



ANSWER

Conformed Contract

June 2009

Enterprise GWAC Center

Pacific Rim Region



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MISSION STATEMENT

The General Services Administration (GSA) Federal Technology Service (FTS), Federal Information Systems Support program (FISSP), develops, competes, awards, and administers a variety of Information Technology (IT) services contracts for use by Federal Government agencies. This solicitation will provide for the award of a Multiple Award Indefinite Delivery/Indefinite Quantity (MAIDIQ) contract known as FISSP Generation VII Applications 'n Support for Widely-diverse EndUser Requirements (ANSWER)

The mission is to provide flexible, responsive, easy to use, cost-effective services. This entails the timely awards of contracts followed by responsive contract administration, and reliable, effective and high quality contractor services. The success of the program depends on GSA's ability to offer services that are cost-effective and attractive to our clients.

The attractiveness of the services offered are derived from competitive pricing, expert project and contract administration, as well as flexible, responsive, quality contractor performance. GSA Contracting Officers (COs) assume responsibility for contract competition and administration, relieving client agencies of those burdens. Additionally, GSA adds expertise to the task ordering, acquisition, and management process through use of highly experienced computer specialists known as Information Technology Managers (ITMs).

It is important that GSA COs, ITMs and contractor management personnel work together as a team in delivering the quality service clients require.

The GSA client base varies over time, covers an extensive geographic territory, and places challenging technological and logistical demands on our contractors. One of the greatest values of the program is the ability to respond to client demands rapidly and professionally, saving our clients the costs and delays normally associated with the acquisition of services.

SECTION B

SUPPLIES OR SERVICES AND PRICES/COST

B.1 Instructions

In accordance with Title 29 of the Code of Federal Regulations, Labor Standards for Federal Service Contract, the General Services Administration (GSA) considers the Service Contract Act (SCA) to apply to this contract.

This contract will have a base period of two years and eight one-year options for a total of ten contract years. Schedule 1 (provided as a separate excel spreadsheet) contains a summary of the skill levels for all price areas (also detailed in Schedule 1) for each year of the contract. The annual hours show an estimated growth of 15% per year and 3% overtime is anticipated.

In Schedule 1, the individual worksheets for Areas 1 - 6 represent different price areas within the Pacific Rim Region. The Pacific Rim Region consists of California, Nevada, Arizona, Hawaii, and Pacific Rim territories and countries. The price area designated as Area 7, Nationwide, provides for pricing for the remainder of the country. The price areas for this contract are:

- Area 1 – The District of Columbia: Anne Arundel, Howard, Montgomery and Prince George counties in Maryland; Arlington, Fairfax, Loudon, Prince William counties and the cities of Alexandria and Fall Church Virginia; Atlanta, Georgia (Any location in the following counties of Atlanta: Bartow, Barrow, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Paulding, Rockdale, and Spalding); San Francisco (Any location in the following counties of California: Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma)
- Area 2 - Los Angeles and San Diego areas and Ft. Huachuca, AZ (Any location in the following counties of California: Los Angeles, Ventura, Orange, Santa Barbara, San Diego; Kern, Riverside, San Bernardino, San Luis Obispo; in Arizona: Cochise)
- Area 3 - Nevada area (Any location in the state of Nevada)
- Area 4 - Arizona area (Any location in the state of Arizona or California not otherwise listed))
- Area 5 - Hawaii and Alaska areas (Any location in the states of Hawaii and Alaska)

- Area 6 - Sacramento – (Any location in the following counties of California: Sacramento, Yuba, Yolo, San Joaquin, Sutter, El Dorado, Placer, Amador and Calaveras)
- Area 7 - Nationwide Area (Any US location other than prescribed in geographic areas 1-6)
- Area 8 – All areas worldwide not covered in Areas 1-7 above.

B.2 Refer to Attachment J-5 for contract labor ceiling rates.

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 Scope of Services – General

The resultant contract provides for services for GSA and its clients. This solicitation will result in an MAIDIQ contract. This contract calls for the winning integrators to provide a variety of IT support services.

The resultant contract will be used to fulfill GSA's requirements and the requirements of clients for whom GSA acts as an agent through a Memorandum of Understanding within the specified geographic areas.

Agencies wishing to procure through ANSWER must obtain written authorization from the GSA Procuring Contracting Officer.

The Government shall order services under this contract by means of task orders with specifically defined scopes, deliverable products, and schedules. The contractor shall perform work under this contract only as directed in task orders issued by authorized COs. The contractor shall furnish the necessary personnel, material, services, and facilities, as required, to meet requirements of the task order.

C.2 Scope of Services – Specific

The time of issuance and amount of work in task orders cannot be accurately predicted and there is no assurance of a steady stream of work. The anticipated services require a diversity of skills suitable to a variety of information technology environments in support of a variety of functional areas including:

- eGovernment and automated information system modernization initiatives
- Configuration Management
- Quality Assurance
- Inter/Intra-Agency Enterprise Resource Planning
- Supply Chain Management (Logistics)
- Customer Relationship Management
- Knowledge Management
- Homeland Security and Homeland Defense Related Initiatives
- Section 508 of the Rehabilitation Act compliance

- Information Assurance activities
- Information Technology Strategic Planning
- Instructional Design, and Modeling & Simulation
- Information Operations
- Critical Infrastructure Protection
- Environmental
- Biometrics
- Information Management
- Systems Engineering & Design Services
- Software Life Cycle Management
- Systems Operations
- Information & Systems Security
- Certification & Accreditation
- Seat Management
- Telecommunications
- Disaster Recovery
- Data Processing Outsourcing
- Digital Signature Technology
- Security Policy Compliance
- Web Design
- Smart Card Technologies
- Distance Learning

Service requirements stated in the personnel requirements in Section C.7 are included within the scope of this contract. The contractor must respond to and perform assignments with high quality services within a stringent time frame. As may be required in individual task orders, the contractor shall maintain continuous performance regardless of the absence of individual performers.

C.3 Anticipated Services

The contractor shall perform the following services as required in support of the scope of services listed in C.2, using state-of-the-art approaches, integrating new methodologies and enhancements whenever possible.

C.3.1 Requirements and Design Research, Analysis, and Definition

- Collecting data, studying and analyzing, documenting, verifying, and developing support software systems in support of: feasibility analyses; cost/benefit or other regulatory element/benefit analyses regulatory compliance analysis and enforcement; requirements and functions research, identification, consolidation, and analysis; threat, risk and security analyses, development and analysis of alternatives, including alternative studies; technology, methodology, and application research and definition; economic analyses; scientific(for example medical, environmental, etc.), public land management/policy; supply chain

management; source definition; form, fit, and function analysis and definitions; standards identification (including requirements of SECTION 508 of the Rehabilitation Act); documentation requirements research and definitions; resource research, definition, analysis, estimation, documentation; generation and discussion of alternatives, both hardware and software; system and sub-system definitions; support requirements definition and justification; security research and analyses; business continuity planning (continuity of operations & continuity of Government) research and analyses; knowledge management; and technical definitions

- Modeling and Simulating; prototyping (hardware and software); benchmarking; reliability, maintainability, availability, and other relevant analyses; which may involve testing, data collection and manipulation, and documentation development; fundamental algorithm development; integration and interface requirements definitions and analyses; and system component definition and analysis
- Activities related to the acquisition process including; planning, alternatives analysis, requirements assessment, needs determination, RFP development, market research, proposal evaluations.

