

**Proposal for:**

**Solicitation Number: FCIS-JB-980001-B Refresh: 46**

**Prepared for:**

**US General Services Administration**

**Prepared by:**



**April 27, 2018**

Ms. Felicia Hudlow  
Applied Technical Systems, Inc. (ATS)  
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**Cage Code:** 2T143

**Facility Cage Code:** 2T143

**DUNS Number:** 004821021

The named individual above is authorized to negotiate and sign on behalf of ATS, a CVE certified **Service Disabled Veteran Owned Small Business**. We agree to comply with all terms, conditions, and provisions included in the solicitation and agree to furnish any or all items upon which prices are offered at the price set opposite each item.

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**AUTHORIZED FEDERAL SUPPLY SERVICE**  
**INFORMATION TECHNOLOGY SCHEDULE PRICELIST**  
**SIN 132-51 – INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

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

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

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

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

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Website: [www.atsid.com](http://www.atsid.com)

**Contract Number:** GS-35F-0535W  
**Contract Term:** 7/14/2010 – 7/13/2020

Pricelist current from date of award through Modification # 0026

**Socio-Economic status:** CVE Certified Service Disabled Veteran Owned Small Business (SDVOSB)

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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## **GSA SCHEDULE 70 PRICELIST**

### 1.1 Information for Ordering Activities

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

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contains 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.

#### **1.1.1 Geographic Scope of Contract:**

The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC and U.S. Territories and overseas.

#### **1.1.2. Contractor's Ordering Address and Payment Information:**

Ordering Information:

Attn: Ms.Felicia Hudlow  
9307 Bayshore Drive NW  
Silverdale, WA 98383  
Phone: 360.989.3370  
Fax: 360.989.3387  
[felicia.hudlow@atsid.com](mailto:felicia.hudlow@atsid.com)

Applied Technical Systems, Inc. (ATS) Payment Address:

Attn: Felicia Hudlow

Chief Financial Officer

9307 Bayshore Drive NW

Silverdale, WA 98383

Phone: 360.989.3349

Fax: 360.989.3387

[billing@atsid.com](mailto:billing@atsid.com)

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micropurchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**TELEPHONE:** 360.989.3349 **FAX:** 360.989.3387

### **1.1.3. 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.

### **1.1.4. 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: 004821021

Block 30: Type of Contractor – B

Block 31: Woman-Owned Small Business – No

Block 36: Contractor's Taxpayer Identification Number (TIN): 91-1098556

Block 40: Veteran Owned Small Business (VOSB) – A (Service Disabled VOSB)

**1.1.4a CAGE Code:** 2T143

**1.1.4b** Contractor has registered with the Central Contractor Registration Database

### **1.1.5. FOB Destination**

### **1.1.6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)

132-51 As Negotiated For Each Task Order

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

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

a. Prompt Payment: Net 30

b. Quantity: The price for any labor category may be negotiated at the time of order depending on the quantity, duration, and location of service.

c. Dollar Volume: 2% on orders exceeding \$500,000.00.

d. Government Educational Institutions: Same discounts as all other Government customers.

e. Other: None

**1.1.8. 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.

**1.1.9. Statement Concerning Availability of Export Packing:**

Not applicable to service offering

**1.1.10. Small Requirements:**

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

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

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

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

For Orders that exceed the maximum order value, Government Agencies may seek special price discounts in accordance with FAR 8.404.

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

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

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

**1.1.13. 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.

**1.1.13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

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

**1.1.14. CONTRACT TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

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

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

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

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

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

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

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

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

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

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering



purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**1.1.15. 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 52.212-4)

**1.1.16. 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/>.

**1.1.17. PURCHASE OF OPEN MARKET ITEMS**

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and,
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

### **1.1.18. 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.

### **1.1.19. 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:

Applied Technical Systems, Inc. (ATS) will consider providing services at U.S. Military Installations Overseas, when required and as negotiated with the Government customer.

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.

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

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

### **1.1.21. CONTRACTOR TEAM ARRANGEMENTS**

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

**1.1.22. 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 or 132-9.

**1.1.23. SECTION 508 COMPLIANCE.**

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

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

**1.1.24. 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.

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

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

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

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

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

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

#### **1.1.26. SOFTWARE INTEROPERABILITY.**

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

#### **1.1.27. ADVANCE PAYMENTS**

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

### **1.2 Terms and Conditions Applicable IT Professional Services (SIN 132-51)**

#### **1.2.1. SCOPE**

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

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

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

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

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

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

**1.2.3. ORDER**

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**1.2.4. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

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

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

d. Any Contractor travel required in the performance of IT/IAM 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.

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

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

#### **1.2.6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection– Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246- 6 applies to time-and-materials and labor-hour orders placed under this contract.

#### **1.2.7. 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 (Deviation – Dec 2007) Rights in Data – General, may apply.

#### **1.2.8. 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/IAM Professional Services.

#### **1.2.9. INDEPENDENT CONTRACTOR**

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

#### **1.2.10. 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.

#### **1.2.11. INVOICES**

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

#### **1.2.12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts

at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

**1.2.13. RESUMES**

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

**1.2.14. 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.

**1.2.15. 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.

**1.2.16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:



### 1.3 PROFESSIONAL SERVICES IT LABOR CATEGORY / POSITION DESCRIPTIONS.

#### **Analyst II**

*Principal Duties and Responsibilities:*

Provide an understanding of user requirements based on past experience. Analyze user needs to determine functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provide functional guidance, supervision, technical support, training, and quality assurance/quality control to Level I personnel.

*Job Specifications:*

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline plus Five (5) years relevant experience OR Associates Degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline plus Seven (7) years of relevant experience, OR Ten (10) years of relevant experience.

#### **Applications Architect III**

*Principal Duties and Responsibilities:*

Studies system information requirements and designs specifications using methodologies for the software architecture together with block diagrams and logic flow charts to support systems. Designs the software architecture together with block diagrams and logic flow charts to support the total requirements as well as provide for present and future cross-functional requirements. Translates architecture and detailed design into computer software with appropriate refinements to include testing and debugging to produce the required product. Manages and provides technical leadership in the development of software using formal specifications, database management systems (DBMS) projects, and/or the design of software tools and subsystems to support software reuse and domain analyses. Enhances software to reduce operating time or improve efficiency. Ensures compatibility in cases of re-hosting, or migration of databases. Evaluates analytical and systematically problems of work flows, organization and planning and develops appropriate corrective actions. Estimates software development costs and schedule. Prepares required documentation. Possesses knowledge of state-of-the-art computer systems, high-level computer languages, and DBMS. Provides technical direction to staff. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel. Supports senior staff as required and ensures customer requirements and project milestones are met.

