

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

CATEGORY
CODE

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES S

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	D316	IT Network Management Services
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 no 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.

bd Systems, Inc.
P.O. Box 2707
385 Van Ness Ave., Suite 200
Torrance, CA 90509-2707
(310) 618-8798 www.bdsys.com

Contract Number: GS-35F-0567J
Period Covered by Contract: 30 June 1999 through 28 June 2009

General Services Administration
Federal Supply Service

Pricelist current through Modification No. PO0008 dated 24 May 2005

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

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INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

INFORMATION FOR ORDERING OFFICES

1. Geographic Scope Of Contract:

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

Offerors are requested to check one of the following boxes:

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

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

2. Contractor's Ordering Address and Payment Information:

bd Systems, Inc.
Attention: Contracts Department
P.O. Box 2707
385 Van Ness Ave., Suite 200
Torrance, CA 90509-2707

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

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

Phone: (310) 618-8798 Fax: (310) 782-5741 or (310) 212-0753

3. Liability For Injury Or Damage

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 00-199-7444
Block 30: Type of Contractor – A. Small Disadvantaged Business;
B. Other Small Business (Woman-Owned)

Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN) 95-3675882

- 4a. CAGE Code: 1V889
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>30 Days or As Agreed Between Agency and Contractor</u>

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

7. DISCOUNTS:

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

- a. Prompt Payment: 0% - N/A - days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None

Government Educational Institutions: Same as Government agencies

Discount for use of Government Commercial Credit Card: 0

Other: All prices shown in the Pricelist are net labor hour rates to the Ordering Agency and exclude any Other Direct Costs (ODC's) which may be incurred during performance of specific project tasks. Contractor's G&A and fee shall be applied to all ODC's. Subcontractor and Team Member costs shall be treated as ODC's per contractor accounting policies.

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing:

None – Outside the scope of this contract.

10. Small Requirements:

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

11. Maximum Order:

(All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value per order for the following Special Item Number (SIN) is \$500,000.

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

12. Use Of Federal Supply Service Information Technology Schedule Contracts.

In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Number (SIN) 132-51 IT Professional Services.]

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

a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

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

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

Review additional Schedule Contractors'

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

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

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

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

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

13. Federal Information Technology/Telecommunication Standards Requirements:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

'Note:'

ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering. Activities procuring open market items must follow FAR 8.401(d).

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

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

None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DE-INSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.bdsys.com; additionally, The EIT standard can be found at www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

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

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

2. PERFORMANCE INCENTIVES

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

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

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

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

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

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

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

(a) When ordering services, ordering activities shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

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

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

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

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

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

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

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should

determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

- (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER

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

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

5. PERFORMANCE OF SERVICES

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate I (APR 1984) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate II (DEC 2002) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. 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.

17. DESCRIPTION OF IT SERVICES AND PRICING

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS

All personnel working under this contract shall meet certain minimum requirements. The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contractor's policies. Following are the Commercial Job Titles that will be used under this contract with minimum education and experience requirements:

Commercial Job Title: **Y2K Senior Specialist**

Minimum/General Experience: Specialized experience which applies to identifying Y2K impacts on computer programs and designing, developing, and implementing solutions to resolve the impacts. Y2K Senior Specialist's grade level can range from MTS/MAS 14 to MTS/MAS 15 depending on the experience required, complexity of the task, and education needed to perform the task. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides specialized expertise to identify potential impacts of Y2K on various computer systems. Plans, organizes, and controls all activities required to design, develop, and implement technical solutions.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Senior Systems Analyst Consultant**

Minimum/General Experience: Specialized experience which applies designing, developing, implementing, and troubleshooting complex systems. Senior Systems Analyst Consultant's grade level is MTS/MAS 15. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides specialized expertise to assist Systems Engineers, Systems Analysts, and Network Engineers in the design, development, implementation, and modification of complex computer networks. Aid in troubleshooting complex networks to identify problems and develop technical solutions.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Senior Program Manager**

Minimum/General Experience: General experience which applies to contract management, including experience as a manager of either a large, complex contract or multiple contracts involving analysis, design and implementation of complex information technology systems such as information processing and communications to include direct supervision and oversight of system development, contract administration, and

personnel management. Senior Program Manager's grade level can range from MTS/MAS 14 to MTS/MAS 15. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative oversight of Program Managers or Deputy Program Managers responsible for contract performance. Provides resources to Program Managers and Deputy Program Managers and ensures quality and technical performance meet contract requirements. Interfaces with Government Senior Management to resolve complex contractual and technical problems.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Chief Scientist**

Minimum/General Experience: Specialized scientific or engineering experience in designing, developing, implementing, and troubleshooting complex systems. Chief Scientist's grade level can range from MTS/MAS 14 to MTS/MAS 15. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides specialized expertise to assist Program Managers, Project Managers, Delivery Order Managers, Systems Engineers, Systems Analysts, and Network Engineers in the design, development, implementation, and modification of complex computer networks. Aid in troubleshooting complex systems to identify problems and develop technical solutions.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Systems Analyst Consultant 3**

Minimum/General Experience: Specialized experience which applies to designing, developing, implementing, and troubleshooting complex systems. Systems Analyst Consultant 3's grade level is MTS/MAS 14. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides specialized expertise to assist Program Managers, Project Managers, Delivery order Managers, Systems Engineers, Systems Analysts, and Network Engineers in the design, development, implementation, and modification of complex systems. Aid in troubleshooting complex networks to identify problems and develop technical solutions.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Program Manager**

Minimum/General Experience: General experience which applies to contract management, including experience as a manager of either a large, complex contracts/projects or multiple contracts/ projects involving analysis, design and implementation of complex information technology systems such as information processing and communications to include direct supervision and oversight of system development, contract administration, and personnel management. Program Manager's grade level can range from MTS/MAS 12 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides contractual and administrative oversight of Deputy Program Managers, Delivery Order Managers, and Project Managers responsible for contract performance. Provides resources to Deputy Program Managers, Delivery Order Managers, and Project Managers and ensures quality and technical performance meet contract requirements. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, COTR, CQAE, and Government Program Managers

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Deputy Program Manager**

Minimum/General Experience: General experience which applies to contract management, including experience as a manager of either a large, complex projects or multiple projects involving analysis, design and implementation of complex information technology systems such as information processing and communications to include direct supervision and oversight of system development, contract administration, and personnel management. Deputy Program Manager's grade level can range from an MTS/MAS 12 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides contractual and administrative oversight of Delivery Order Managers and Project Managers responsible for program/project performance. Provides resources to Delivery Order Managers and Project Managers and ensures quality and technical performance meet contract requirements. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, COTR, QAE, and Government Program Managers

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Y2K Specialist**

Minimum/General Experience: Specialized experience which applies to identifying Y2K impacts on computer programs and designing, developing, and implementing solutions to resolve the impacts. Y2K Specialist's grade level MTS/MAS 13. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides specialized expertise to identify potential impacts of Y2K on various computer systems. Plans, organizes, and controls all activities required to design, develop, and implement technical solutions.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Systems Analyst Consultant 2**