C.3.2 Systems Development and Software Maintenance

- Interpreting requirements and developing system and detailed design documentation, such as design specifications, performance and/or functional specification, integration plans and specifications, data base specifications, data modeling, development and implementation plans, defining, integrating and implementing requirements and designs for one or more programs or systems, inter/intra agency requirements.
- Development of web server configurations, to include the integration of hardware, software
- Hardware/software/network design (including fault tolerance), prototyping (including brassboards, breadboards, and operating code), programming and testing, integration, system testing, implementation, and maintenance testing and evaluation of hardware, software, and communications to determine if the system is suitable for accomplishing a particular job or mission
- Configuring, installing, evaluating, customizing, and maintaining software, including, but not limited to, application, file/data base management, input/output, storage, security, and data communications/distributed data base applications, detailed systems design, programming and testing for operating systems and executive level software, regardless of the type of application being supported by the host computer
- Developing and maintaining documentation, including text and graphics, such as system specifications, design and function specifications, program specifications, data specifications, operational procedures/instructions, user manuals, maintenance manuals, training plans and aids, security procedures, and production control procedures

- Application software development, using one or more productivity tools such as applications/code generators, expert systems, spreadsheets, data base management systems, configuration management systems, project management systems, and graphics processors
- Application software development using the fully integrated application development systems of I-CASE or CASE tools
- Development of algorithms or other processing tools and techniques for such activities as manipulating data and languages, converting data, performing analyses, testing and implementation
- Data planning, collection, monitoring and extrapolation, reduction, consolidation, manipulation (including reformatting, translation, duplication), creation and population of data bases, data integration, analyses (including quality analyses and ensuring data integrity), and interpolation, knowledge management, analytical and ancillary support to data base applications, mass storage applications, voice input/output, and other information applications
- Independent Verification and Validation (IV&V) of requirements, specifications, designs, products, integrated units and systems, documentation, and implementations
- Plan and perform software and data conversion of existing software applications from one language or system to another, and/or from one hardware platform to another
- Plan and perform IT and business security functions including but not limited to: threat, risk and security analyses, business continuity planning (continuity of operations and continuity of Government), public key infrastructure (PKI), vulnerability assessments, contingency planning, system certification & accreditation, security audits, security training, analysis of physical and software security operations, biometrics, both active and passive, developing anti-intrusion systems for software, virus/worm/etc. detection and neutralization, preventive measures, and multi-agency information assurance.
- Hardware assessment which may include software to aid in the overall assessment, benchmark development, testing and analysis, and the evaluation of alternatives
- User orientation and training

C.3.3 Facilities Planning

Planning, developing, scheduling, and coordinating the utilization, relocation, installation, changing, expansion, rearrangement and connection/disconnection of computer and telecommunications/communications systems, and networks, including ancillary data stations, cabling and biometric access controls in concert with environmental public policy considerations.

C.3.4 Technical Support

Identifying, analyzing, and effecting resolution of hardware/software/network solutions to include, but not limited to the following list:

- Trouble shooting
- Fault isolation
- Problem management
- Hardware/software evaluation, testing, installation, and training
- Configuration development and maintenance
- Hardware maintenance, board replacement and cable switching
- Implementation of software interfaces
- On call services
- Supply Chain Management (Logistics)
- Agency strategic and tactical communication systems
- Modeling and Simulation
- Digital Mapping

C.3.5 Local Area Networks (LAN), Metropolitan Area Networks (MAN), Wide Area Networks (WAN), Wireless, and Telecommunications/Communications System Management Support

Managing telecommunications/communications computer systems and networks to include, but not limited to, the following list:

- Intranets, Internet, Electronic Commerce, Telephony, Digital Signature Technology and any other associated networking systems, including the support necessary to develop, implement, maintain, and secure such systems
- Utilize automated network management tools for monitoring and administration
- Provide and implement fail-safe security including incorporation of intrusion detection methodology and restart/recovery from attacks, and backup procedures in accordance with Government regulations, and continuity of operations.
- Integrate, install, and burn-in computer/network components and associated functions
- Network cable installation
- Ensure scheduled preventive maintenance is properly and promptly performed
- Contact vendor for remedial emergency repairs when hardware malfunctions occur

- Maintain the maintenance records on the equipment
- Develop operations, administrative, and quality assurance back-up plans and procedural documentation
- Ensuring compliance with existing Occupational Safety and Health Administration (OSHA) regulations and environmental standards. Plan and perform telecommunications/communications security functions including, but not limited to: risk analyses, business continuity planning, vulnerability & interoperability assessments, contingency planning, system accreditation, security audits, security training, analysis of physical and software security operations, (both active and passive) developing anti-intrusion systems for software, virus/worm/etc. detection and neutralization, and preventive measures.
- Support inter/intra agency requirements

C.3.6 LAN/MAN/WAN/Telecommunications/Communications Network System Operations Support Services

Perform Telecommunications/Communications/Computer/Network Systems Operations to include, but not limited to, the following list.

- Web server support including web page updates and maintenance
- Process all jobs in accordance with established client procedures and practices
- Start up and shutdown of the computer system/network(s), including all required software “boots,” independent of software personnel
- Routinely perform checks for system/network degradations
- Recognize and take appropriate action(s) regarding equipment and/or software problems and notifying client agency personnel of systems degradations
- Complete incident reports for all abnormal operations
- Perform scheduled saves, backup, and restoration on file operations
- Reconfigure processors, when necessary, (i.e., system/network upgrades, enhancements, new releases, cutovers, etc.)
- Create and maintain “boot” media
- Communicate computer status to clients
- Maintain a clean and neat operating area

- Perform routine operator tape drive(s), disk(s), and other peripheral cleanings as well as routine cleaning and vacuuming of computer rooms
- Monitor the computer facility environment to ensure that the temperature and humidity are maintained within operating ranges and that emergency equipment is properly calibrated
- Maintain software licenses
- Perform console, tape, disk, printer, card reader/punch, communications/network equipment operations, and routine operator maintenance
- Plan and perform telecommunications/communications security functions to include, but not limited to: risk analyses, business continuity planning, vulnerability & interoperability assessments, contingency planning, system accreditation, security audits, security training, analysis of physical and software security operations, (both active and passive) developing anti-intrusion systems for software, virus/worm/etc., detection and neutralization, and preventive measures

C.3.7 Electronic Input

Provide electronic input support services to include, but not limited to the following list.

- Data input, extraction, interpretation, editing and consolidation
- Desktop publishing
- Routine data preparation and distribution

C.3.8 Specialized Workstation Support

Provide specialized workstation support using various types of source documents with differing degrees of complexity, to include, but not limited to the following list.

- Input services on a variety of systems which may include, but is not limited to CAD, CAD/CV, and GIS
- Administrative functions, such as planning and managing the delivery of services, and coordination with the Government on the receipt of work and the delivery of end products
- Design, set-up and implementing special input formats
- Transmit and receive data

- Document procedures for inputting data
- Control the receipt and transmission of data
- Data Coding
- Data Preparation and distribution
- Digital Mapping

C.3.9 Computer Equipment Maintenance

Provide computer equipment maintenance to include, but not limited to the following list.