*Job Specifications*

Masters Degree in Computer Science, Information Systems, Engineering, Business, or scientific or technical discipline directly related to the labor category plus five (5) years of relevant experience OR Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or scientific or technical discipline directly related to the labor category plus ten (10)

years of relevant experience OR AA Degree in Computer Science, Information Systems,

Engineering, Business, or scientific or technical discipline directly related to the labor category plus twelve (12) years of experience of which at least eleven (11) years must be specialized OR Relevant military training or one and one-half (1½) years of relevant military experience plus an additional twelve (12) years experience of which at least eleven (11) years must be specialized, OR training certificate(s) from an accredited training program plus twelve (12) years experience of which at least eleven (11) years must be specialized. Approved training programs include, but are not limited to, Microsoft, Cisco, Oracle, DEC, Marconi, Nortel, and SUN Microsystems certificates programs, OR fifteen (15) years experience of which at least fourteen (14) years must be specialized OR Higher or additional education over the requirements stated above may be substituted for experience as follows:

- An Associated Degree may be substituted for one and one-half (1½) years of general experience.
- A Bachelor's Degree may be substituted for three (3) years of general experience.
- A Master's or PhD Degree may be substituted for one (1) year specialized experience and three (3) years general experience.
- A General Equivalency Diploma is the same as a High School Diploma.
- Military experience, military training, general experience, and specialized experience may be gained concurrently provided that the minimums specified for each type or experience is met.

## **Build Engineer**

### *Principal Duties and Responsibilities:*

Work within the Professional Services or Engineering team to automate and perform daily builds. Must have experience with scripting languages, version controls, bug tracking systems and release cycles.

### *Job Specifications:*

Minimum of five to seven (5-7) years of educational or technical experience in the analysis and establishment of software requirements and design specifications, using methodologies for the development of prototype and large-scale software-based information processing systems. Have extensive experience in designing the software specifications to optimally support the total systems requirements of the customer. Possess excellent knowledge of high-level software languages and database management systems.

### Minimum Education/Experience:

Master's Degree in Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category plus zero (0) year relevant experience, OR Bachelor's Degree in Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category plus one to three (1-3) years relevant experience, OR Associates Degree Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category plus three to five (3-5) years relevant experience.

## **Business Analyst**

### *Principal Duties and Responsibilities:*

Provide Project Management support to include project scope, cost control, schedule, resource leveling, project phase management, risk milestone tracking, and deliverables.

Assist with data collection and development of proposals, project plans, business case analysis, and other written material and documentation. Conduct research and exploration and be able to present findings and provide recommendations related to new concepts and/or new department efforts or initiatives. Conduct analysis of data, processes and concept papers and provide solutions via report or presentation. Produce high quality and timely business analysis deliverables. Bachelor's degree in business, accounting, finance or information systems. Effectively elicit and analyze requirements to ensure true business goals and objectives are met.

### *Job Specifications:*

Bachelor's degree in business, accounting, finance or information systems, with a minimum of 3-5 years experience in business processes and solutions. Solid ability to communicate clearly and concisely, both orally and in writing. Demonstrate ability to balance multiple priorities. Must have excellent communication skills. Strong Microsoft Suite knowledge.

## **Data Modeler, Senior**

### *Principal Duties and Responsibilities:*

Well versed in database architecture, systems analytics and extract / transform / load (ETL) development methodologies. Collect customer data needs, identify data sources, and coordinate with source systems to obtain data, create data models, document metadata, and guide development team through ETL development to make the data available for use within an enterprise.

### *Job Specifications:*

Minimum/General Experience:

- Five (5) years of experience performing data modeling using industry standard data modeling tools; OR
- Bachelor's Degree in Computer Science, Information Systems, Engineering, or other scientific or technical discipline plus three (3) years of relevant experience; OR
- Associates Degree in Computer Science, Information Systems, Engineering, or other scientific or technical discipline plus four (4) years of relevant experience. Design and develop logical, physical, and semantic data models, participate in change control, problem management, and communication among associated team members, and participate in process development to ensure a consistent, well-managed, and integrated data infrastructure.

## **Database Administrator**

### *Principal Duties and Responsibilities:*

Performs database administration and configuration management functions including:

Installing and upgrading the DBMS and its associated products, to include applications tools. Allocating system storage and planning future storage requirements for the database system. Creating primary database storage structures: Creating objects once applications developers have designed an application. Modifying the database structure from information given by the application developers. Implementing and maintaining database security. Ensuring compliance with applicable license agreements. Controlling and monitoring user access to the database. Monitoring and optimizing the performance of the database.

*Job Specifications:*

An associate's degree and 5 years practical experience as a database administrator in Oracle, SQL, Sybase or related database system will be considered equivalent or a high school diploma and related professional training courses and 6 years of experience as a database administrator in Oracle, SQL Server, Sybase, and related database system will be considered equivalent.

**Database Subject Matter Expert III**

*Principal Duties and Responsibilities:*

Expert at applying database technologies to business problems; leveraging and enhancing current processes with new capabilities. Design, manage, and utilize high performance relational or object oriented databases to solve customer requirements. Perform enterprise database analysis, planning, scheduling, tasking assignment, and monitoring technical implementation of new databases. Exceptional analytical skills and experience with data models, administration, development, warehousing and mining, excellent verbal and written communication skills are essential.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus five (5) years of relevant experience of which three (3) years must be specialized.

**Engineer I**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions, preparing required documentation, enhancing software, or; foundational understanding of the basic principles of networking. Support network activities to include installation on site surveys. Document current site network configuration and user requirements. Optimize network topologies at the direction of senior staff. Provide support in analyzing, diagnosing and resolving complex network problems. Provide post installation operations and maintenance support.

*Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus one (1) years relevant experience, OR Three (3) years relevant experience.

**Engineer II**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments, analyzing and developing corrective actions; preparing required documentation, enhancing software, provide supervision, training and quality assurance to junior personnel, or; Provide workstation, network equipment installation, and relocations. Must be knowledgeable in all phases of network operation and be able to work with a minimum of direction. Responsible for assisting the senior team members to ensure that the networks are completely reliable at all times. Organize and direct network activities to include installations on site surveys. Assess and document current site network configuration and user requirements. Design and optimize network topologies. Provide expert support in analyzing, diagnosing and resolving complex network problems. Coordinate post installation operations and maintenance support.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus two (2) years relevant experience, OR Bachelor's Degree in the above discipline plus five (5) years experience; OR Associates Degree in the above disciplines plus seven (7) years relevant experience, OR Nine (9) years relevant experience.

**Engineer III**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments, analyzing and developing corrective actions, preparing required documentation, enhancing software, provide supervision, training and quality assurance to junior personnel, or; Responsible for handling daily operations of local area networks and interfaces with internal and/or external LANS/WANs/MANs. Provide workstation and network equipment installation and relocation as required. Responsible for the installation and maintenance of the network operating system, routine maintenance for the file server, communications server, bridges, routers, repeaters, and other network idiosyncratic equipment. Maintains and updates network documentation and ensures that data communication transmission procedures are

executed properly and in a timely manner. Organize and direct network activities to include installations on site surveys. Assess and document current site network configuration and user requirements. Design and optimize network topologies. Provide expert support in analyzing, diagnosing and resolving complex network problems. Direct and lead preparation of drawings documenting configuration changes at each site. Coordinate post installation operations and maintenance support.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus five (5) years relevant experience, OR Bachelor's Degree in the above discipline plus seven (7) years experience; OR Associates Degree in the above disciplines plus nine (9) years relevant experience, OR Twelve (12) years relevant experience.