Minimum/General Experience: Specialized experience which applies to designing, developing, implementing, and troubleshooting complex systems. Systems Analyst Consultant 2's grade level is MTS/MAS 13. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides specialized expertise to assist Systems Engineers, Systems Analysts, and Network Engineers in the design, development, implementation, and modification of complex systems. Aid in troubleshooting complex networks to identify problems and develop technical solutions.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Senior Project Manager**

Minimum/General Experience: General experience which applies to contract management, including experience as a manager of either a large, complex projects or multiple projects involving analysis, design and implementation of complex information technology systems such as information processing and communications to include direct supervision and oversight of system development, contract administration, and personnel management. Senior Project Manager's grade level is MTS/MAS 12. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative oversight, handles contractual matters and serves as liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Plans, organizes, and controls the overall activities of the project. Ensures that all activities conform to the terms and conditions of the task ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, COTR, QAE, and Government Project Managers

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Project Manager**

Minimum/General Experience: General experience which applies to contract management including specialized experience as manager of projects involving analysis, design and implementation of complex information technology systems such as information processing and communications to include direct supervision of system development and responsibility for contract administration and personnel scheduling. Project Manager's grade level can range from MTS/MAS 9 to MTS/MAS 12 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative oversight, handles contractual matters and serves as a liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Plans, organizes, and controls the overall activities of the project. Ensures that all activities conform to the terms and conditions of the task ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and the Government Project Manager.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Delivery Order Manager**

Minimum/General Experience: General experience which applies to delivery order management, including experience as a manager of either a large, complex delivery order or multiple delivery orders involving analysis, design and implementation of complex information technology systems such as information processing and communications to include direct supervision and oversight of system development, contract administration, and personnel management. Delivery Order Manager's grade level can range from MTS/MAS 10 to MTS/MAS 12 depending on the experience required, complexity of the delivery order, subject matter of the delivery order, and education needed to perform the delivery order. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative oversight, handles delivery order matters and serves as liaison between the Functional Area Chief (FAC), Functional Area Evaluator (FAE), and corporate management. Plans, organizes, and controls the overall activities of the project. Ensures that all activities conform to the terms and conditions of the delivery order. Coordinates activities and seeks resolution of contractual and technical problems while working with the FAC and FAE.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Systems Analyst Consultant 1**

Minimum/General Experience: Specialized experience which applies to designing, developing, implementing, and troubleshooting complex systems. Systems Analyst Consultant 1's grade level is MTS/MAS 12. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides specialized expertise to assist Systems Engineers, Systems Analysts, and Network Engineers in the design, development, implementation, and modification of complex systems. Aid in troubleshooting complex networks to identify problems and develop technical solutions.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Task Manager**

Minimum/General Experience: Experience as a manager of projects involving analysis, design, development, testing, documentation, and installation of complex information technology systems. Task Manager's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Monitors each Task, and keeps the Project Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Quality Assurance Specialist**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of system analysis techniques, concepts and methods; also requires knowledge of available hardware system software input/output devices, structure and management practices. Quality Assurance Specialist's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a computer-based organization. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Systems Engineer**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for complex computer systems. Systems Engineer's grade level can range from MTS/MAS 13 to MTS/MAS 14 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Systems Engineer**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for complex computer systems. Systems Engineer's grade level can range from MTS/MAS 9 to MTS/MAS 12 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives and orients users to new systems.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Logistics Engineer**

Minimum/General Experience: Experience in designing, developing, implementing, acquiring, or sustaining systems throughout their life cycle. Senior Logistics Engineer's grade level can range from MTS/MAS 12 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Designs, develops, and implements logistics support requirements to ensure system effectiveness and operational availability. Applies analytical techniques to define and resolve logistics problems. This includes maintenance planning; supply support; manpower and personnel requirements; engineering/technical data; training and training support; packaging, handling, storage, and transportation; support equipment; facilities; computer resources; and design interface.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Logistics Engineer**

Minimum/General Experience: Experience in designing, developing, implementing, acquiring, or sustaining systems throughout their life cycle. Senior Logistics Engineer's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Designs, develops, and implements logistics support requirements to ensure system effectiveness and operational availability. Applies analytical techniques to define and resolve logistics problems. This includes maintenance planning; supply support; manpower and personnel requirements; engineering/technical data; training and training support; packaging, handling, storage, and transportation; support equipment; facilities; computer resources; and design interface.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Project Management Technologist**

Minimum/General Experience: Experience in broad-based management and /or systems engineering including specific knowledge to the extent to understand, design, develop, test, select, implement, manage and enhance a total integrated system. A multi-disciplinary individual with experience in analyzing and conducting Program Management activities and services. Senior Project Management Technologist's grade level can range from MTS/MAS 9 to MTS/MAS 12 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides support to the Program Management and System Acquisition of Information and Automated Data Processing (ADP) systems. Assists in analyzing and conducting Program Management activities and services, (i.e., program/project/engineering planning, acquisition, tracking and management, including the use and analysis of earned value reporting).

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Project Management Technologist**

Minimum/General Experience: Experience in broad-based management and/or systems engineering including specific knowledge to the extent to understand, design, develop, test, select, implement, manage and enhance a total integrated system. A multi-disciplinary individual with experience in analyzing and conducting Program Management activities and services. Project Management Technologist's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides support to the Program Management and System Acquisition of Information and Automated Data Processing (ADP) systems. Assists in analyzing and conducting Program Management activities and services, (i.e., program/project/engineering planning, acquisition, tracking and management, including the use and analysis of earned value reporting).

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Program Management Specialist**

Minimum/General Experience: Experience in ADP Program Management which includes quality assurance reviews and performance risk analysis of major systems development issues. Project Management Specialist's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides analysis and support to mid-and senior-level management and members of the technical staff to solve highly complex difficult program management and information system problems. Develops and delivers presentations on technical topics of concern to the client management.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Information Management Technologist**

Minimum/General Experience: Experience in system analysis, planning, and system acquisition with multi disciplinary experience in analyzing and managing information technology programs and services. Senior Information Management Technologist's grade level can range from MTS/MAS 9 to MTS/MAS 12 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides support in Information Resources Management, Communications and Automated Data Processing (ADP). Assists in the designing, testing, selecting, implementing, managing and enhance the information processing system.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Information Management Technologist**

Minimum/General Experience: Experience in system analysis, planning, and system acquisition with multi-disciplinary experience in analyzing and managing information technology programs and services. This position requires knowledge to understand, design, test, implement, manage and enhance a total integrated processing system. Information Management Technologist's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides support in Information Resources Management, Communications and Automated Data Processing (ADP). Assists in the designing, testing, selecting, implementing, managing and enhance the information processing system.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Facilities Manager**

Minimum/General Experience: Experience in information technology systems with knowledge of the capabilities of applicable computer hardware configuration, computer facility environment requirements, and network considerations. Facilities Manager's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Manage and control computer operations and/or support including user support, computer network operations, network maintenance, data entry, specialized workstations, production control, operating system software analysis and programming, and support functions.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Operating Systems Software Analyst/Programmer**

