sales and Marketing, Human Resources, Finance, Supply, Service, etc.

- ❑ Work with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise.
- ❑ Guide the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals.
- ❑ Generate functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization.
- ❑ Participate in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as ERP implementations.
- ❑ Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.

INFORMATION TECHNOLOGY CONSULTANT 1

Minimum/General Experience: Five years experience, of which at least three years must be specialized experience in information systems development, functional and data requirements 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, systems planning, business information planning, and business analysis is desirable. Perform independently or under only general direction.

Functional Responsibilities:

- ❑ 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 opportunities consistent with corporate information management guiding principles, cost savings, and open system architecture objectives.
- ❑ Provides daily supervision and direction to staff.



Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.

COTS APPLICATION ENGINEER 1

Minimum/General Experience: Five years of general IT experience, including advanced training and 2 years experience in specific enterprise applications. Recognized for in-depth knowledge of a specific product or family of enterprise applications, such as ERP and COTS products, and associated applications interface technologies. Ability to coordinate resolution of highly complex problems and tasks and possesses ability to meet and operate under deadlines.

Functional Responsibilities:

- ❑ Utilize technical area expertise to assess the operational and/or technical baseline of an organization as specifically associated with the its functional components. Examples of the functional areas would include Sales and Marketing, Human Resources, Finance, Supply, Service, etc.
- ❑ Work with information technology professionals to provide insight and advice to senior managers and executives, concerning the strategic direction and applicability of enterprise-based products.
- ❑ Take a lead role in contributing to the development of standards and best practices surrounding the use of COTS products and applications.
- ❑ Provide technical insight into the determination of technical inadequacies and/or deficiencies that affect the COTS product's ability to support/meet organizational goals.
- ❑ Generate technical implementation strategies for COTS implementation, as well as ways to improve productivity across functional areas within the organization using a set of COTS tools.
- ❑ Also responsible for developing and educating others with regard to product-specific best practices.
- ❑ Participate in technical assessments and reviews to validate the technical approach and associated work products, such as ERP implementations.
- ❑ Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity;

Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.



SYSTEM SPECIALISTS 4

Minimum/General Experience: Up to three years of progressive experience in selecting and implementing Commercial-Off-the-Shelf (COTS) enterprise solution applications. Must have completed comprehensive training in the implementation of at least one major Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Supply Chain or Knowledge Management (KM) software application.

Functional Responsibilities:

- ❑ Supports the design, configuration, and implementation of enterprise-wide COTS hardware and software solutions at the functional module level.
- ❑ Supports development training materials and customer training.
- ❑ Provides technical input into business case analyses and supports analysis of technical alternatives.
- ❑ Performs COTS package selection and business case development;
- ❑ Manages COTS software installation and configuration for multiple functional modules of enterprise software;
- ❑ Monitors software and system developmental and acceptance testing; and
- ❑ Develops legacy system interface design, development, and implementation.

Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.

SYSTEM SPECIALISTS 1

Minimum/General Experience: Five years of progressive experience in selecting and implementing Commercial-Off-the-Shelf (COTS) enterprise solution applications. Must have completed comprehensive training in the implementation of at least one major Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Supply Chain or Knowledge Management (KM) software application.

Functional Responsibilities:

- ❑ Supports the design, configuration, and implementation of enterprise-wide COTS hardware and software solutions at the functional module level.
- ❑ Supports development training materials and customer training.



- ❑ Provides technical input into business case analyses and supports analysis of technical alternatives.
- ❑ Assists in COTS package selection and business case development;
- ❑ Facilitates COTS software installation and configuration for multiple functional modules of enterprise software;
- ❑ Performs software and system developmental and acceptance testing; and
- ❑ Assists in legacy system interface design, development, and implementation.

Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.

PROGRAMMER 3

Minimum/General Experience: Eight years experience in software development and COTS implementation experience required. Comprehensive knowledge of one or more COTS products, platforms and operating systems, and of programming languages such as JAVA and/or .Net. Typically requires knowledge of three tier web application development, AJAX, and web 2.0 technologies.

Functional Responsibilities:

- ❑ Designs and codes COTS software components, units, and modules that meet product specification and development schedules.
- ❑ Tests and debugs assigned components and units.
- ❑ Participates in large systems and subsystem planning.
- ❑ Adheres to product build and release schedules and strategies.
- ❑ Acts as a technical resource for lower-level developers.

Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.

PROGRAMMER 2

Minimum/General Experience: Five years experience in software development and COTS implementation experience required. Extensive knowledge of one or more COTS products, platforms and operating systems, and of programming languages such as Java and/or .Net. Typically requires knowledge of three tier web application development, AJAX, and web 2.0 technologies.

**Functional Responsibilities:**

- ❑ Assists in design and coding of COTS products.
- ❑ Prepares comprehensive test plans. Conduct tests, identifies and debugs relatively simple problems.
- ❑ Provides test results and recommends more complex corrections to senior developers. Codes enhancements and supports features to the COTS product to meet end user requirements.
- ❑ Participates in writing product and user documentation.

Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.

QUALITY ASSURANCE SPECIALISTS 2

Minimum/General Experience: Six years minimum QA experience on COTS and/or Enterprise Resource Planning (ERP) implementation projects, of which at least three years specialized experience in QA areas such as the following: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

Functional Responsibilities:

- ❑ Establishes and maintains a process for evaluating COTS software and associated documentation.
- ❑ Determines the resources required for quality control.
- ❑ Maintains the level of quality throughout the software life cycle.
- ❑ Conducts formal and informal reviews at pre-determined points throughout the development life cycle.
- ❑ Provides daily supervision and direction to support staff.

Minimum Education: BS/BA degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.

TECHNICAL ARCHITECT 1

Minimum/General Experience: This position requires a minimum of eight years experience, of which at least three years must be specialized. Specialized experience includes: use of



structured analysis, design methodologies and design tools, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibilities:

- ❑ Establishes system information requirements using analysis of the information engineer(s) in the development of large scale information systems.
- ❑ Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.
- ❑ As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures.
- ❑ Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action.
- ❑ Provides daily supervision and direction to development staff.

Minimum Education: Bachelor's degree or higher in Information Systems, Computer Science, Engineering, Business, or related field. Three (3) years of applicable experience may be substituted for a degree.



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

REI Systems, 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 :

Veer V. Bhartiya

President

Phone: (703) 230-0011 ext 30

Fax: (703) 230-0020

Email: veer@reisis.com



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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and REI Systems, Inc., 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
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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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the 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.