**Engineer, Lead**

*Principal Duties and Responsibilities:*

Responsible for establishing software requirements and design specifications using methodologies for the development of prototype and/or large-scale software-based information processing systems. Extensive experience designing the software specifications to optimally support the total systems requirements of the customer. Enhances software to reduce operating time or improve efficiency. Ensures compatibility in cases of re-hosting or migration of databases. Develops technical solutions to complex problems which require the regular use of ingenuity and creativity. Analyzes and develops corrective actions for problems of workloads, organization and planning. Prepares documentation including project plans, program level and user level documentation. Provides supervision, training, and quality assurance/quality control to Level I, Level II, and Level III personnel. Supports program management personnel and other senior staff as required.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus Ten (10) years relevant experience, OR Bachelor's Degree in the above discipline plus Twelve (12) years experience; OR Associates Degree in the above disciplines plus Fourteen (14) years relevant experience, OR Sixteen (16) years relevant experience.

**Engineer, Senior**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications, designing the software implementation, translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments, analyzing and developing corrective actions, preparing required documentation,

enhancing software, provide supervision, training and quality assurance to junior personnel, support program management.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus eight (8) years relevant experience, OR Bachelor's Degree in the above discipline plus ten (10) years experience; OR Associates Degree in the above disciplines plus twelve (12) years relevant experience, OR Fourteen (14) years relevant experience.

**Gadget Development Specialist**

*Principal Duties and Responsibilities:*

Create robust browser-based web components based on design documentation, optimize web user interface for performance, utilize third-party tools and frameworks, such as Dojo and extJS, contribute to user interface design, perform testing, debugging and documentation.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus one (1) years relevant experience, OR Associate's Degree directly related to the labor category plus three (3) years relevant experience.

**Gadget Development Specialist Jr.**

*Principal Duties and Responsibilities:*

Utilize third-party tools and frameworks. Contribute to user interface design, perform testing, debugging and documentation.

*Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus one (1) years relevant experience, OR Three (3) years relevant experience.

**Graphics Designer, Junior**

*Principal Duties and Responsibilities:*

Create wireframes and visual designs based on specifications and direction from program management and/or senior designers; Communicate design concepts to development team; Build style guides; Create assets to be used by the development team.

*Job Specifications:*

Associate's Degree in Graphic Design, Computer Science, Creative Arts, or other technical or

creative discipline directly related to the labor category plus one (1) years relevant experience.

### **Graphics Designer, Principal**

#### *Principal Duties and Responsibilities:*

Translate specifications and requirements into wireframes and visual designs; Communicate designs and specs to development team; Build prototypes of designs using HTML and CSS; Capture features and concepts into designs; Apply current graphic design practices in design solutions. Mastery of graphic design product suites. Provide support to design User Interface elements, define and ensure team adherence to Style Guide.

#### *Job Specifications:*

Master's Degree in Graphic Design, Computer Science, Create Arts, or other technical or creative discipline directly related to the labor category plus six (6) years relevant experience, OR Bachelor's Degree in the above discipline plus eight (8) years of experience; OR Associates Degree in the above disciplines plus twelve (12) years relevant experience, OR fifteen (15) years relevant experience.

### **Graphics Designer, Senior**

#### *Principal Duties and Responsibilities:*

Translate specifications and requirements into wireframes and visual designs; Communicate designs and specs to development team; Build prototypes of designs using HTML and CSS; Capture features and concepts into designs; Apply current graphic design practices in design solutions; Provide design direction and oversight to junior designers

#### *Job Specifications:*

Bachelor's Degree in Graphic Design, Computer Science, Creative Arts, or other technical or creative discipline directly related to the labor category plus one (1) years relevant experience, OR Associate's Degree directly related to the labor category plus three (3) years relevant experience.

### **Information Architect, Principal**

#### *Principal Duties and Responsibilities:*

Provides positive user experience by determining information structure for Web sites and Web applications; mentoring team members. Enhances information architecture team accomplishments and competence by planning delivery of solutions; answering technical and procedural questions for less experienced team members; teaching improved processes; mentoring team members. Identifies user requirements by researching and analyzing user needs, preferences, objectives, and working methods; studying how users consume content, including data categorization and labeling; meeting with focus groups. Validates information delivery by developing and completing usability test plans; evaluating traffic patterns; studying



user feedback; coordinating with Usability Specialists.

*Job Specifications:*

Master's Degree in Graphic Design, Computer Science, Create Arts, or other technical or creative discipline directly related to the labor category plus six (6) years relevant experience, OR Bachelor's Degree in the above discipline plus eight (8) years experience; OR Associates Degree in the above disciplines plus twelve (12) years relevant experience, OR fifteen (15) years relevant experience.

**Interaction Designer**

*Principal Duties and Responsibilities:*

Provide user interface design ideas, create wireframes to illustrate design alternatives, facilitate feedback sessions with users and stakeholders to progressively refine the designs, and work collaboratively with graphic designers and developers throughout the iterative user-centered design process.

*Job Specifications:*

Minimum/General Experience: Minimum of eight (8) years of education and/or technical experience in creating UI elements flexible enough to be displayed across multiple browsers, screen sizes, platforms and devices. Have extensive knowledge of computer equipment, scripting languages, frameworks and ability to satisfy design objectives for product users to instinctively interact with the UI with minimal supervision.

Minimum Education/Experience: Bachelor's Degree in Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus four (4) years relevant experience, OR Associates Degree Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus six (6) years relevant experience, OR Eight (8) years of relevant experience.

**Interaction Designer, Senior**

*Principal Duties and Responsibilities:*

Provide user interface design ideas, create wireframes to illustrate design alternatives, facilitate feedback sessions with users and stakeholders to progressively refine the designs, and work collaboratively with graphic designers and developers throughout the iterative user-centered design process. Provide direction and oversight to junior Interaction Designers.

*Job Specifications:*

Minimum/General Experience: Minimum of ten (10) years of education and/or technical experience in creating UI elements flexible enough to be displayed across multiple browsers, screen sizes, platforms and devices. Have extensive knowledge of computer equipment, scripting languages, frameworks and ability to satisfy design objectives for product users to instinctively interact with the UI with minimal supervision.

Minimum Education/Experience: Bachelor's Degree in Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category + six (6) years relevant experience, OR Associates Degree Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category + eight (8) years relevant experience, OR Ten (10) years of relevant experience.

### **Lead Interaction Designer**

*Principal Duties and Responsibilities:*

Direct and lead user interface design ideas, create wireframes to illustrate design alternatives, facilitate feedback sessions with users and stakeholders to progressively refine the designs, and work collaboratively with graphic designers and developers throughout the iterative user-centered design process.