- Inventory equipment
- Develop a Maintenance Management Plan that indicates the type of maintenance proposed for each piece of equipment, any response-time requirements, and how maintenance will be managed by the contractor; types of maintenance service may include on-call, on-site, preventive, diagnostic, remedial, carry-in, mail-in, and spare parts provision
- Provide maintenance support services itself, or through a subcontractor, including ordering services and/or repair parts, complying with Federal Acquisition Regulation (FAR) 51.1.
- Manage the provision of maintenance support services, including maintaining records of problems, maintenance performed, and non-performance by subcontractors. Consolidating orders to vendors and obtaining volume discounts that are passed on to the Government. Obtaining credits from non-performing vendors and passing these onto the Government.

C.3.10 Systems Installation and Integration

This function will provide cable and/or communication system installation, workstation connection and integration, system testing, system security, system and/or user documentation, administrator and user training in compliance with security regulations, policies and procedures to include, but not limited to the following list.

- Cable and Wireless System Installation
- Workstation and Telecommunications/Communications Devices Removal, Connection, Installation/ De-installation, Moving, and Integration
- Hardware and Software
- Wireless and Video

- Analysis and Design
- Network Administrator Training
- Biometric Devices
- Digital Signature Devices

C.3.11 Production Support

Provide production support to include, but not limited to the following list.

- Develop and produce high quality, effective visual communication tools that shall be used for visual presentations (i.e. in conjunction with speeches, meetings, training courses, exhibits for public display, and/or special exhibits), and publications of documents, (i.e. research papers and client agency users manuals)
- Analyze graphic requirements, including graphic presentation styles, performing design services (i.e. typographic layout of technical, promotional, and public information for reports, books, flyers, posters, brochures, leaflets, programs, or flip charts and art for slides)
- Operate computer graphics equipment, data plotting equipment, and/or typesetting equipment, as required by each task order
- Provide web page development
- Maintain a central library of source program statements, object programs and related control systems
- Establish, operate, maintain, document, and deliver records and files generated or used
- Develop computer processing schedules and review operational status of schedule for accuracy, timely delivery of products, and efficient utilization of resources
- Implement production support procedures for input data, internal processing and output disposition
- Prepare, reproduce, bind and distribute output data
- Investigate and correct problems causing incorrect input or output
- Interface as necessary to facilitate operations (i.e., courier services, refuse collection, etc.)
- Analyze system input data and error transactions

- Develop simple ad hoc programs; these programs may include any programming methodology that can “extract” or manipulate existing data

C.3.12 System Software Support

Provide system software maintenance and enhancement support in compliance with security regulations, policies and procedures to include, but not limited to:

- Evaluate and optimize system software
- Analyze new software releases to determine impact on existing applications
- Maintain, test, and debug system software; installing releases; and developing various utilities
- Provide assistance to users of systems software
- Perform configuration management
- Prepare and edit systems documentation
- Model and simulate systems applications

C.3.13 Data Base Generation

Provide for database generation to include, but not be limited to data input or conversion, database integration, database management systems and coordination with database management personnel.

C.3.14 Data and/or Media Management

Data and/or media management functions shall include, but not be limited to the following list.

- Perform system backups and/or restores
- Data Recovery Services
- Recover damaged, corrupted, or virus infected data or media
- Maintain the physical library
- Perform operations for media management

- Retrieve/store media for job set-up and completion
- Record media sign-ins/outs
- Perform purges
- Prepare, record, and/or store computer magnetic media and/or paper document products off-site
- Perform data security analysis, implementation, and administration

C.3.15 Orientation and Training

Professional level training courses in systems, networks, security, emergency preparedness, and exercises or specific functional areas identified in task orders. Tasks may include courseware development, and instructing and debriefing client agency personnel. This may require; formal classes, substantial preparation of training materials, highly specialized subject matter instructors with specialized subject matter and teaching experience, and coordination of all required activities.

Training methods may include; formal classroom training, use of simulation and modeling simulation applications, interactive video, computer-assisted training, Internet based training, individual tutoring, and other effective methods as specified in individual task orders.

C.3.16 Information Center/Call Center/Help Desk

Develop, implement, staff, and maintain a client user's information center/call center/help desk in compliance with security regulations, policies, and procedures; and provide the following support services:

- Maintain a user information center/help desk to address issues such as hardware, software, communications, applications and program questions
- Assess current and new off-the-shelf software packages
- Provide client user training program(s) for new software and/or hardware integrated into the client user's current and/or proposed configuration
- Purchase, manage, and distribute consumables in support of information processing activities

C.3.17 Inter/Intra Agency Enterprise Solutions

Provide for Inter/Intra Agency Enterprise Solutions to include, but not limited to the following:

- Requirements Analysis
 - Interoperability
 - Concept of Operations (CONOPS)
 - Mission
 - MOU
 - Regulatory Analysis
 - Business
 - NDA
 - Processes
 - Information Assurance

- System Deployment
 - Training
 - Change Management
 - Systems Integration
 - Testing – Initial Operating Capability – Validation
 - Information Assurance

C.4 Definitions

C.4.1 Contracting Officer (CO)

The Contracting Officer (CO) is a Government official delegated contract administration responsibilities, which includes the authority to issue and modify task orders.

C.4.2 Client Agency

Ordering agencies include all agencies, departments, boards, bureaus, commissions, and independent establishments, including wholly owned and quasi-Government corporations in the legislative, judicial, and executive branches of the federal government.

C.4.3 Reserved

C.4.4 Client Representative (CR)

The client agency shall assign a Client Representative (CR) to each task order. The CR is responsible for monitoring technical performance under task orders for the client agency and supporting the GSA Contracting Officer's Technical Representative (COTR). For Time and Materials task orders, the CR shall issue the individual work requests. The CR has no express or

apparent authority under the contract to make commitments for the Government or authorize changes to the contract or task order terms and conditions.

C.4.5 Task Order

Task orders specify and authorize work to be accomplished by the contractor to satisfy the Government's requirements. They specify the scope of work, schedule for completion, technical requirements, deliverable product(s) and/or services, performance standards, acceptance criteria for deliverable products and/or services, and the total price/cost of the work/service to be performed.

C.4.6 Reserved

C.4.7 Information Technology Manager (ITM)/Information Technology Representative (ITR)/Customer Service Representative (CSR)/Project Manager (PM).

The GSA ITM/ITR/CSR/Project Manager provides technical advice and assistance to clients in identifying and defining requirements. On orders issued by GSA, the ITM/ITR/CSR/Project Manager acts as the COTR, providing technical liaison between the Government and the contractor and between the client agency and the CO.

C.4.8 Reserved

C.4.9 Other Direct Costs (ODCs)

Other Direct Costs (ODCs) are those costs incurred by the contractor (when authorized by a task order) to obtain supplies or services, including; hardware, software, training, subcontractor support, travel, etc.

C.4.10 Procuring Contracting Officer (PCO)

The PCO is a Government official with full responsibility over this contract and whose name is listed on the SF 26, used to effect award of the contract. The PCO issues contract revisions, changes terms and conditions of the basic contract, exercises option renewals, terminates the contract and approves sub-contracts unless otherwise delegated in writing to the CO.