Minimum/General Experience: Experience in operating systems programming and/or analysis of highly complex projects. Senior Operating System Software Analyst/Programmer's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Install, generate, maintain, test and debug system software programs, develop instructions for use of operating systems software, and modify/maintain system software package.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Systems Analyst**

Minimum/General Experience: Experience in supervising the analysis of applications on computers including approving plans for the development or modification of complex information technology or automated communications systems. Senior Systems Analyst's grade level can range from MTS/MAS 11 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provide supervision and guidance to junior systems analyst and programmers. Determine necessary modifications to existing systems and determine whether new subsystems must be developed. Assigns, instructs and reviews work of subordinates.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **System Analyst**

Minimum/General Experience: Experience in requirements analysis and design of complex information technology systems and automated communications systems. System Analyst's grade level can range from MTS/MAS 7 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Exercise analytical techniques in gathering information from users, designing computer programs, defining work problems and developing procedures to resolve the problems. Develop specifications to enable computer programmers to prepare required programs.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Management Analyst**

Minimum/General Experience: Experience in the development and monitoring of corporate policies and procedures designed to provide management control of system development activities, including analysis of current procedures and policies to determine continued applicability. Management Analyst's grade level can range from MTS/MAS 8 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Develops, implements, and monitors policies and procedures. Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analysis. Connects, compiles and assembles data for financial and analytical reports.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Programmer Analyst**

Minimum/General Experience: General systems programmer/analyst experience including specialized experience in defining and designing data capture forms, data conversion procedures, data validation/correction steps, and database definition tables. Programmer Analyst grade level can range from MTS/MAS 9 to MTS/MAS 12 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, tests and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, and screen layouts. Documents program and systems logic.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Programmer Analyst**

Minimum/General Experience: General systems programmer/analyst experience including two years of specialized experience in defining and designing data capture forms, data conversion procedures, data validation/correction steps, and database definition tables. Senior Programmer Analyst's grade level can range from MTS/MAS 11 to MTS/MAS 13 depending on the experience required, complexity of the task, and

education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Consults with clients to learn and define their business requirements or problem area and uses technical expertise to provide solutions to their clients needs. Prepares program specifications, helps with user documentation and with system implementation. Analyzes, designs, develops, implements and maintains client server applications for various systems.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **System Programmer**

Minimum/General Experience: General systems engineering experience including design, coding, testing, and implementation of systems related modifications. System Programmer's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Develops and modifies software programs for the operating system. Develops logic for and encodes, tests, modifies, and debugs software packages to suit the operating environment. Installs and maintains software products on the computer system. Analyzes and fixes problems associated with the software packages.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Operating Systems Software Analyst/Programmer**

Minimum/General Experience: Technical experience in operating systems programming and/or analysis. Operating Systems Software Analyst/Programmer grade level can range from MTS/MAS 8 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Installs, generates, maintains, tests, and debugs system software programs, develops instructions for use of operating system software, and modify/maintain system software packages. Responsible for applications dealing with the overall operating system. Prepares and edits FIP Documentation. Interprets technical documentation standards and preparation of documentation according to supplied standards.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Microcomputer Specialist**

Minimum/General Experience: Experience in applications development, data reduction, and data transmission to computer systems for further processing, storage and retrieval. Senior Microcomputer Specialist's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Evaluates, analyzes, and plans the testing and installation of new or enhanced hardware and software for microcomputers. Configures software interfaces for microcomputers to be used in conjunction with other computer hardware and various systems. Performs preventative maintenance for hardware and software such as cleaning and vacuuming, cable connection inspection, software virus protection and configuration integrity. Identifies problems and resolves minor hardware, software, and network malfunctions.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Workstation Operator**

Minimum/General Experience: Experience using one or more special application programs directly applicable to operating computer graphics software. Workstation Operator's grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Works on computer graphics programs, interprets technical documentation standards and prepares documentation according to the standards.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Documentation Specialist**

Minimum/General Experience: Experience in the preparation, compilation, and maintenance of Information Technology related documentation such as system Specifications, Feasibility Studies, Functional Descriptions, using automated word processing machines or text editor systems. Senior Documentation Specialist's grade level can range from MTS/MAS 10 to MTS/MAS 12 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Using technical material prepared by programmers or analysts, prepares Information Technology documentation as required. Performs data input to a word processor/desk top publishing system. proofreads entered materials and corrects errors. Must be familiar with existing standards for documentation preparation. Provides supervision and guidance to subordinates.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Technical Lead**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Senior Technical Lead's grade level can range from MTS/MAS 10 to MTS/MAS 12 depending on the experience required, complexity of the project, and education needed to perform the project. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides leadership, training, oversight, and accomplishment of technical requirements for technical personnel assigned to given tasks or systems. Responsible to management for ensuring technical proficiency of personnel and that quality meets task or system requirements

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Technical Lead**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Senior Technical Lead's grade level can range from MTS/MAS 09 to MTS/MAS 10 depending on the experience required, complexity of the project, and education needed to perform the project. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides leadership, training, oversight, and accomplishment of technical requirements for technical personnel assigned to given tasks or systems. Responsible to management for ensuring technical proficiency of personnel and that quality meets task or system requirements.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Documentation Specialist**

Minimum/General Experience: Experience in the preparation, compilation, and maintenance of Information Technology related documentation such as system Specifications, Feasibility Studies, Functional Descriptions, using automated word processing machines or text editor systems. Documentation Specialist's grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Using technical material prepared by programmers or analyst, prepares Information Technology documentation as required. Performs data input to a word processor/desk top publishing system. Proof reads entered materials and corrects errors.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Administrative Specialist**

Minimum/General Experience: Experience as a management assistant and/or office manager. Administrative Specialist's grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Assists management in all business, cost containment and accounting activities. Assists management in office administration, contract administration and facility operation activities. Provides cost control advice to other managers. Supervises subordinate administrative and office staff.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Microcomputer Specialist**

Minimum/General Experience: Experience in microcomputer applications. Microcomputer Specialist's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Evaluates, analyzes, and plans the testing and installation of new or enhanced hardware and software for microcomputers. Configures software interfaces for microcomputers to be used in conjunction with other computer hardware and various systems. Performs preventative maintenance for hardware and software such as cleaning and vacuuming, cable connection inspection, software virus protection and configuration integrity. Identifies problems and resolves minor hardware, software, and network malfunctions.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Field Information Resources Specialist**

Minimum/General Experience: Experience in advance programming languages, specific application types and/or hardware/operating system environment. Senior Field Information Resources Specialist's grade level can range from MTS/MAS 11 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Performs as a field office lead technician in the use of microcomputer operating systems, file maintenance for file servers, provides user assistance in the use of standard software packages and specialized applications. Travels to other division offices to provide assistance and training as required.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Field Information Resources Specialist**