*Job Specifications:*

Minimum/General Experience: Minimum of ten (10) years of education and/or technical experience in creating UI elements flexible enough to be displayed across multiple browsers, screen sizes, platforms and devices. Have extensive knowledge of computer equipment, scripting languages, frameworks and ability to satisfy design objectives for product users to instinctively interact with the UI with minimal supervision.

Minimum Education/Experience: Bachelor's Degree in Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus six (6) years relevant experience, OR Associates Degree Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus eight (8) years relevant experience, OR Ten (10) years of relevant experience.

### **Lead Specialist, Senior**

*Principal Duties and Responsibilities:*

Knowledge of government contract environment; ability to work in groups and teams; collaborative and participative management style. Must be able to manage personnel and project objectives with minimal supervision. Management of small to medium size project or major tasks within a larger program. Responsible for cost and schedule objectives; project personnel management, customer interface and satisfaction. Responsible for early problem identification, reporting, and resolution. Responsible for project level reports and presentations to senior management on project status.

*Job Specifications:*

Nine (9) years education and management and supervisory experience. Bachelor's Degree in Management, Computer Science, Information Systems, Engineering, or other Scientific or

Technical discipline directly related to the labor category plus five (5) years relevant experience, OR Associates Degree in the above disciplines plus five (5) years relevant experience, OR Relevant military training and/or three (3) years relevant military experience + an additional six (6) years of relevant military and/or commercial experience, OR Seven (7) years relevant experience.

### **Principal Technical Manager**

#### *Principal Duties and Responsibilities:*

Provide expert knowledge of technical approaches to system and software development to senior management, project managers and program and project teams. Manage and provide technical oversight for complex programs or large enterprise projects. Extensive knowledge of software lifecycle development, building enterprise applications and data warehouse planning and development. Direct system analysts, engineers and programmers to determine best methods to achieve milestones by providing project management in broad-based information systems.

#### *Job Specifications:*

Bachelor's Degree in the above discipline plus Ten (10) years experience; OR Associates Degree in the above disciplines plus Twelve (12) years relevant experience, OR Fourteen (14) years relevant experience.

### **Program Manager**

#### *Principal Duties and Responsibilities:*

Management of small to medium size project or major task within a large project/program. Responsible for cost and schedule objectives; personnel management; customer interface and satisfaction. Responsible for project level reports and presentations to senior management.

#### *Job Specifications:*

Bachelor's Degree in Management, Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline plus five (5) years relevant experience, OR Associates Degree in the above disciplines plus seven (7) years relevant experience, OR Nine (9) years relevant experience.

### **Program Manager, Senior**

#### *Principal Duties and Responsibilities:*

Management of medium to large size project or multiple major tasks within a large project/program. Responsible for cost and schedule objectives; personnel management; customer interface and satisfaction. Responsible for project level reports and presentations to senior management. Provide guidance to and experience to subordinate Program Managers and Senior Technical Leads.

*Job Specifications:*

Masters Degree in Management, Computer Science, Information Systems, Engineering, or other Scientific or Technical Discipline plus five (5) years of relevant experience, OR Bachelor's Degree in Management, Computer Science, Information Systems, Engineering, or other Scientific or technical discipline plus seven (7) years relevant experience, OR Associates Degree in the above disciplines plus nine (9) years relevant experience, OR Eleven (11) years relevant experience.

**Programmer I**

*Principal Duties and Responsibilities:*

Translating detailed designs into computer software; testing and debugging computer software; producing both program level and user level documentation; enhancing software to reduce operating time or improve efficiency; supporting program management and other senior staff as required.

*Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus one (1) years relevant experience, OR Three (3) years relevant experience.

**Programmer II**

*Principal Duties and Responsibilities:*

Translating detailed designs into computer software; testing and debugging computer software; producing both program level and user level documentation; enhancing software to reduce operating time or improve efficiency; providing supervision, training and quality assurance to junior personnel; supporting program management and other senior staff as required

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus two (2) years relevant experience, OR Associates Degree in the above disciplines plus four (4) years relevant experience, OR Six (6) years relevant experience.

**Programmer III**

*Principal Duties and Responsibilities:*

Translating detailed designs into computer software; testing and debugging computer software; producing both program level and user level documentation; enhancing software to reduce operating time or improve efficiency; providing supervision, training and quality assurance to junior personnel; supporting program management and other senior staff as required

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus four (4) years relevant experience, OR Bachelor's Degree in the above discipline plus six (6) years experience; OR Associates Degree in the above disciplines plus eight (8) years relevant experience, OR Ten (10) years relevant experience.

**Project Coordinator**

*Principal Duties and Responsibilities:*

Support work across groups. Align internal team members and external stakeholders. Coordinate project phases and schedules, arrange support services, and track status.

*Job Specifications:*

Minimum/General Experience: Minimum of five (5) years education, management and supervisory experience. Possess collaborative and participative management style skills to lead various teams. Be able to manage personnel and program objectives with minimal supervision.

Minimum Education/Experience: Bachelor's Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus one (1) year relevant experience, OR Associates Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus three (3) years relevant experience, OR Five (5) years of relevant experience.

**Project Manager II**

*Principal Duties and Responsibilities:*

Monitors each task, and keeps the Program Manager abreast of all problems and accomplishments. Plans and supervises Technical Services projects, including all phases of project and/or facilities management. Responsible for the administrative and technical direction of project personnel. Responsible for total quality management of the products and services delivered to the Government and implementation of the contractor's quality assurance plan. Schedules and assigns duties to subordinates. Organizes, directs and manages contractor' task order service delivery within a reasonable span of control, time frame, and budget constraints. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

*Job Specifications:*

Ten (10) years of progressive technical and/or ADP related experience. Two (2) years managing complex projects, including technical projects or computer operations. BA/BS Degree is required. Substitutions of a one-on-one ratio for experience in lieu of education is permitted.

### **Project Manager, Junior**

*Principal Duties and Responsibilities:*

Develop and manage the project plan. Coordinate with product and project stakeholders.

*Job Specifications:*

Minimum/General Experience: Minimum of six (6) years of education, management and supervisory experience. Possess collaborative and participative management style skills to lead various teams. Be able to manage personnel and program objectives with minimal supervision.

Minimum Education/Experience: Master's Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus no years relevant experience, OR Bachelor's Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus two (2) years relevant experience, OR Associates Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus four (4) years relevant experience, OR Ten (6) years of relevant experience.

### **Project Manager, Mid**

*Principal Duties and Responsibilities:*

Manage the cost, schedule, scope, and quality to meet project objectives. Develop and manage the project plan. Coordinate with product and project stakeholders.

*Job Specifications:*

Minimum/General Experience: Minimum of eight (8) years of education, management and supervisory experience. Possess collaborative and participative management style skills to lead various teams. Be able to manage personnel and program objectives with minimal supervision.

Minimum Education/Experience: Master's Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus two (2) years relevant experience, OR Bachelor's Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus four (4) years relevant experience, OR Associates Degree in Management, Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus six (6) years relevant experience, OR Eight (8) years of relevant experience.