Pursuant to the authority of the Information Technology Management Reform Act (ITMRA) of 1996, Pub. L. 104-106, Section 5702 and the OMB Designation Letter, issued to GSA pursuant to ITMRA Section 5112 (e); the PCO may issue written Delegation of Authority, on a case-by-case basis, to contracting officers in client agencies to award, administer, and terminate task orders under this contract. The client agency official that operates under this GSA delegation is the Task Order Contracting Officer. Client agencies include all agencies, departments, boards, bureaus, commissions, and independent establishments, including wholly owned and quasi-Government corporations in the Legislative, Judicial, and Executive Branches of the Federal Government.

C.4.11 Reserved

C.4.12 Reserved

C.4.13 Task

A task is a unit of support service work in a defined subject or application area, having one or more deliverable products.

C.5 Place of Performance

Rate areas associated with work performed within geographical boundaries are defined in Section B. Work external to the specified rate areas will be performed at rates determined by pricing methodologies negotiated prior to contract award. The geographical rate for an area, or the lesser amount bid on the associated task order, will prevail when the contractor employee is on Temporary Duty (TDY).

C.6 Environment

Any software, hardware or networks the Government uses whether developed, leased, or commercially purchased may be used in the performance of task orders.

C.6.1 Software

Programming languages, data base management systems, commercial and developed application software, and other standard software that may be used in task performance includes, but is not limited to:

3COM	DEVELOPER 2000	NATURAL
A10 FLIGHT OPERATIONS	DOS	NETSCAPE
ABORTEX	ENABLE	NEXT
ACCESS	FILE MAKER	NISTARS
ACES	FOXPRO	NORTON UTILITIES
ACROBAT	FRAMEMAKER	ORACLE SOFTWARE
ADA	FREELANCE	PAGEMAKER
ADOBE	HARVARD GRAPHICS	PARADOX
ALDUS	INFOMAKER	PASCAL
ALL-IN-ONE	INFORMIX	PC ANYWHERE
ALPHA SERVER	INGRES	PL 1
AML	JAVA	POWERBUILDER
ARC	JCL	PROCOMM
ARMS	LAN WORKPLACE	PROGRESS
AUTOCAD	LOTUS	PROJECT SCHEDULER
BACK OFFICE NT	LOTUS NOTES	QUATTRO PRO
BASIC	MACDRAW	SAS

C	MAXIMO	SQL
C++	MOSAIC	SYBASE
CC MAIL	MS-DOS	TANDEM
CLIPPER	MS-LAN MANAGER	UNIX
COBOL	MS-MAIL	VAX/VMS
COSTAR	MS-OFFICE SUITE	VISIO
CROSTALK	MS-WINDOWS	VISUAL BASIC
DATATRIEVE	MS EXCHANGE/LOTUS 123/	VISUAL C++
DEC VMS	MS MAIL	VISUAL DBASE V
DECSET/INTERLEAF	MS PROJECT	VISUAL FOXPRO
DELPHI	MS PUBLISHER	WINDOWS
DESIGNER 2000	MUMPS	WORDPERFECT

C.6.2 Hardware

Computer systems hardware, including mainframes, mini/micro computers, and peripherals, that may be used in task performance includes, but is not limited to the following manufacturers:

AMDAHL, BULL, BURROUGHS, DEC, COMPAQ, CRAY, DATA GENERAL, HONEYWELL, HP, IBM, MACINTOSH, UNISYS, SUN, WANG

C.6.3 Networks

Networks environments, including hardware and software, topologies, and protocols that may be used in task performance include, but is not limited to:

APPLETALK, ARPANET, BANYAN VINES, CDC NETWORK, DEC, NETFIBER OPTICS, NOVELL NETWARE, TELNET, WINDOWS NT

C.7 Personnel Requirements

The contractor shall provide skilled personnel that meet the requirements for the specified contract skill categories described herein. GSA reserves the right to require additional specific expertise necessary to meet specific task requirements.

- Personnel shall be sufficiently fluent in English, including verbal and writing abilities, to meet the functional requirements of the position.
- Initial contract staffing of personnel in the Management Series shall be part of the contractor's proposal and effective upon the date of contract award. Replacement resumes for the Program Manager and Group Managers who will be assigned across regions shall be submitted to the Enterprise GWAC Center for review and approval. For those Group Managers who will be assigned exclusively to one region, the resumes shall be sent to the Technical Services Division Director in that region. Resumes of candidate personnel for task

order staffing shall be submitted to, reviewed and approved by the ITM assigned responsibility for the task order, his/her designee, or other designated approval authority. Resumes of contractor personnel described in Section C must be approved prior to placement. See Section G for processing of resumes, and Section J for the format.

- Each skill category defines the minimum experience and educational requirements that a candidate must possess in order to be considered for assignment to that skill category. The experience requirements include qualifications and expertise, as they relate to both a candidate's overall career and to a specific task order, the details of which will be described in each statement of work. The experience requirements are designed to obtain expert dynamic professionals with proven records of success in the proposed technical areas. Personnel assigned by the contractor shall have extensive knowledge of commercial and/or government systems and processes, continuously staying abreast of leading edge technologies and methodologies, and maintain currency in state-of-the-art technologies and trends.

The following skill category descriptions are identified in the following categories; Management Series, Executive Series, Administrative Series, Scientific/Business/Engineer Series, Technical Series, Operations/Network Support Series, Quality Assurance Series, Data/Configuration Management Series, Test/Hardware Engineering Series, Client Relationship Management/Call Center Series, Enterprise Resource Planning Series, Business Consulting Series, Education and Training Series, Information Assurance Series, Web Development Series, Applied Scientific and Engineering Series, and Knowledge Management Series. Note: These series are not, by their individual constructs, discrete. That is to say projects may require support from multiple series and individual disciplines may cut across series and technologies as described in C.2.

C.7.1 Management Series

These positions are indirect charge positions with responsibility for the management and administration of this contract.

The contractor shall have one Program Manager and Group Manager(s) who shall be made available as necessary to respond promptly and fully to the Government's requirements and shall not serve in any other capacity under this contract. They shall be dedicated to the contractor's performance under this contract.

C.7.1.1 Program Manager

Responsible for overall management of the contract. Organizes, directs, and coordinates planning and production of all contract support activities. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives. Responsible for the performance of all contract activities and task order requirements. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Formulates and reviews strategic plans, marketing plans, subcontracting, and deliverable items,

determines contract costs, and ensures conformity with contract terms and conditions. Responsible for ensuring coordination between personnel below him or her and all central management functions within the organization and between those central management functions and appropriate Government personnel. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor's organization, and GSA's policies and procedures applicable to this contract, to subordinates. Takes appropriate action and coordinates policies and activities with appropriate Government personnel, as required to avoid personal services. Must be authorized to negotiate on behalf of and bind the contractor to contract provisions. Actively applies quality assurance measures to the management and performance of the contract.

Educational Requirements: Master of Business Administration degree from an accredited college or university, or experience through an organizational position representative of a corporate Vice President of a firm with sales in excess of 50 million dollars, supported by a Bachelor's degree in an IT related field, systems management, engineering, mathematics or scientific related field or in business administration.

Experience Requirements: Ten years of intensive and progressive experience in managing IT or engineering programs, which include: five years experience supervising and managing personnel involved in IT projects, two years of intensive and progressive experience managing at least 20 or more IT professionals in subordinate groups and in diverse locations, one year managing complex organizations of which he/she had total responsibility for the financial success of the organizational unit, and one year managing a significant Government contract.