Minimum/General Experience: Experience in advance programming languages, specific application types and/or hardware/operating system environment. Field Information Resources Specialist's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Performs as a technician in the use of microcomputer operating systems, file maintenance for file servers, provides user assistance in the use of standard software packages and specialized applications. Travels to other division offices to provide assistance and training as required.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Quality Assurance Analyst**

Minimum/General Experience: Experience in engineering and/or system analysis and programming including quality assurance experience. Senior Quality Assurance Analyst's grade level can range from MTS/MAS 11 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that all deliverables have met all quality requirements.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Quality Assurance Analyst**

Minimum/General Experience: Experience in engineering and/or system analysis and programming including quality assurance experience. Quality Assurance Analyst's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that all deliverables have met all quality requirements.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Data Administrator**

Minimum/General Experience: Experience in systems analysis or programming and DBMSs. Data Administrator's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Data Technician**

Minimum/General Experience: Experience in state-of-the-art data entry equipment computer equipment and coding items for data entry. Senior Data Technician's grade level can range from MTS/MAS 8 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Operates an alphanumeric keyboard requiring an understanding of transcribing procedures and relevant state-of-the-art data entry computer equipment. Exercises judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Data Technician**

Minimum/General Experience: Experience in state-of-the-art data entry equipment computer equipment. Data Technician's grade level can range from MTS/MAS 7 to MTS/MAS 8 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Inputs data from source documents into alphanumeric keyboard controlled data entry device. Compiles and summarizes data, as well as performs mathematical computation. Develops charts, graphs, and other statistical reports.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **LAN/MAN/WAN Integrator**

Minimum/General Experience: Experience in implementing and maintaining complex telecommunication systems, including: developing and testing communications software, interfaces programs; develop specifications; use protocol interfaces for multiple environments. LAN/MAN/WAN Integrator's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Directs and manages the overall integration of the client agency's network including the planning, design, installation, maintenance, management, and coordination. Plans, designs, installs, maintains, and coordinates the client agency's local, metropolitan, and/or wide area networks. Interfaces with vendors to identify and purchase hardware, firmware, and/or software.

Minimum Education: See Table 1 and 2 for education requirements. The individual must be qualified by the client agency's LAN/MAN/WAN manufacturer.

Commercial Job Title: **Network Operations Analyst Technician**

Minimum/General Experience: Experience in ADP telecommunications operations including developing and testing communications software interface program; developing specifications; using protocol interfaces for multiple environments. Network Operations Analyst Technician's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Directs and manages network operation, maintenance analysts, technicians, and engineers. Analyzes and communicates the corrective actions required to resolve network operation problems. Performs diagnostic testing, analysis and organization of all hardware elements of the network facilities, and systems testing and optimization of software components.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Network Operations Analyst**

Minimum/General Experience: Experience in ADP telecommunications operations including developing and testing communications software interface program; developing specifications; using protocol interfaces for multiple environments. Senior Network Operations Analyst Technician's grade level can range from MTS/MAS 11 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Supervises and manages the network staff performing network operation, maintenance analysts, technicians, and engineers. Analyzes and communicates the corrective actions required to resolve network operation problems. Orchestrates the performance of diagnostic testing, analysis and organization of all hardware elements of the network facilities, and systems testing and optimization of software components.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior LAN Manager**

Minimum/General Experience: Experience in management and administration of LAN/MAN/WAN. Experience shall include optimizing network for performance, performing diagnostics, trouble shooting of related networks, configuring networks, and connecting workstations to a system. Senior LAN Manager's grade level can range from MTS/MAS 9 to MTS/MAS 13 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Responsible for the managerial and technical administration of a LAN/MAN/WAN to include security, communications, software applications, electronic mail, printing service, outside communication links, UPS service, calendaring/scheduling services, license administration, file service, and backup service. Performs routine diagnostics testing and optimization of all elements of the network facilities.

Minimum Education: See Table 1 and 2 for education requirements. The individual must be certified or qualified by the client agency's LAN/MAN/WAN manufacturer.

Commercial Job Title: **LAN Technician**

Minimum/General Experience: Experience which applies to Information Technology Systems and/or networks including optimizing networks for performance, configuring, and connecting workstations to a system. LAN Technician's grade level can range from MTS/MAS 8 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Responsible for the managerial and technical administration of a LAN/MAN/WAN to include security, communications, software applications, electronic mail, printing services, outside communication links, UPS service, license administration, file services, backup services and any other initial troubleshooting. Performs routine diagnostic testing and optimization of all elements of the network

facilities. Repairs and/or replaces network hardware components. Performs component server and workstation connection, configuration, integration and testing.

Minimum Education: See Table 1 and 2 for education requirements. The manager must be certified or authorized or licensed or qualified by the client agency's LAN/MAN/WAN manufacturer.

Commercial Job Title: **Network Administrator**

Minimum/General Experience: Experience in network operating systems, installation, modification, troubleshooting, and maintenance of Local Area Network. Network Administrator's grade level can range from MTS/MAS 8 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

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

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Network Administrator**

Minimum/General Experience: Experience in computer systems including designs, troubleshooting, installation, modification, and adjustments in network operating system, software and hardware of Local Area Networks. Senior Network Administrator's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

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

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Telecommunications Engineer**

Minimum/General Experience: Experience in data communications or computer systems. Telecommunications Engineer's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides technical direction for telecommunications activities including planning, designing, installing, and maintaining telecommunications networks. Develops, operates, and maintains voice, video, and data communications systems. Evaluates existing communications systems to identify deficiencies and network performance improvements. Provides technical guidance to other personnel concerning data communications requirements. Prepares studies and gives presentations on communications concepts.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Network Engineer**

Minimum/General Experience: Experience in designing, testing, implementing, and maintaining telecommunications and LAN operations support activities including application programmers working in that environment. Senior Network Engineer's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Designs, configures, tests, implements, and maintains telecommunications and LAN operations support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Responsible for the design, configuration and implementation of Wide Area Networks (WANs). Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Network Engineer**

Minimum/General Experience: Experience in testing, implementing, and maintaining telecommunications and LAN operations support activities including application programmers working in that environment. Network Engineer's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Designs, configures, tests, implements, and maintains telecommunications and LAN operations support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Responsible for the design, configuration and implementation of Wide Area Networks (WANs). Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Communications Specialist**

Minimum/General Experience: Experience in the design, development and installation of unique data transmission systems. Network Engineer's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides guidance for telecommunications systems activities. Evaluates and recommends action on requirements and specifications for data communication equipment systems and or networks. Provides technical advisory assistance concerning the design, development and installation of unique data transmission systems. Develops procedures governing the operation and management of data communications program and systems. Reviews and develops telecommunication policies, procedures and standards.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Computer Systems Supervisor**

Minimum/General Experience: Experience in operating computer systems and routing of data. Computer Systems Supervisor's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Identifies processing requirements and schedules jobs for computer runs. Responsible for the security and routing of input and output data. Responsible for problem isolation and restart/recovery. Interprets technical documentation standards and prepares documentation according to the standards. In the event of malfunction, confers with technical personnel and direct subordinate personnel in appropriate course of action.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Computer Operator**