### **Project Supervisor**

*Principal Duties and Responsibilities:*

Independently manage day-to-day operations of projects, and provide overall support to

Project Leads, Level I, Level II and Level III Engineers, and act as liaison between development teams and senior management. Responsible for understanding and directing personnel to achieve milestone requirements, create, update and maintain multiple small- to medium project schedules, and redistribute personnel between projects as necessary. Responsible for early problem identification, reporting, and resolution. Responsible for project technical reports and presentations to senior management on project status, cost issues, risk assessment and problem mitigation.

*Job Specifications:*

Minimum of Ten (10) years education and technical management and supervisory experience. Knowledge of government contract environment; ability to work in groups and teams; collaborative and participative management style. Must be able to manage technical personnel and technical project objectives with minimal supervision. Bachelors Degree in Management, Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category plus Six (6) years relevant experience, OR Associates Degree in Management, Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category plus Eight (8) years relevant experience, OR Relevant military training and/or three (3) years relevant military experience plus an additional Eight (8) years of relevant military and/or commercial experience, OR Minimal Ten (10) years relevant experience.

**Quality Assurance Engineer I**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; development of test plans; assist in review of unit, integration and functional testing; preparing required documentation; provide supervision.

*Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category, OR Two (2) years relevant experience.

**Quality Assurance Engineer II**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; development of test plans; assist in review of unit, integration and functional testing; preparing required documentation; provide supervision, training and quality assurance to junior personnel.

*Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus three (3) years relevant experience, OR Six (6) years relevant experience.

### **Quality Assurance Engineer III**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; development of test plans; assist in review of unit, integration and functional testing; preparing required documentation; provide supervision, training and quality assurance to junior personnel.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus five (5) years relevant experience, OR Associates Degree in the above disciplines plus seven (7) years relevant experience, OR Nine (9) years relevant experience.

### **Quality Assurance Lead**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; oversee development of test plans, review of unit, integration and functional testing; preparing required documentation; provide supervision, training and quality assurance to junior personnel.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus six (6) years relevant experience, OR Associates Degree in the above disciplines plus eight (8) years relevant experience, OR ten (10) years relevant experience.

### **Quality Assurance Manager**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; oversee development of test plans, review of unit, integration and functional testing; preparing required documentation; provide supervision, training and quality assurance to junior personnel. Ensure team is aligned with the pace of development. Meet with lead engineers and managers to ensure all bugs are being completed.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus six (6) years relevant experience, OR Associates Degree in the above disciplines plus eight (8) years relevant experience, OR ten (10) years relevant experience.



## Server Specialist

### *Principal Duties and Responsibilities:*

Provide analytical and technical on-site support for the operations of windows based servers. Plan and coordinate installation, testing, troubleshooting, operation and maintenance of hardware and software systems for all corporate Windows-based or Linux-based servers. Plan and schedule the installation of new and modified hardware/software, allocating system resources, managing accounts, network rights, and access to systems and equipment. Perform server backups to provide for system restoration, file and database recover, and disaster recovery.

### *Job Specifications:*

2-year degree and 2+ years experience. Security+ Certification and/or Microsoft Certified Desk Top Support Technician (MSDST) are a plus. Familiarity with most basic system administration tools and processes (boot/shutdown a machine, add and remove user accounts, use backup programs and verify disk integrity, maintain system database files (groups, hosts, aliases). Ability to write scripts in some administrative language. (Tk, Perl, vbscript, etc).

## Software Architect

### *Principal Duties and Responsibilities:*

Technical expertise in the analysis and establishment of system information requirements and design specifications using methodologies for the development of prototype and/or large scale software-based information processing systems. Extensive experience designing the software architecture together with block diagrams and logic flow charts to support the total requirements as well as provide for present and future cross-functional requirements. Translate architecture and detailed design into computer software with appropriate refinements to include testing and debugging to produce the required product. Manages and provides technical leadership in the development of software using formal specifications, database management systems projects, and/or the design of software tools and subsystems to support software reuse and domain analyses. Enhances software to reduce operating time or improve efficiency.

### *Job Specifications:*

Minimum/General Experience: Minimum of eleven to fifteen (11-15) years of educational or technical experience in the analysis and establishment of software requirements, design specifications using methodologies for the development of a prototype and large-scale software-based information processing systems. Have extensive experience in designing the software specifications to optimally support the total systems requirements of the customer. Possess excellent knowledge of high-level software languages, and database management systems.

Minimum Education/Experience: Master's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus

five to nine (5-9) years relevant experience, OR Bachelor's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus seven to eleven (7-11) years relevant experience, OR Associates Degree Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category +nine to thirteen (9-13) years relevant experience.

**Software Developer, Junior**

*Principal Duties and Responsibilities:*

Translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software.

*Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus one (1) years relevant experience, OR Three (3) years relevant experience.

**Software Developer, Mid**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus two (2) years relevant experience, OR Bachelor's Degree in the above discipline plus five (5) years experience; OR Associates Degree in the above disciplines plus seven (7) years relevant experience, OR Nine (9) years relevant experience.

**Software Developer, Senior**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software; provide supervision, training and quality assurance to junior personnel.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus five (5) years relevant experience, OR Bachelor's Degree in the above discipline plus seven (7) years experience; OR Associates Degree in the above disciplines plus nine (9) years relevant experience, OR Twelve (12) years relevant experience.

**Software Developer, Principal**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software; provide supervision, training and quality assurance to junior personnel.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus seven (7) years relevant experience, OR Bachelor's Degree in the above discipline plus ten (10) years experience; OR Associates Degree in the above disciplines plus twelve (12) years relevant experience, OR fifteen (15) years relevant experience.

**Software Engineer I**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software.

*Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus one (1) years relevant experience, OR Three (3) years relevant experience.

**Software Engineer II**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using

formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software; provide supervision, training and quality assurance to junior personnel.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus two (2) years relevant experience, OR Bachelor's Degree in the above discipline plus five (5) years experience; OR Associates Degree in the above disciplines plus seven (7) years relevant experience, OR Nine (9) years relevant experience.

**Software Engineer III**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software; provide supervision, training and quality assurance to junior personnel.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus five (5) years relevant experience, OR Bachelor's Degree in the above discipline plus seven (7) years experience; OR Associates Degree in the above disciplines plus nine (9) years relevant experience, OR Twelve (12) years relevant experience.

**Software Engineer, Senior**

*Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; designing the software implementation; translating the architecture and detailed design into computer software using formal specifications, database management systems and other software development environments; analyzing and developing corrective actions; preparing required documentation; enhancing software; provide supervision, training and quality assurance to junior personnel; support program management.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category plus eight (8) years relevant experience, OR Bachelor's Degree in the above discipline plus ten (10) years experience; OR Associates Degree in the above disciplines plus twelve (12) years relevant experience, OR Fourteen (14) years relevant experience.

## Software Tester

### *Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; development of test plans.

### *Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific or Technical discipline directly related to the labor category, OR Two (2) years relevant experience.