C.7.1.2 Group Manager

Responsible for managing multiple projects at diverse locations. Organizes, directs, and coordinates planning and production of all the contractor's task order service delivery within a reasonable span of control and assigned territory. Completes task orders within negotiated time frames and budget constraints. Schedules and assigns duties to subordinates. Acts as supervisor for task order personnel. Meets with Government personnel, contractor task leaders, and client representatives. Formulates and reviews task order plans, reviews deliverables, and ensures conformity with requirements and standards. Assigns, schedules, and reviews work of subordinates. Must be authorized to negotiate on behalf of and bind the contractor. Provides support to services delivered under this contract to ensure to the maximum extent practical that software and related products satisfy the requirements and needs of GSA's client. Visits client work sites to interact with task personnel on a monthly basis. Actively applies quality assurance measures to the management and performance of the contract.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Seven years of intensive and progressive experience in managing IT programs, which include four years experience supervising and managing personnel involved in IT projects.

A degree in any field may be substituted for the above educational requirements accompanied by an additional five years experience managing computer science, scientific, or engineering projects.

C.7.2 Executive Series

C.7.2.1 Skill Level 10 - Site Manager - Applications Systems Analysis and Programming Manager

Responsible for applications systems analysis and programming activities for a Government site, facility or multiple locations. Identifies changes in computer and systems technology and interprets their meaning to senior management, bringing current and future knowledge of technology and systems as applied to the client's requirements. Provides technical assistance to facilitate planning and directing the design, installation, modification and operation of an information systems capability. Prepares long and short range plans for application selection, systems development, systems maintenance, production activities and for necessary support resources. Also responsible for applications systems analysis and programming activities for a group or section. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new and revised applications systems and programs. Assists in projecting software and hardware requirements. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding the activities of the applications systems and programming section. Confers and consults with Government personnel regarding performance and scheduling issues on tasks.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or major field of study which either provided substantial knowledge useful in managing large complex Automated Information Systems (AIS) projects or is closely related to the work as described and required by the task.

Experience Requirements: Ten years of progressive and intensive experience managing, with at least two years of relevant experience in a position with duties commensurate to those defined in the task order requirement. Or five years specialized experience in a position with duties commensurate to those defined in the task order requirement.

C.7.2.2 Skill Level 11 - Information Systems Administration and Planning Manager

Coordinates the preparation, review and consolidation of client information systems, budgets, acquisitions and business plans. Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests. Provides assistance for proposing, implementing and enforcing policies, standards and methodologies. Provides

assistance for coordinating contract administration. Provides assistance for information systems security. Develops or oversees preparation of studies, reports, and acquisition documents.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or major field of study which either provided substantial knowledge useful in managing large, complex AIS projects or is closely related to the work as described and required by the task.

Experience Requirements: Ten years of progressive and intensive experience managing, with at least two years of relevant experience in a position with duties commensurate to those defined in the task order requirement. Or five years of specialized experience in a position with duties commensurate to those defined in the task order requirement. Working knowledge of Federal acquisition laws, regulations, policies and procedures, including substantial involvement in a major acquisition effort.

7.2.3 Skill Level 12 - Operations Systems Manager

Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Assigns task personnel to projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding information systems operations.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or major field of study which either provided substantial knowledge useful in managing large complex AIS projects or is closely related to the work as described and required by the task.

Experience Requirements: Ten years of progressive and intensive experience managing with at least two years of relevant experience in a position with duties commensurate to those defined in the task order requirement. Or five years of specialized experience in a position with duties commensurate to those defined in the task order requirement. Familiarity with Federal acquisition laws, regulations, policies and procedures.

C.7.2.4 Skill Level 13 – Strategic Planner (Senior)

Responsible for strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Organizes, directs, and coordinates strategic planning activities. Responsible for the strategic vision. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital

outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Formulates and reviews strategic plans with respect to public policies and regulations, ensures continuity plans grow out of definitions of agencies' business functions and the processes required for achieving outcomes. Ensures agencies build on their strategic planning efforts of prior years, revisiting their mission, vision, and goals in light of the strategic plan, and changing opportunities. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives.

Responsible for ensuring coordination between subordinates and Strategic Planning functions within the organization and among policy, planning functions and appropriate Government personnel. Takes appropriate action and coordinates policies and activities with appropriate Government personnel, as required.

Educational Requirements: Master's degree or higher from an accredited college or university, or experience through an organizational position representative of a corporate senior position of a firm with revenue in excess of \$50 million, supported by a Bachelor's degree in an IT related field, systems management, engineering, mathematics, or scientific related field or in business administration.

Experience Requirements: Ten years of intensive and progressive experience in planning, IT, communications or engineering programs, which include: five years experience in one or all of the following: strategic planning, business planning, land planning, policy verification, regulatory compliance, information technology resource and capital planning, business process reengineering planning, advanced project planning, business area analysis planning, business requirements analysis planning, two years of intensive and progressive planning experience in diverse locations, one year managing similar projects. Direct experience with business planning methods and techniques including establishing goals, objectives, and performance measures and identifying critical success factors. Experience with executive-level interviewing and group facilitation. Knowledge of governmental operations and performance-based budgeting.

C.7.2.5 Skill Level 14 - Strategic Planner (Intermediate)

Responsible for strategic planning of large projects or significant segment of a strategic planning portion of a large complex project. Organizes, directs, and coordinates strategic planning activities. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process, prioritizing those initiatives. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Formulates and reviews strategic plans, ensures continuity plans grow out of definitions of agencies' business functions and the processes required for achieving outcomes. Ensures agencies build on their strategic planning efforts of prior years, revisiting their mission, vision, and goals in light of the strategic plan, and changing opportunities. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with management personnel, contractor managers, and client

representatives. Leads a team in the initiating, planning, controlling, executing, strategic tasks of a project or segment of a project. Utilizes refined techniques for identifying, eliminating or mitigating solution, project, and business risk. Understands customer, industry and business trends. Applies this understanding to meet project objectives. As appropriate, challenges the validity of given procedures and processes with a view toward enhancement or improvement. Analyzes information, situations, and implement actions, independently and or through the management team to ensure project objectives are met

Responsible for ensuring coordination with subordinate and Strategic Planning functions within the organization and between those planning functions and appropriate Government personnel. Takes appropriate action and coordinates policies and activities with appropriate Government personnel, as required.

Educational Requirements: Bachelor's degree from an accredited college or university in an IT related field, systems management, engineering, mathematics or scientific related field or in business administration.

Experience Requirements: Seven years of intensive and progressive experience demonstrating the required proficiency levels related to task. Education may be substituted with 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

C.7.2.6 Skill Level 15 - Strategic Planner (Associate)

Responsible for strategic planning of a sub-task of a large complex project. Organizes, directs, and coordinates strategic planning activities. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process, prioritizing those initiatives. Interfaces with appropriate Government management personnel, other contractor managers, and client agency representatives. Reviews strategic plans, ensures continuity plans grow out of definitions of agencies' business functions and the processes required for achieving outcomes. Ensures agencies build on their strategic planning efforts of prior years, revisiting their mission, vision, and goals in light of the strategic plan, and changing opportunities. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with management personnel, contractor managers, and client representatives. Leads a sub-team in the initiating, planning, controlling, executing, strategic tasks of a segment of a project. Utilizes refined techniques for identifying, eliminating or mitigating solution, project, and business risk. Understands customer, industry and business trends. Applies this understanding to meet project objectives. As appropriate, challenges the validity of given procedures and processes with a view toward enhancement or improvement. Analyzes information and situations and implements actions, independently and or through the management team to ensure project objectives are met.