Minimum/General Experience: Experience in operating a computer system. Senior Computer Operator's grade level can range from MTS/MAS 9 to MTS/MAS 11 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: May supervise computer operations in the operation of computer systems and peripheral equipment to process client data. Monitors and controls a computer by operating on-line terminals. Manipulates controls in accordance with standard procedures to rearrange sequence of job steps to continue operations with individual units of the system malfunction.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Computer Operator**

Minimum/General Experience: Experience operating a computer system and/or computer terminal. Computer Operator's grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Assists in operating computer systems and peripheral equipment, conforming to site specific operating procedures. Monitors and controls a computer by operating the on-line terminal in accordance with established routines. Observes the operation of the equipment, reporting any deviations from standard.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Clerical Specialist**

Minimum/General Experience: Experience in information system functional requirements and organizations. Clerical Specialist grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Prepares manuals, guides and other technical documents using automated word processing machines.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Data Communications Specialist**

Minimum/General Experience: Experience in telecommunications communications management/analyst project which include analyzing LAN/MAN/WAN network characteristics. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cut over of network components and capabilities. Senior Data Communications Specialist's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides input to Information Technology requirements concerning computer networks. Analyzes IT applications in terms of their voice/data communication requirements and costs and makes specific recommendations concerning change (s), modifications, and/or implementation. Defines communication interface requirements. Designs and optimizes network topologies and site configuration.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Data Communications Specialist**

Minimum/General Experience: Experience in telecommunications management/analyst projects which include analyzing LAN/MAN/WAN network characteristics. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cut over of network components and capabilities. Plans installations, transitions, and cut over of network components and capabilities. Data Communications Specialist's grade level can range from MTS/MAS 7 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides input to Information Technology requirements concerning computer networks. Analyzes IT applications in terms of their voice/data communication requirements and costs and makes specific recommendations concerning change (s), modifications, and/or implementation. Defines communication interface requirements. Designs and optimizes network topologies and site configuration.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Help Desk Manager**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of system analysis techniques, concepts and methods; also requires knowledge of available hardware system software input/output devices, structure and management practices. Help Desk Manager grade level can range from MTS/MAS 8 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

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

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Information Center/Help Desk Specialist**

Minimum/General Experience: Experience in information center/help desk support services. Senior Information Center/Help Desk Specialist's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Technical assistance is provided to client users aimed at helping them develop their own applications using client agency off-the-shelf software. Provides technical assistance to end-users on the transfer of files to and from the PC using off-the-shelf communications software or directly to and from a mainframe, if necessary. Assists in the selection of Information Technology related hardware and software in response to client agency Information Technology and needs. Maintains the Help Desk data base tracking system. This includes tracking of incoming calls, scheduling appointments, and ensuring call follow-up.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Information Center/Help Desk Specialist**

Minimum/General Experience: Experience in information center/help desk support services. Information Center/Help Desk Specialist's grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Maintains a PC-based procurement tracking database containing all relevant procurement identification numbers, dates, item descriptions, quantities, costs and delivery/receipt data. Provides technical assistance to end-users on the transfer of files to and from the PC using off-the-shelf communications software or directly to and from a mainframe, if necessary. Assists in the selection of Information Technology related hardware and software in response to client agency Information Technology and needs. Maintains the Help Desk data base tracking system. This includes tracking of incoming calls, scheduling appointments, and ensuring call follow-up.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Technical Records Management Specialist**

Minimum/General Experience: Experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of system analysis techniques, concepts and methods; also requires knowledge of available hardware system software input/output devices, structure and management practices. Technical Records Management Specialist's grade level can range from MTS/MAS 7 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

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

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Technical Librarian Specialist**

Experience in library circulation desk procedures, document retrieval systems, and electronic filing systems. Librarian Specialist grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Maintains library of removable electronic media. Classifies and/or catalogues this media in accordance with such factors as content of data and type of routing. Assigns codes conforming with standardized system. Prepares record for reference. Maintain automated circulation system and circulation desk.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Micrographic Specialist**

Minimum/General Experience: Experience in providing computer micrographics support services. Senior Micrographic Specialist's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Works from rough sketches, verbal instructions, and/or illustrations prepared by client users or from directions given on a broad category or subject to develop and produce high quality, effective visual communication tools that shall be used for visual presentations. Analyzes graphic needs, including recommendation of graphic presentation styles, performs design services and operates computer graphics equipment, data plotting equipment, and/or typesetting equipment, as required.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Micrographic Specialist**

Minimum/General Experience: Experience in providing computer micrographics support services. Micrographic Specialist's grade level is MTS/MAS 8. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Works from rough sketches, verbal instructions, and/or illustrations prepared by client users or from directions given on a broad category or subject to develop and produce high quality, effective visual communication tools that shall be used for visual presentations. Analyzes graphic needs, including recommendation of graphic presentation styles, performs design services and operates computer graphics equipment, and data plotting equipment

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Production Control Specialist**

Minimum/General Experience: Experience in either Information Technology Systems Analysis/programming or Information Technology Systems operations. Production Control Specialist's grade level can range from MTS/MAS 8 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides support necessary to manage a computer system in the area of execution toward delivery of final product utilizing a predefined and documented set of procedures and directions. Analyzes systems input data to determine applicability to client requirements. Develops procedures to determine validity of reports produced during system execution. Analyzes error transactions to determine corrective actions.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Computer Data Librarian**

Minimum/General Experience: Experience in the maintenance of computer libraries. Computer Data Librarian's grade level can range from MTS/MAS 8 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Maintains library of removable electronic media. Classifies and/or catalogues this media in accordance with such factors as content of data and type of routing. Assigns codes conforming with standardized system. Prepares record for reference. Maintains automated circulation system and circulation desk.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Computer Aide**

Minimum/General Experience: Experience in any phase of computer work. Information Computer Aide's grade level can range from MTS/MAS 7 to MTS/MAS 9 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Responsibilities will be limited to work of routine nature on FIP support operations under close supervision. Duties performed may include operations support such as the operations of auxiliary equipment directly associated with the computer; data entry support to include routine preparation, input verification, and distribution. Maintains automated records maintenance/tracking system and records center desk.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Equipment Manager/Analyst**

Minimum/General Experience: Experience in information systems operations and maintenance including analyzing and maintaining data processing hardware and requirements. Equipment Manager/Analyst's grade level can range from MTS/MAS 7 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Maintains automated circulation system and circulation desk. Sorts and distributes hard copy information. Performs information management functions, desktop publishing and other automated procedures for the library process.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Equipment Acquisition Specialist**

Minimum/General Experience: Experience in computer activity for administrative and/or business related computer activity acquisition experience. Equipment Acquisition Specialist's grade level can range from MTS/MAS 8 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Analyzes, evaluates, and makes selections for equipment maintenance services. Publishes notices for service as required.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Computer Security Specialist**

Minimum/General Experience: Experience in the area of state-of-the-art technology including computer security software and hardware. Senior Computer Security Specialist's grade level can range from MTS/MAS 10 to MTS/MAS 12 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection. Performs computer security assessment and evaluations of sensitive but not classified systems. Plans and conducts on-site program evaluation of information processing systems. Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems. Determines computer security compliance and effectiveness of information processing systems.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Computer Security Specialist**

Minimum/General Experience: Experience in the area of state-of-the-art technology including computer security software and hardware. Information Technology Systems Training Specialist's grade level can range from MTS/MAS 7 to MTS/MAS 10 depending on the experience required, complexity of the task, and education needed to perform the task. See Table 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection. Performs computer security assessment and evaluations of sensitive but not classified systems. Plans and conducts on-site program evaluation of information processing systems. Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems. Determines computer security compliance and effectiveness of information processing systems.