## Solutions Architect

### *Principal Duties and Responsibilities:*

Studies system information requirements and designs specifications using methodologies for the software architecture together with block diagrams and logic flow charts to support systems. Designs the software architecture together with block diagrams and logic flow charts to support the total requirements as well as provide for present and future cross-functional requirements. Translates architecture and detailed design into computer software with appropriate refinements to include testing and debugging to produce the required product. Manages and provides technical leadership in the development of software using formal specifications, database management systems projects, and/or the designing of software tools and subsystems to support software reuse and domain analyses. Enhances software to reduce operation time or improve efficiency. Ensures compatibility in cases of re-hosting or migration of databases. Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective actions. Estimates software development costs and schedule. Prepares required documentation including project plans, software program and use documentation. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to Junior and Mid-level personnel. Supports senior staff as required and ensures customer requirements and project milestones are met.

### *Job Specifications:*

Minimum/General Experience: Minimum of thirteen (13) years of educational or technical experience in the analysis and establishment of software requirements, design specifications using methodologies for the development of a prototype and large-scale software-based information processing systems. Have extensive experience in designing the software specifications to optimally support the total systems requirements of the customer. Possess excellent knowledge of high-level software languages, and database management systems.

Minimum Education/Experience: Doctorate's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus five (5) years relevant experience, OR Master's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus seven (7) years relevant experience, OR Bachelor's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus nine (9) years relevant experience, OR Associates Degree

Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus eleven (11) years relevant experience.

### **Subject Matter Expert I**

*Principal Duties and Responsibilities:*

Working directly with customer management, applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of mission operations and solutions. Provides subject matter expertise to management and technical personnel on all matters pertaining to mission and technical operations. Defines leading edge concepts for planning, deployment, operation and/or enhancement of advanced telecommunications networks and supported missions. Provides expertise to others on solution paths for resolving problems. Assesses technical and cost impact of military versus commercial functional requirements on options. Establishes proven baseline recommendations in situations where customer has conflicting advice. Provides expert guidance, supervision, technical support, and training to management, technical and operational personnel. Supports project staff as required and ensures customer requirements and expectations are met.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering Business, or other military, scientific or technical discipline directly related to the labor category plus five (5) years experience of which at least three (3) years must be specialized, OR Associates Degree in Computer Science, Information Systems, Engineering Business, or other military, scientific or technical discipline directly related to the labor category plus seven (7) years experience of which at least three (6) years must be specialized, OR Relevant military training or one and one-half (1½) years of relevant military experience plus an additional seven (7) years experience of which at least six (6) years must be specialized, OR Training certificate(s) from an accredited training program plus seven (7) years experience of which at least six (6) years must be specialized, OR Eight (8) years experience of which at least seven (7) years must be specialized.

### **Subject Matter Expert II**

*Principal Duties and Responsibilities:*

Working directly with customer management, applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of mission operations and solutions. Provides subject matter expertise to management and technical personnel on all matters pertaining to mission and technical operations. Defines leading edge concepts for planning, deployment, operation and/or enhancement of advanced telecommunications networks and supported missions. Provides expertise to others on solution paths for resolving problems. Assesses technical and cost impact of military versus commercial functional requirements on options. Establishes proven baseline recommendations in situations where customer has conflicting advice. Provides expert guidance, supervision, technical support, and training to management, technical and operational personnel. Supports program staff as required and

ensures customer requirements and expectations are met.

Ten years of experience required, eight of which must be specialized. Specialized experience includes extensive hands on and practical knowledge of military operations, network engineering, equipment cutovers, communication or information technology networks management and/or network operations. General experience includes translating customer needs into work requirements at varying levels of detail for large and small work groups. Demonstrated understanding of existing and state of the art operations in order to leverage existing knowledge for solving customer problems. Possess excellent verbal and written communication skills.

*Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering Business, or other military, scientific or technical discipline directly related to the labor category plus five (5) years experience of which at least three (3) years must be specialized, OR Associates Degree in Computer Science, Information Systems, Engineering Business, or other military, scientific or technical discipline directly related to the labor category plus seven (7) years experience of which at least three (6) years must be specialized, OR Relevant military training or one and one-half (1½) years of relevant military experience plus an additional seven (7) years experience of which at least six (6) years must be specialized, OR Training certificate(s) from an accredited training program plus seven (7) years experience of which at least six (6) years must be specialized, OR Ten (10) years experience of which at least eight (8) years must be specialized.

**Subject Matter Expert III**

*Principal Duties and Responsibilities:*

Working directly with customer management, applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of mission operations and solutions. Provides subject matter expertise to management and technical personnel on all matters pertaining to mission on technical operations. Defines leading edge concepts for planning, deployment, operation and/or enhancement of advanced telecommunications networks and supported missions. Provides expertise to others on solution paths for resolving problems. Assesses technical and cost impact of military versus commercial functional requirements on options. Establishes proven baseline recommendations in situations where customer has conflicting advice. Provides expert guidance, supervision, technical support, and training to management, technical, and operational personnel. Supports senior staff as required and ensures customer requirements and expectations are met.

*Job Specifications:*

Master's degree in Computer Science, Information Systems, Engineering Business or other military, scientific or technical discipline directly related to the labor category plus five years specialized experience OR Bachelor's degree in Computer Science, Information Systems, Engineering Business or other military, scientific or technical discipline directly related to the labor category plus ten years of which at least eight years specialized experience. OR AA degree in Computer Science, Information Systems, Engineering Business or other military, scientific or technical discipline directly related to the labor category plus twelve years of which at least



eleven years specialized experience. OR Fifteen years of experience of which fourteen years must be specialized.

### **Subject Matter Expert, Sr.**

#### *Principal Duties and Responsibilities:*

Working directly with customer management, applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of mission operations and solutions. Provides subject matter expertise to management and technical personnel on all matters pertaining to mission on technical operations. Defines leading edge concepts for planning, deployment, operation and/or enhancement of advanced telecommunications networks and supported missions. Provides expertise to others on solution paths for resolving problems. Assesses technical and cost impact of military versus commercial functional requirements on options. Establishes proven baseline recommendations in situations where customer has conflicting advice. Provides expert guidance, supervision, technical support, and training to management, technical, and operational personnel. Supports senior staff as required and ensures customer requirements and expectations are met.

#### *Job Specifications:*

Master's degree in Computer Science, Information Systems, Engineering Business or other military, scientific or technical discipline directly related to the labor category plus five years specialized experience OR Bachelor's degree in Computer Science, Information Systems, Engineering Business or other military, scientific or technical discipline directly related to the labor category plus twelve years of which at least ten years specialized experience. OR AA degree in Computer Science, Information Systems, Engineering Business or other military, scientific or technical discipline directly related to the labor category plus fourteen years of which at least thirteen years specialized experience. OR seventeen years of experience of which sixteen years must be specialized.

### **Systems Analyst**

#### *Principal Duties and Responsibilities:*

Provide an understanding of user requirements based on past experience. Analyze user needs to determine functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task.

#### *Job Specifications*

Associates degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category + three (3) years experience of which at least one (1) must be specialized, OR Relevant military training or four (4) years relevant military experience, OR Eight (8) years experience of which at least (4) years must be specialized.