Responsible for ensuring coordination with subordinate personnel and Strategic Planning functions within the organization and between those planning functions and appropriate

Government personnel. Takes appropriate action and coordinates policies and activities with appropriate Government personnel, as required.

Educational Requirements: Bachelor's degree from an accredited college or university in an IT related field, systems management, engineering, mathematics or scientific related field or in business administration.

Experience Requirements: Five years of intensive and progressive experience demonstrating the required proficiency levels related to task. Education may be substituted with 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

C.7.3 Administration Services Series

C.7.3.1 Skill Level 20 - Task Administrative Assistant

Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Must be capable of working independently. Must be able to communicate orally and in writing with all levels of an organization as required.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Two years of general experience in office automation developing, writing, proofreading, editing reports, proposal and documents in support of IT operations.

C.7.3.2 Skill Level 21 - Task Service Support

Responsible for a wide range of operational support tasks that may include routine office equipment installation, operations and maintenance; obtaining and stocking supplies; recording and transcribing of data; billing assistance; collecting, organizing forms or other documents; mailing and shipping functions; and other routine task order and end-user support tasks.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Six months of general work experience.

C.7.3.3 Skill Level 22 - Documentation Specialist

Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals. Maintains a current internal documentation library. Provides or coordinates documentation services as required. Ensures accuracy of technical documentation. Knowledge and basic understanding of all aspects

of proofreading, including grammar and spelling. Able to work independently at the highest level of all phases of documentation. Composes and finalizes IT documentation, including specifications and user manuals, in the style and format required by the task.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Two years of experience in technical writing and documentation.

C.7.3.4 Skill Level 23 - Graphics Specialist

Responsible for graphics design and use, operation and setup of computer graphic systems. Executes graphic projects and assists in coordination of all graphic production scheduling; coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Works on complex projects independently and has thorough knowledge of graphics systems and graphics application packages including: desk top publishing, CAD, GIS, design packages, HTML, multimedia and other graphics applications. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years of specialized experience in the preparation of formal drawings, diagrams, and illustrations using computer based graphics packages or desktop publishing software, or one year of specialized experience and a training certificate from an accredited training institution or 900 hours of relevant technical training.

C.7.3.4.1 Skill Level 23A – Graphics Specialist (Intermediate)

Responsible for graphics design and use, operation and setup of computer graphic systems. Executes graphic projects and assists in coordination of all graphic production scheduling; coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Works on complex projects independently and has thorough knowledge of graphics systems and graphics application packages including: desk top publishing, CAD, GIS, design packages, HTML, multimedia and other graphics applications. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Five years of specialized experience in the preparation of formal drawings, diagrams, and illustrations using computer based graphics packages or desktop publishing software.

C.7.3.4.2 Skill Level 23B - Graphics Specialist (Senior)

Responsible for graphics design and use, operation and setup of computer graphic systems. Executes graphic projects and assists in coordination of all graphic production scheduling; coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Works on complex projects independently and has thorough knowledge of graphics systems and graphics application packages including: desk top publishing, CAD, GIS, design packages, HTML, multimedia and other graphics applications. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

Educational Requirements: Bachelor's degree from an accredited college and four years experience.

Experience Requirements: Three years of specialized experience in the preparation of formal drawings, diagrams, and illustrations using computer based graphics packages or desktop publishing software.

C.7.3.5 Skill Level 24 - Systems Management Technologist

Analyzes, develops, operates, and maintains software libraries and catalogs. Provides support and direction for user groups in the use of the software/hardware systems and programs to support an integrated system. Establishes and implements system policy, procedures and standards, and ensures their conformance with information systems goals and procedures. Ensures that security procedures are implemented and enforced. Provides logistics support and training in the effective use of automated systems and data communications.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Two years of experience in operating computer systems, systems management, and automated systems.

C.7.3.6.1 Skill Level 25A – Information Center Specialist (Intermediate)

Interface regularly with the responsible contractor task leads and the client representative as required. Works with contractor task personnel and clients to identify technical requirements and/or develop specification for procurement. Analyses IT Hardware/Software or systems for compliance with specification and best value for the government. Prepares orders for IT commodities and products, supplies, materials, and services. Processes delivery and purchase orders through contractor accounting systems. Responsible for complying with all applicable Federal Acquisition Regulations (FAR), Defense Acquisition Regulations (DFAR) and General Services Administration acquisition policies and procedures. Prepares documentation for vendor competition when required. Leads evaluation of vendor proposals and recommends award. Interfaces with vendors to ensure application by vendors of applicable discounts. Provides customer support in tracking acquisitions. Responsible for ensuring products delivered meet technical specifications are in the correct quantity, and at the most favorable prices. Prepares

detailed competitive analysis for purchases over \$2,500. Formally document and retain Individual Purchase Order files.

Educational Requirements: Bachelor's degree from an accredited college or university or five years experience.

Experience Requirements: Increasingly complex and progressive experience in acquisition and procurement. Working knowledge of Federal acquisition laws, regulations, policies, and procedures, including involvement in a major acquisition effort. Understanding of information technology hardware, software, and network devices.

C.7.3.6.2 Skill Level 25B – Information Center Specialist (Associate)

Interface regularly with the responsible contractor task leads and the client representative as required. Works with contractor task personnel and clients to identify technical requirements and/or develop specification for procurement. Analyses IT Hardware/Software or systems for compliance with specification and best value for the government. Prepares orders for IT commodities and products, supplies, materials, and services. Processes delivery and purchase orders through contractor accounting systems. Knowledge of applicable Federal Acquisition Regulations (FAR), Defense Acquisition Regulations (DFAR) and General Services Administration acquisition policies and procedures. Supports preparation of documentation for vendor competition when required. Participates in the evaluation of vendor proposals. Interfaces with vendors to ensure application by vendors of applicable discounts. Provides customer support in tracking acquisitions. Ensures products delivered meet technical specifications are in the correct quantity, and at the most favorable prices. Supports preparation of detailed competitive analysis for purchases over \$2,500. Documents and retains Individual Purchase Order files.

Educational Requirements: Associate degree or two years experience.

Experience Requirements: Increasingly complex and progressive experience in acquisition and procurement. Working knowledge of Federal acquisition laws, regulations, policies, and procedures, including involvement in a major acquisition effort. Basic understanding of information technology hardware, software, and network devices.

C.7.3.7 Skill Level 26 – Publications Analyst

Responsible for one or more of the following areas: grants preparation, technical manuals, professional papers, writing and editing, instructional or command media, video and audiovisual production. Develops advanced concepts, techniques and standards, and new applications based on professional principles and theories. Develops solutions to problems of unusual complexity, which require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions. Works under consultative direction toward long-range goals and objectives. Works independently.

Education Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge relevant to the task order.

Experience Requirements: Two years intensive or progressive experience in the individual's field of study or specialization. Masters degree may be substituted for experience requirement.

C.7.4 Scientific/Business/Engineer Specialist Series

C.7.4.1 Skill Level 27 – Systems Engineer (Senior)

Performs a variety of systems engineering tasks and activities independently, which are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment.