Minimum Education: See Table 1 and 2 for education requirements.

Commercial Job Title: **Senior Technician**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Senior Technician's grade level is T&S 09. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides technical support to accomplish the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Executive Administrative Assistant**

Minimum/General Experience: Experience in project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel. Executive Administrative Assistant's grade level is T&S 09. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative support to managers in accomplishing the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Senior Administrative Security Specialist**

Minimum/General Experience: Experience in administrative security support functions to include Facility Security Officer, control of classified material, and coordination with DIS. Senior Administrative Security Specialist's grade level can range from T&S 08 to T&S 09. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative security support to accomplish the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Technician**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Technician's grade level can range from T&S 06 to T&S 08 depending on the experience required, complexity of the project, and education needed to perform the project. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides technical support to accomplish the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Administrative Assistant**

Minimum/General Experience: Experience in IT project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel. Administrative Assistant's grade level is T&S 08. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative support to managers in accomplishing the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Administrative Security Specialist**

Minimum/General Experience: Experience in administrative security support functions to include Facility Security Officer, control of classified material, and coordination with DIS. Administrative Security Specialist's grade level can range from T&S 07 to T&S 08. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative security support to accomplish the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Senior Secretary**

Minimum/General Experience: Experience in IT project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel in support of IT programs/projects. Senior Secretary's grade level is T&S 07. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative support in accomplishing the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Secretary**

Minimum/General Experience: Experience in IT project administration, documentation, and secretarial support functions to include managing CDRL deliveries, maintaining schedules and calendars, and arranging travel in support of IT programs/projects. Secretary's grade level can range from T&S 05 to T&S 06. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides administrative support in accomplishing the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

Commercial Job Title: **Technician Intern**

Minimum/General Experience: Experience in engineering, systems analysis, system administration, programming, security, installation, and/or modification of complex systems. Technician Intern's grade level is T&S 05. See Tables 1 and 2 for personnel labor qualifications in each grade level and billing rates.

Functional Responsibility: Provides technical support to accomplish the project or task.

Minimum Education: See Tables 1 and 2 for education requirements.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION

PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

bd Systems, Inc.