### **Systems Analyst, Junior**

*Principal Duties and Responsibilities:*

Provide an understanding of user requirements based on past experience. Analyze user needs to determine functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task.

*Job Specifications:*

Associates degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category plus three (3) years experience of which at least one (1) must be specialized, OR Relevant military training or four (4) years relevant military experience, OR Eight (8) years experience of which at least (4) years must be specialized.

### **Systems Analyst, Senior**

*Principal Duties and Responsibilities:*

Provide an understanding of user requirements based on past experience. Analyze user needs to determine functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task.

*Job Specifications*

Associates degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category plus four (4) years experience of which at least one (1) must be specialized, OR Relevant military training or five (5) years relevant military experience, OR six (6) years experience of which at least (4) years must be specialized.

### **Systems Analyst II**

*Principal Duties and Responsibilities:*

Provide an understanding of user requirements based on past experience. Analyze user needs to determine functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Provide functional guidance, supervision, technical support, training, and quality assurance/quality control to Level I personnel.

*Job Specifications:*

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category plus five (5) years experience of which at least three (3) must be specialized, OR Associates degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category plus seven (7) years experience of which at least three (3)

must be specialized, OR Relevant military training or one and one-half (1½) years of relevant military experience plus an additional seven (7) years experience of which at least three (3) years must be specialized, OR Training certificate(s) from an accredited program plus seven (7) years experience of which at least three (3) must be specialized, OR Ten (10) years experience of which at least (9) years must be specialized.

## **Systems Engineer I**

### *Principal Duties and Responsibilities:*

Responsible for: 1) analyzing system information requirements and design specifications, 2) designing the system architecture, 3) analyzing and developing corrective actions for problems of workloads, organization and planning, 4) preparing required system documentation including project plans, interface documents, program level and user level documentation, and 5) enhancing the system design to improve performance and better satisfy customer requirements.

### *Job Specifications:*

Associates Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus one (1) year relevant experience, OR Relevant military training and/or three (3) years relevant military experience, OR Training certificate(s) from an accredited training program OR Three (3) years relevant experience.

## **Systems Engineer II**

### *Principal Duties and Responsibilities:*

Responsible for: 1) analyzing system information requirements and design specification, 2) designing system architecture, 3) analyzing and developing corrective actions for problems of workloads, organization and planning, 4) preparing required system documentation including project plans, interface documents, program level and user level documentation, 5) enhancing system design to improve performance and better satisfy customer requirements, and 6) providing supervision, training and quality assurance/quality control to Level I personnel.

### *Job Specifications:*

Bachelor's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus five (5) years relevant experience, OR Associates Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus seven (7) years relevant experience, OR Relevant military training and/or three (3) years relevant military experience plus an additional six (6) years of relevant military and/or commercial experience, OR Nine (9) years relevant experience.

### **Systems Engineer III**

*Principal Duties and Responsibilities:*

Responsible for: 1) analyzing system information requirements and design specification, 2) designing the system architecture, 3) analyzing and developing corrective actions for problems of workloads, organization and planning, 4) preparing required systems documentation including project plans, interface documents, program level and user level documentation, 5) enhancing system design to improve performance and better satisfy customer requirements, 6) providing supervision, training, and quality assurance/quality control to Level I & II personnel 7) estimating system development costs and schedule, and 8) supporting program management and other senior staff as required to ensure quality control and customer requirements are met.

*Job Specifications:*

Masters Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus eight (8) years relevant experience, OR Bachelor's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus ten (10) years relevant experience, OR Associates Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus twelve (12) years relevant experience, OR Relevant military training and/or three (3) years relevant military experience plus an additional eleven (11) years of relevant military and/or commercial experience, OR Fourteen (14) years relevant experience.

### **Systems Engineer, Principal**

*Principal Duties and Responsibilities:*

Technical expertise in the analysis and establishment of system information requirements and design specifications using methodologies for the development of prototype and/or large scale software-based information processing systems. Extensive experience in designing system architectures to optimally support the total system requirements of the customer. Possesses extensive knowledge of computer systems, computer hardware, high-level software languages, and database management systems.

*Job Specifications:*

Master's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus ten (10) years relevant experience, OR Bachelor's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus ten (10) years relevant experience, OR Associates Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus fifteen (15) years relevant experience, OR Twenty (20) years relevant experience.

## **Technical Lead, Senior**

### *Principal Duties and Responsibilities:*

Technical management of multiple small to medium size projects. Responsible for technical project management including project definition, scoping and planning, enterprise requirements definition, business process design/implementation and policy development, cost and schedule planning and objectives; project technical personnel management, customer interface and satisfaction. Responsible for early problem identification, reporting, and resolution. Responsible for project technical reports and presentations to senior management on project status.

### *Job Specifications:*

Minimum of nine (9) years education and technical management and supervisory experience. Knowledge of government contract environment; ability to work in groups and teams; collaborative and participative management style. Must be able to manage technical personnel and technical project objectives with minimal supervision. Bachelors Degree in Management, Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category plus five (5) years relevant experience, OR Associates Degree in Management, Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category plus five (5) years relevant experience, OR Relevant military training and/or three (3) years relevant military experience plus an additional six (6) years of relevant military and/or commercial experience, OR Minimal seven (7) years relevant experience.

## **Technical Lead – SME**

### *Principal Duties and Responsibilities:*

Provide part-time subject matter expertise on User Experience and the user-centered design process, advise on meeting business and user goals, planning user-centered analysis and design activities, providing usability guidelines, and conducting usability review of all deliverables.

### *Job Specifications:*

Minimum of nine twelve (12) years education and technical management and supervisory experience. Knowledge of government contract environment; ability to work in groups and teams; collaborative and participative management style. Must be able to manage technical personnel and technical project objectives with minimal supervision. Bachelors Degree in Management, Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category + Seven (7) years relevant experience, OR Associates Degree in Management, Computer Science, Information Systems, Engineering, or other scientific or technical discipline directly related to the labor category + ten (10) years relevant experience, OR fifteen (15) years relevant experience.

## **Technical Writer/Editor**

### *Principal Duties and Responsibilities:*

Assists in collecting and organizing information required for the preparation of deliverables; performs writing, editing, and proofreading of technical documentation. Translates complex technical concepts into clear, readable and easily understandable documents for technical and non-technical personnel. Write easy-to-understand user interface text, online help and guides. Ensure the proper use of terminology; has basic familiarity and understanding of software development, user goals, planning user-centered analysis and design activities. Demonstrates excellent command and articulation of the English language. Has superior grammatical skills.

### *Job Specifications:*

Associate's Degree in English or other technical discipline directly related to the labor category plus three (3) years relevant experience

## **Test Engineer II**

### *Principal Duties and Responsibilities:*

Analyzing system software requirements and design specifications; development of test plans; assist in review of unit, integration and functional testing; preparing required documentation; provide supervision, training and quality assurance to junior personnel.