Educational Requirements: Bachelor's degree from an accredited college or university in engineering or a mathematics-intensive discipline.

Experience Requirements: Five years of intensive and progressive experience in the individual's field of study and specialization.

C.7.4.1.1 Skill Level 28 - Modeling and Simulation Specialist

Expert in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, and security for military, and civil agencies. Provides supervision and guidance on the proper operation and use of simulation models and exercises. May support live, constructive, or virtual training.

Educational Requirements: Bachelor's Degree from an accredited college or university with a curriculum or major field of study or seven years of related experience.

Experience Requirements: Five years of increasingly complex and progressive experience in subject matter related to simulation models being used.

C.7.4.1.2 Skill Level 29 - Logistics Specialist

Prepares logistics support documentation and source data, such as logistics operational management/user documents, integrated logistics support plans, user logistics support summaries, post-production support plans, and logistics implementation plans. Implements logistics plans, databases, and support files to support the fielding of new complex information systems or major modifications. Applies logistics principles and methods to specialized logistics solutions. Performs logistics database management functions. Performs logistics inventories and related logistics functions. Works independently and leads the implementation of logistics discipline.

Educational Requirements: High school graduate or equivalent and applicable functional area certification or two years undergraduate education.

Experience Requirements: This position requires a minimum of three years experience, of which at least one year must be specialized. Experience in various logistics support functions and their automated support systems, involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, supply support and warehousing. Specialized experience includes knowledge of logistics management principles and procedures, logistics documentation and automated logistics applications. General experience includes general logistics warehousing functions and documentation. Demonstrated ability to communicate well, both orally and in writing.

C.7.4.1.2 Skill Level 30 - Subject Matter Expert

Provides extremely high level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, training and presentation phases. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

Educational Requirements: PhD from an accredited college or university in the specific subject matter discipline as identified in the statement of work.

Experience Requirements: Five years of task related experience in the identified field of study or specialization. Experience may not include PhD and Master's education.

C.7.4.2 Skill Level 31 - Scientific Subject Matter Specialist

Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems which require graduate level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation and presentation phases. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order.

Technical support includes technical advice on security requirements for highly specialized IT applications, technical report preparation or other services as required by the task order.

Educational Requirements: Master’s degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline which provides substantial knowledge useful in managing large, complex projects, that is closely related to the work to be automated, or is a task related physical science.

Experience Requirements: Five years of intensive and progressive experience in the individual’s field of study and specialization.

Functional Areas: Specific functional areas in which subject matter expertise is required include, but are not limited to, the following:

Scientific:	Astronomy	Biology	Chemistry
	Computer Science	Meteorology	Oceanography
	Physics	Botany	Toxicology
	Hydrology	Archeology	Geology
	Ecology	Environmental Sciences	Medical
Mathematics:	Operations Research	Physical	Statistical
	Theoretical	Modeling	

C.7.4.2.1 Skill Level 31A - Scientific Subject Matter Specialist (Associate)

Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems which require knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation and presentation phases. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Technical support includes technical advice on security requirements for highly specialized IT applications, technical report preparation or other services as required by the task order.

Educational Requirements: Bachelor’s degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline which provides substantial knowledge useful in managing large, complex projects, that is closely related to the work to be automated, or is a task related physical science.

Experience Requirements: Three years of intensive and progressive experience in the individual’s field of study and specialization.

Functional Areas: Specific functional areas in which subject matter expertise is required include, but are not limited to, the following:

Scientific	Astronomy	Biology	Chemistry
	Computer Science	Meteorology	Oceanography
	Physics	Botany	Toxicology
	Hydrology	Archeology	Geology
	Ecology	Environmental Sciences	Medical
Mathematics	Operations Research	Physical	Statistical
	Theoretical	Modeling	

C.7.4.3 Skill Level 32 - Business Subject Matter Specialist

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems which require extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced business, management and administrative principles and methods to exceptionally difficult technical problems in Government program and administrative applications to arrive at automated solutions. Designs and prepares technical reports and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Technical support includes technical advice on security requirements for highly specialized applications, technical report preparation or other services as required by the task order.

Educational Requirements: Bachelor’s degree from an accredited college or university which provides substantial knowledge useful in managing large, complex IT projects, or is closely related to the work to be automated.

Experience Requirements: Four years of intensive and progressive experience in the individual’s field of study and specialization.

Functional Area: Specific functional areas in which subject matter expertise is required include, but are not limited to, the following:

Accounting	Acquisition	Actuary
Cost/Price Analysis	Finance and Budget	Inventory
Logistics	Management	Economics
Personnel Administration	Training and Instruction	
Business Process Reengineering	Supply Chain Management	

C.7.4.3.1 Skill Level 32A - Business Subject Matter Specialist (Intermediate)

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems which require extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced business, management and administrative principles and methods to exceptionally difficult technical problems in Government program and administrative applications to arrive at automated solutions. Designs and prepares technical reports and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Technical support includes technical advice on security requirements for highly specialized applications, technical report preparation or other services as required by the task order.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge useful in managing large, complex IT projects, or is closely related to the work to be automated.

Experience Requirements: Six years of intensive and progressive experience in the individual's field of study and specialization.

Functional Area: Specific functional areas in which subject matter expertise is required include, but are not limited to, the following:

Accounting	Acquisition	Actuary
Cost/Price Analysis	Finance and Budget	Inventory
Logistics	Management	Economics
Personnel Administration	Training and Instruction	
Business Process Reengineering	Supply Chain Management	

C.7.4.3.2 Skill Level 32B - Business Subject Matter Specialist (Senior)

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems which require extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced business, management and administrative principles and methods to exceptionally difficult technical problems in Government program and administrative applications to arrive at automated solutions. Designs

and prepares technical reports and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Technical support includes technical advice on security requirements for highly specialized applications, technical report preparation or other services as required by the task order.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge useful in managing large, complex IT projects, or is closely related to the work to be automated.

Experience Requirements: Ten years of intensive and progressive experience in the individual's field of study and specialization.

Functional Area: Specific functional areas in which subject matter expertise is required include, but are not limited to, the following:

Accounting	Acquisition	Actuary
Cost/Price Analysis	Finance and Budget	Inventory
Logistics	Management	Economics
Personnel Administration	Training and Instruction	
Business Process Reengineering	Supply Chain Management	

C.7.4.4 Skill Level 33 - Engineering Subject Matter Specialist

Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems which require high level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and mathematical applications to arrive at automated solutions. Designs and prepares technical reports, data bases, studies, and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Technical support includes technical advice on security requirements for highly specialized IT applications, technical report preparation or other services as required by the task order.

Educational Requirements: Bachelor's degree from an accredited college or university in engineering or a mathematics-intensive discipline which provides substantial knowledge useful in managing large, complex projects, is closely related to the work to be automated, or is a task-related engineering discipline.

Experience Requirements: Five years of intensive and progressive experience in the individual's field of study and specialization.