Point of Contact: Sharron L. Brown, Contracts Manager

P.O. Box 2707

385 Van Ness Avenue., Suite 200

Torrance, CA 90509-2707

Phone: (310) 618-8798

Fax: (310) 782-5741

e-mail address: sbrown@tor.bdsys.com

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
MTS/ MAS-15	Ph.D. Degree plus 17 years experience or M.S. Degree plus 22 years experience or B.S. Degree plus 26 years experience AND either a recognized technical Expert in the field or have concentrated executive management experience.	Senior Program Manager Chief Scientist Y2K Senior Specialist Senior Systems Analyst Consultant	
MTS/ MAS-14	Ph.D. Degree plus 15 years experience or M.S. Degree plus 20 years experience or B.S. Degree plus 24 years experience AND either a recognized technical Expert in the field or have concentrated executive management experience ** The right to substitute experience for Education, or education for experience is hereby reserved, and may be implemented in accordance with Contractor's policies.	Senior Program Manager Chief Scientist Y2K Senior Specialist Systems Analyst Consultant 3 Senior Systems Engineer	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
MTS / MAS-13	<p>Ph.D. Degree plus 10 years experience or M.S. Degree plus 15 years experience or B.S. Degree plus 20 years experience AND either a recognized technical Expert in the field or have concentrated senior management experience.</p>	<p>Program Manager Deputy Program Manager Y2K Specialist Systems Analyst Consultant 2 Senior Quality Assurance Analyst Senior Systems Engineer Senior Systems Analyst Senior Programmer Analyst Senior Field Information Resources Specialist Senior Network Operations Analyst Senior LAN Manager Senior Logistics Engineer</p>	
MTS / MAS-12	<p>Ph.D. Degree plus 7 years experience or M.S. Degree plus 10 years experience or B.S. Degree plus 15 years experience AND either a recognized technical Expert in field or have concentrated Management experience.</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with Contractor's policies.</p>	<p>Program Manager Deputy Program Manager Senior Project Manager Delivery Order Manager Systems Analyst Consultant 1 Project Manager Systems Engineer Sr. Project Management Technologist Sr. Information Management Technologist Senior Systems Analyst Programmer Analyst Sr. Programmer Analyst Sr. LAN Manager Senior Technical Lead Senior Field Information Resources Specialist Senior Quality Assurance Analyst Senior Network Operations Analyst Senior Computer Security Specialist Senior Logistics Engineer Senior Documentation Specialist</p>	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-11</p>	<p>Ph.D. Degree plus 3 years experience or M.S. Degree plus 7 years experience or B.S. Degree plus 10 years experience AND either demonstrated superior technical skills or demonstrated . management skills.</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be Implemented in accordance with Contractor's policies.</p>	<p>Delivery Order Manager Project Manager Task Manager Senior Technical Lead Systems Engineer Sr. Project Management Technologist Project Management Technologist Program Management Specialist Senior Information Management Technologist Information Management Technologist Facilities Manager Sr. Operating Systems Software Analyst/Programmer Senior Systems Analyst System Analyst Management Analyst Programmer Analyst Sr. Programmer Analyst System Programmer Operating Systems Software Analyst/Programmer Sr. Microcomputer Specialist Sr. Field Information Resources Specialist Field Information Resources Specialist Sr. Quality Assurance Analyst Data Administrator LAN/MAN/WAN Integrator Sr. Network Operations Analyst Sr. LAN Manager Sr. Network Administrator Telecommunications Engineer Sr. Network Engineer Computer Systems Supervisor Sr. Computer Operator Sr. Computer Security Specialist Logistics Engineer Senior Documentation Specialist</p>	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-10</p>	<p>Ph.D. Degree plus 1 year experience or M.A./M.S. Degree plus 4 years Experience, or B.A./B.S. plus 6 years Experience AND demonstrated strong technical skills.</p> <p>**The right to substitute experience for Education, or education for experience is hereby reserved, and may be Implemented in accordance with Contractor's policies.</p>	<p>Delivery Order Manager Project Manager Task Manager Senior Technical Lead Quality Assurance Specialist Systems Engineer Sr. Project Management Technologist Project Management Technologist Program Management Specialist Senior Information Management Technologist Information Management Technologist Facilities Manager Sr. Operating Systems Software Analyst/Programmer System Analyst Management Analyst Programmer Analyst System Programmer Operating Systems Software Analyst/Programmer Sr. Microcomputer Specialist Sr. Documentation Specialist Microcomputer Specialist Field Information Resources Specialist Sr. Quality Assurance Analyst Quality Assurance Analyst Data Administrator LAN/MAN/WAN Integrator Network Operations Analyst Technician</p>	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
MTS / MAS-09	<p>Ph.D. Degree or M.A./M.S. Degree Plus 1 year experience or B.A./B.S. Degree Plus 3 years experience or High School Diploma, formal training plus 8 years experience</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contractor's policies.</p>	<p>Project Manager Task Manager Technical Lead Quality Assurance Specialist Systems Engineer Sr. Project Management Technologist Project Management Technologist Program Management Specialist Senior Information Management Technologist Information Management Technologist Facilities Manager Sr. Operating Systems Software Analyst/Programmer System Analyst Management Analyst Programmer Analyst System Programmer Operating Systems Software Analyst/Programmer Sr. Microcomputer Specialist Workstation Operator Documentation Specialist Administrative Specialist Microcomputer Specialist Field Information Resources Specialist Sr. Quality Assurance Analyst Quality Assurance Analyst Data Administrator Sr. Data Technician LAN/MAN/WAN Integrator Network Operations Analyst Technician</p>	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-9</p>	<p>MTS/MAS-9 Continued</p> <p>Ph.D. Degree or M.A./M.S. Degree Plus 1 year experience or B.A./B.S. Degree plus 3 years experience or High School Diploma, formal Training plus 8 years experience.</p> <p>**The right to substitute experience for Education, or education for experience is Hereby reserved, and may be implemented in accordance with contractor's policies.</p>	<p>Sr. LAN Manager LAN Technician Network Administrator Sr. Network Administrator Telecommunications Engineer Sr. Network Engineer Network Engineer Communications Specialist Computer Systems Supervisor Sr. Computer Operator Computer Operator Clerical Specialist Sr. Data Communications Specialist Data Communications Specialist Help Desk Manager Sr. Information Center/Help Desk Specialist Information Center/Help Desk Specialist Technical Records Management Specialist Technical Librarian Specialist Sr. Micrographic Specialist Production Control Specialist Computer Data Librarian Equipment Manager/Analyst Equipment Acquisition Specialist Sr. Computer Security Specialist Computer Security Specialist Logistics Engineer</p>	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-8</p>	<p>M.A./M.S. Degree or B.A./B.S. Degree Plus 1 year experience or High School Diploma, formal training plus 6 years experience</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contractor's policies.</p>	<p>Quality Assurance Specialist System Analyst Management Analyst Operating Systems Software Analyst/Programmer Workstation Operator Documentation Specialist Administrative Specialist Microcomputer Specialist Quality Assurance Analyst Sr. Data Technician Data Technician Network Operations Analyst Technician LAN Technician Network Administrator Network Engineer Communications Specialist Computer Operator Clerical Specialist Sr. Data Communications Specialist Data Communications Specialist Help Desk Manager Sr. Information Center/Help Desk Specialist Information Center/Help Desk Specialist Technical Records Management Specialist Technical Librarian Specialist Sr. Micrographic Specialist Micrographic Specialist Production Control Specialist Computer Data Librarian Computer Aide Equipment Manager/Analyst Equipment Acquisition Specialist Computer Security Specialist</p>	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
MTS / MAS-7	<p>B.A./B.S. Degree plus 1 year experience, or M.A./M.S. or High School Diploma, formal training plus 6 years experience</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contractor's policies.</p>	<p>System Analyst Information Center/Help Desk Specialist Workstation Operator Documentation Specialist Administrative Specialist Data Technician Computer Operator Clerical Specialist Data Communications Specialist Technical Records Management Specialist Technical Librarian Specialist Computer Data Librarian Computer Aide Equipment Manager/Analyst Computer Security Specialist</p>	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
T&S-9	High School Diploma plus formal training and seven years relevant experience, or High School Diploma plus 10 years relevant experience.	Senior Technician Executive Administrative Assistance Senior Administrative Security Specialist	
T&S-8	High School Diploma plus formal training and 5 years relevant experience, or High School Diploma plus 6 years relevant experience. ** The right to substitute experience for Education, or education for experience is hereby reserved, and may be implemented in accordance with Contractor's policies.	Technician Administrative Assistance Senior Administrative Security Specialist Administrative Security Specialist	

TABLE 1 – PROFESSIONAL SERVICE BILLING RATES FOR OFF-SITE* PERSONNEL – Continued

* Contractor Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
T&S-7	High School Diploma plus formal training and 3 years relevant experience, or High School Diploma plus 5 years relevant experience.	Technician Senior Secretary Administrative Security Specialist	
T&S-6	High School Diploma plus formal training and 2 years relevant experience, or High School Diploma plus 4 years relevant experience. **The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with Contractor's policies.	Technician Secretary	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
MTS / MAS-15	Ph.D. Degree plus 17 years experience or M.S. Degree plus 22 years experience or B.S. Degree plus 26 years experience AND either a recognized technical Expert in the field or have concentrated Executive management experience.	Senior Program Manager Chief Scientist Y2K Senior Specialist Senior Systems Analyst Consultant	
MTS / MAS-14	Ph.D. Degree plus 15 years experience or M.S. Degree plus 20 years experience or B.S. Degree plus 24 years experience AND either a recognized technical Expert in the field or have concentrated Executive management experience.	Senior Program Manager Chief Scientist Y2K Senior Specialist Systems Analyst Consultant 3 Senior Systems Engineer	
MTS / MAS-13	Ph.D. Degree plus 10 years experience or M.S. Degree plus 15 years experience or B.S. Degree plus 20 years experience AND either a recognized technical Expert in the field or have concentrated Senior management experience.	Program Manager Deputy Program Manager Y2K Specialist Systems Analyst Consultant 2 Senior Quality Assurance Analyst Senior Systems Engineer Senior Systems Analyst Senior Programmer Analyst Senior Field Information Resources Specialist	
	** The right to substitute experience for Education, or education for experience is hereby reserved, and may be implemented in accordance with Contractor's policies.	Senior Network Operations Analyst Senior LAN Manager Senior Logistics Engineer	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
MTS / MAS-12	Ph.D. Degree plus 7 years experience or M.S. Degree plus 10 years experience or B.S. Degree plus 15 years experience AND either a recognized technical Expert in field or have concentrated Management experience.	Program Manager Deputy Program Manager Senior Project Manager Delivery Order Manager Systems Analyst Consultant 1 Project Manager Systems Engineer Sr. Project Management Technologist Sr. Information Management Technologist Senior Systems Analyst Programmer Analyst Sr. Programmer Analyst Sr. LAN Manager Senior Technical Lead Senior Field Information Resources Specialist Senior Quality Assurance Analyst Senior Network Operations Analyst Senior Computer Security Specialist Senior Logistics Engineer Senior Documentation Specialist	
	** The right to substitute experience for Education, or education for experience is hereby reserved, and may be implemented in accordance with Contractor's policies.		