### *Job Specifications:*

Associate's Degree in Computer Science, Information Systems, Engineering, or other Scientific OR Technical discipline directly related to the labor category plus three (3) years relevant experience, OR Six (6) years relevant experience.

## **UI/UX Designer, Junior**

### *Principal Duties and Responsibilities:*

Implement design and style changes. Understands the needs of the user to create a friendly and easy-to-use interface.

### *Job Specifications:*

Minimum/General Experience: Minimum of six (6) years of education and/or technical experience in creating and implementing UI elements flexible enough to be displayed across multiple browsers, screen sizes, platforms and devices. Have extensive knowledge of computer equipment, scripting languages, frameworks and ability to satisfy design objectives for product users to instinctively interact with the UI with minimal supervision.

Minimum Education/Experience: Bachelor's Degree in Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus two (2) years relevant experience, OR Associates Degree Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor

category plus four (4) years relevant experience, OR Six (6) years of relevant experience.

### **UI/UX Designer, Mid**

*Principal Duties and Responsibilities:*

Design User Interface graphics and corresponding visual elements, define and ensure team adherence to Style Guide. Research latest trends, styles and technologies relating to graphic design to remain modern. Experience with web based scripting languages. Familiar with designing for multiple browsers and platforms.

*Job Specifications:*

Minimum/General Experience: Minimum of eight (8) years of education and/or technical experience in creating and implementing UI elements flexible enough to be displayed across multiple browsers, screen sizes, platforms and devices. Have extensive knowledge of computer equipment, scripting languages, frameworks and ability to satisfy design objectives for product users to instinctively interact with the UI with minimal supervision.

Minimum Education/Experience: Bachelor's Degree in Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus four (4) years relevant experience, OR Associates Degree Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus six (6) years relevant experience, OR Eight (8) years of relevant experience.

### **UI/UX Designer, Senior**

*Principal Duties and Responsibilities:*

Lead the implementation and design of User Interface graphics and corresponding visual elements, define and ensure team adherence to Style Guide. Research latest trends, styles and technologies relating to graphic design to remain modern. Experience with web based scripting languages. Familiar with designing for multiple browsers and platforms. Provide direction to junior designers. Gather requirements from stakeholders to create a friendly and easy to use interface.

*Job Specifications:*

Minimum/General Experience: Minimum of ten (10) years of education and/or technical experience in creating and implementing UI elements flexible enough to be displayed across multiple browsers, screen sizes, platforms and devices. Have extensive knowledge of computer equipment, scripting languages, frameworks and ability to satisfy design objectives for product users to instinctively interact with the UI with minimal supervision.

Minimum Education/Experience: Bachelor's Degree in Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor category plus six (6) years relevant experience, OR Associates Degree Computer Science, Information Systems, Graphic Design or other scientific or technical discipline directly related to the labor

category plus eight (8) years relevant experience, OR Ten (10) years of relevant experience.

### **Web Administrator**

#### *Principal Duties and Responsibilities:*

Provide an understanding of website enterprise software and associated server hardware. Identify and implement software upgrades for operating systems and web enterprise software. Provide feedback to management or technical leads to recommend system upgrades or software requirements. Be able to integrate with database administrators to deploy dynamic content solutions. Diagnose problems and provide recommendations to resolve issues.

#### *Job Specifications:*

Masters Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus five (5) years relevant experience, OR Bachelor's Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus seven (7) years relevant experience, OR Associates Degree in Computer Science, Information Systems, Engineering or other scientific or technical discipline directly related to the labor category plus nine (9) years relevant experience, OR Relevant military training and/or three (3) years relevant military experience plus an additional eight (8) years of relevant military and/or commercial experience, OR Ten (10) years relevant experience.

## 1.4 PROFESSIONAL SERVICES IT LABOR CATEGORY / PRICE LIST (Includes IFF)

Pricing through  
Mod 0026

	GSA Rate
Analyst II	\$ 117.95
Applications Architect III	\$ 79.23
Build Engineer	\$ 84.89
Business Analyst	\$ 82.12
Data Modeler Sr	\$ 100.07
Database Administrator	\$ 95.16
Database Subject Matter Expert III	\$ 210.96
Engineer I	\$ 87.76
Engineer II	\$ 105.33
Engineer III	\$ 140.46
Engineer, Lead	\$ 163.85
Engineer, Senior	\$ 117.95
Gadget Development Specialist	\$ 78.12
Gadget Development Specialist Jr	\$ 81.31
Graphics Designer Jr	\$ 72.29
Graphics Designer Principal	\$ 133.11
Graphics Designer Sr	\$ 95.27
Information Architect Principal	\$ 176.03
Interaction Designer	\$ 121.19
Interaction Designer Sr	\$ 158.42
Lead Interaction Designer	\$ 158.42
Lead Specialist, Senior	\$ 142.69
Principal Technical Manager	\$ 117.29
Program Manager	\$ 84.77
Program Manager, Senior	\$ 183.22
Programmer I	\$ 72.32
Programmer II	\$ 92.13
Programmer III	\$ 103.39
Project Coordinator	\$ 90.52
Project Manager II	\$ 152.16
Project Manager, Junior	\$ 102.02
Project Manager, Mid	\$ 142.83



Project Supervisor	\$ 69.10
Quality Assurance Engineer I	\$ 62.70
Quality Assurance Engineer II	\$ 68.76
Quality Assurance Engineer III	\$ 88.60
Quality Assurance Lead	\$ 97.47
Quality Assurance Manager	\$ 82.77
Server Specialist	\$ 56.28
Software Architect	\$ 150.58
Software Developer Jr	\$ 99.49
Software Developer Mid	\$ 122.35
Software Developer Sr	\$ 135.19
Software Developer Principal	\$ 143.26
Software Engineer I	\$ 86.39
Software Engineer II	\$ 113.41
Software Engineer III	\$ 122.40
Software Engineer, Senior	\$ 134.54
Software Tester	\$ 79.80
Solutions Architect	\$ 135.83
Subject Matter Expert I	\$ 82.00
Subject Matter Expert II	\$ 119.42
Subject Matter Expert III	\$ 157.85
Subject Matter Expert Sr	\$ 183.82
Systems Analyst	\$ 72.61
Systems Analyst, Junior	\$ 46.94
Systems Analyst, Senior	\$ 71.24
Systems Analyst II	\$ 107.15
Systems Engineer I	\$ 68.09
Systems Engineer II	\$ 98.83
Systems Engineer III	\$ 107.49
Systems Engineer Principal	\$ 116.18
Technical Lead, Senior	\$ 142.69
Technical Lead SME	\$ 174.56
Technical Writer/Editor	\$ 69.05
Test Engineer II	\$ 70.24
UI/UX Designer Jr	\$ 120.57
UI/UX Designer Mid	\$ 129.99
UI/UX Designer Sr	\$ 135.62
Web Administrator	\$ 81.89

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

### **PREAMBLE**

Applied Technical 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 demonstrating our support of 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 Erica Krueger, 360.989.3349, [erica.krueger@atsid.com](mailto:erica.krueger@atsid.com), 360.989.3387 (fax).