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-11</p>	<p>Ph.D. Degree plus 3 years experience or M.S. Degree plus 7 years experience or B.S. Degree plus 10 years experience AND either demonstrated superior technical skills or demonstrated . management skills.</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with Contractor's policies.</p>	<p>Delivery Order Manager Project Manager Task Manager Senior Technical Lead Systems Engineer Sr. Project Management Technologist Project Management Technologist Program Management Specialist Senior Information Management Technologist Information Management Technologist Facilities Manager Sr. Operating Systems Software Analyst/Programmer Senior Systems Analyst System Analyst Management Analyst Programmer Analyst Sr. Programmer Analyst System Programmer Operating Systems Software Analyst/Programmer Sr. Microcomputer Specialist Sr. Field Information Resources Specialist Field Information Resources Specialist Sr. Quality Assurance Analyst Data Administrator LAN/MAN/WAN Integrator Sr. Network Operations Analyst Sr. LAN Manager Sr. Network Administrator Telecommunications Engineer Sr. Network Engineer Computer Systems Supervisor Sr. Computer Operator Sr. Computer Security Specialist Logistics Engineer Senior Documentation Specialist</p>	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-10</p>	<p>Ph.D. Degree plus 1 year experience or M.A./M.S. Degree plus 4 years Experience, or B.A./B.S. plus 6 years Experience AND demonstrated strong technical skills.</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contractor's policies.</p>	<p>Delivery Order Manager Project Manager Task Manager Senior Technical Lead Technical Lead Quality Assurance Specialist Systems Engineer Sr. Project Management Technologist Project Management Technologist Program Management Specialist Senior Information Management Technologist Information Management Technologist Facilities Manager Sr. Operating Systems Software Analyst/Programmer System Analyst Management Analyst Programmer Analyst System Programmer Operating Systems Software Analyst/Programmer Sr. Microcomputer Specialist Sr. Documentation Specialist Microcomputer Specialist Field Information Resources Specialist Sr. Quality Assurance Analyst Quality Assurance Analyst Data Administrator LAN/MAN/WAN Integrator Network Operations Analyst Technician</p>	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-9</p>	<p>Ph.D. Degree or M.A./M.S. Degree Plus 1 year experience or B.A./B.S. Degree Plus 3 years experience or High School Diploma, formal training plus 8 years experience</p> <p>**The right to substitute experience for Education, or education for experience is hereby reserved, and may be implemented In accordance with contractor's policies.</p>	<p>Project Manager Task Manager Technical Lead Quality Assurance Specialist Systems Engineer Sr. Project Management Technologist Project Management Technologist Program Management Specialist Senior Information Management Technologist Information Management Technologist Facilities Manager Sr. Operating Systems Software Analyst/Programmer System Analyst Management Analyst Programmer Analyst System Programmer Operating Systems Software Analyst/Programmer Sr. Microcomputer Specialist Workstation Operator Documentation Specialist Administrative Specialist Microcomputer Specialist Field Information Resources Specialist Sr. Quality Assurance Analyst Quality Assurance Analyst Data Administrator Sr. Data Technician LAN/MAN/WAN Integrator Network Operations Analyst Technician</p>	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-9</p>	<p>MTS/MAS-9 Continued</p> <p>Ph.D. Degree or M.A./M.S. Degree Plus 1 year experience or B.A./B.S. Degree plus 3 years experience or High School Diploma, formal Training plus 8 years experience.</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contractor's policies.</p>	<p>Sr. LAN Manager LAN Technician Network Administrator Sr. Network Administrator Telecommunications Engineer Sr. Network Engineer Network Engineer Communications Specialist Computer Systems Supervisor Sr. Computer Operator Computer Operator Clerical Specialist Sr. Data Communications Specialist Data Communications Specialist Help Desk Manager Sr. Information Center/Help Desk Specialist Information Center/Help Desk Specialist Technical Records Management Specialist Technical Librarian Specialist Sr. Micrographic Specialist Production Control Specialist Computer Data Librarian Equipment Manager/Analyst Equipment Acquisition Specialist Sr. Computer Security Specialist Computer Security Specialist Logistics Engineer</p>	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
<p>MTS / MAS-8</p>	<p>M.A./M.S. Degree or B.A./B.S. Degree Plus 1 year experience or High School Diploma, formal training plus 6 years experience</p> <p>**The right to substitute experience for education, or education for experience is hereby reserved, and may be implemented in accordance with contractor’s policies.</p>	<p>Quality Assurance Specialist System Analyst Management Analyst Operating Systems Software Analyst/Programmer Workstation Operator Documentation Specialist Administrative Specialist Microcomputer Specialist Quality Assurance Analyst Sr. Data Technician Data Technician Network Operations Analyst Technician LAN Technician Network Administrator Network Engineer Communications Specialist Computer Operator Clerical Specialist Sr. Data Communications Specialist Data Communications Specialist Help Desk Manager Sr. Information Center/Help Desk Specialist Information Center/Help Desk Specialist Technical Records Management Specialist Technical Librarian Specialist Sr. Micrographic Specialist Micrographic Specialist Production Control Specialist Computer Data Librarian Computer Aide Equipment Manager/Analyst Equipment Acquisition Specialist Computer Security Specialist</p>	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
T&S-9	High School Diploma plus formal training and seven years relevant experience, or High School Diploma plus 10 years relevant experience.	Senior Technician Executive Administrative Assistance Senior Administrative Security Specialist	
T&S-8	High School Diploma plus formal training and 5 years relevant experience, or High School Diploma plus 6 years relevant experience.	Technician Administrative Assistance Senior Administrative Security Specialist Administrative Security Specialist	
T&S-7	High School Diploma plus formal training and 3 years relevant experience, or High School Diploma plus 5 years relevant experience. **The right to substitute experience for Education, or education for experience is Hereby reserved, and may be implemented In accordance with contractor's policies.	Technician Senior Secretary Administrative Security Specialist	

TABLE 2 – PROFESSIONAL SERVICE BILLING RATES FOR ON-SITE PERSONNEL – Continued**

* Customer Site

LABOR GRADE	MINIMUM QUALIFICATIONS **	COMMERCIAL JOB TITLE	
T&S-6	High School Diploma plus formal training and 2 years relevant experience, or High School Diploma plus 4 years relevant experience.	Technician Secretary	
T&S-5	High School Diploma plus formal training and 1 year relevant experience, or High School Diploma plus 2 years Relevant experience.	Technician Intern Secretary	

**The right to substitute experience for Education, or education for experience is Hereby reserved, and may be implemented In accordance with contractor's policies.

BEST VALUE
BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

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

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

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

Signatures

Ordering Activity _____
Date Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

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

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
-------------	----------------------------

_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
--------	------------------

_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

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

(h) Date of Shipment.

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

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