Functional Areas: Specific functional areas in which subject matter expertise is required include, but are not limited to, the following:

Engineering	Aeronautics	Aerospace	Astrophysics
	Bio-Medical	Electronics	Environmental
	Human	Hydrology	Manufacturing
	Nuclear	Petroleum	Weapons
	Software	Systems	Supply Chain Management
	Operations Research	Logistics	Smart Card Technologies
	Mathematics	Operations Research Theoretical	Physical Modeling

C.7.4.5 Skill Level 34 - Technician (Senior)

Provides high level functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Ten years of intensive and progressive experience in functional or IT analysis/programming of subject matter closely related to the work to be automated.

C.7.4.6 Skill Level 35 – Technician (Intermediate)

Provides functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Five years of intensive and progressive experience in functional or IT analysis/programming of subject matter closely related to the work to be automated.

C.7.4.7 Skill Level 36 - Technician (Associate)

Provides functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Six months of intensive and progressive experience in functional or IT analysis/programming of subject matter closely related to the work to be automated.

C.7.4.8 Skill Level 37 – Technical Subject Matter Specialist (Senior)

Applies subject matter knowledge to high level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation. Resolves problems, which require an intimate knowledge of the related technical subject matter. Applies principles and methods of the subject matter to specialized solutions. Includes but not limited to; medical and legal transcription, scientific encoding, environmental, scientific, maintenance and repair processes, and logistical support activities.

Educational Requirements: Applicable functional area certification or two years undergraduate education.

Experience Requirements: Ten years of intensive and progressive experience in the applicable specialty field.

C.7.4.9 Skill Level 38 – Technical Subject Matter Specialist (Associate)

Applies subject matter knowledge to high level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation. Resolves problems which require an intimate knowledge of the related technical subject matter. Applies principals and methods of the subject matter to specialized solutions. Includes but not limited to; medical and legal transcription, scientific encoding, environmental, scientific, maintenance and repair processes, and logistical support activities.

Educational Requirements: Applicable functional area certification or two years undergraduate education.

Experience Requirements: Two years of intensive and progressive experience in the applicable specialty field.

C.7.4.10 Skill Level 39 – Technical Subject Matter Specialist (Intermediate)

Applies subject matter knowledge to high level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation. Resolves problems, which require an intimate knowledge of the related technical subject matter. Applies principles and methods of the subject matter to specialized solutions. Includes but not limited to; medical and legal transcription, scientific encoding environmental, scientific, maintenance and repair processes, and logistical support activities.

Educational Requirements: Applicable functional area certification or two years undergraduate education.

Experience Requirements: Five years of intensive and progressive experience in the applicable specialty field.

C.7.5 Technical Series

C.7.5.1 Skill Level 40 - Applications Systems Analyst/Programmer (Lead)

Formulates and defines system scope and objectives for assigned projects. Prepares detailed specifications for programs. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. Duties also include instructing, directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline.

Experience Requirements: Seven years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific setting using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive information technology projects including one year of experience in management and supervision.

C.7.5.2 Skill Level 41 - Applications Systems Analyst/Programmer (Senior)

Formulates and defines system scope and objectives. Prepares detailed specifications for programs. Designs, codes, tests, debugs and documents programs. Works at the highest technical level of all phases of applications, systems analysis and programming activities

including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics - intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Five years of increasingly complex and progressive experience in performing systems analysis, development, and implementation for business, mathematical, engineering or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.5.3 Skill Level 42 - Applications Systems Analyst/Programmer (Intermediate)

Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications for programs. Designs, codes, tests, debugs, documents and maintains programs. May be called on to work on special graphics application programs such as, but not limited to; CAD, CAD/CV, or GIS. Works on most phases of applications systems analysis and programming activities including the installation of enhancements, security features, and analytical tools, but requires instruction and guidance in other phases.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Two years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, engineering or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.5.4 Skill Level 43 - Applications Systems Analyst/Programmer (Associate)

Assists in research and fact-finding to develop or modify information systems. Assists in preparing detailed specifications for programs. Designs, codes, tests, debugs, documents and maintains programs.

Provides program support to include the testing and installation of computers, peripherals, and/or other hardware, including the installation of enhancements and upgraded versions; and/or program support to include the installation, and documentation of client developed and/or commercially available software, including the installation of enhancements, security features, analytical tools, and upgraded versions.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or is a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: No task related experience required.

C.7.5.5 Skill Level 44 - Applications Systems Analyst/Programmer (Staff Specialist)

Top level technical expert in one or more highly specialized areas of applications systems using state-of-the-art software tools, methodologies, operating systems and other products that are generally proprietary and require special training and experience. Duties include analysis, programming, implementation, maintenance, modification and re-engineering. Provides technical leadership on complex problems considering computer equipment capacity and limitations, system security requirements, operating time and form of desired results. Prepares detailed specifications for programs. Responsible for program design, coding, testing, debugging and documentation. Has technical knowledge of all phases of applications, systems analysis, and programming. May be responsible for multiple phases of a project.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or is a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Three years of increasingly complex and progressive experience in performing systems analysis, development, and implementation in a business, mathematical, engineering or scientific setting using a variety of information technology resources. Has experience with required proprietary products as described in the task order. Has knowledge of available software engineering tools, current technologies and, where required for the task, emerging technologies.

C.7.5.6 Skill Level 45 - Software Systems Engineer (Lead)

Formulates and defines specifications for operating system applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, modeling, simulation, coding, testing, debugging and documentation. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications/communications networks, computer accounting and advanced mathematical/scientific software packages. Instructs, directs, and checks the work of other task personnel. Responsible for quality assurance review and the evaluation of existing and new software products.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline.

Experience Requirements: Seven years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive information technology projects including one year of experience demonstrating management and supervision capabilities.

C.7.5.7 Skill Level 46 - Software Systems Engineer (Intermediate)

Works from specifications to develop or modify operating systems applications. Assists with design, coding, benchmark testing, modeling, simulation, debugging and documentation of programs. Applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Works on most phases of software systems programming applications, and may require instruction and guidance in other phases.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Two years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.5.8 Skill Level 47 - Database Manager/Administrator

Performs one or more of the following tasks in support of computer database administration: architects, designs, oversee the development of, or administers computerized databases, installs the applicable databases onto the appropriate computer operating systems, creates databases, configure databases (for a data warehousing application), use import utilities to install databases. Includes creation of Indexes, Clusters, Snapshots, Views, and other database objects, as well as, management of Rollback Segments, Data File Size, and all the other aspects related to the performance tuning of databases. Write code for update queries, update data dictionaries as new fields are added to the database, and maintain a data correction log. Create and maintain data correction logs that identify the date the correction that was performed, tables and fields effected, submission effected, error code effected, and other pertinent metadata. Expand and update the data dictionary for the database and any related applications. May, assign personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance

reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with and advises users of the various databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Prepares activity and progress reports regarding the database management section.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Seven years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.5.9 Skill Level 48 - Database Analyst/Programmer (Senior)

Designs, implements and maintains complex databases. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Works at the highest level of all phases of database management.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Five years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.5.10 Skill Level 49 - Database Analyst/ Programmer (Intermediate)

Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Works on most phases of database administration.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Two years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.6 Operations/Network Support Series

C.7.6.1 Skill Level 50 - Network Engineer

Tests and analyzes all elements of the network facilities including power, software, security features, communications devices, lines, modems and terminals and for the overall integration of the enterprise network. Responsible for the planning, modeling, simulation, design, installation, maintenance, management and coordination of the network. Monitors and controls the performance and status of the network resources. Utilizes software and hardware tools, identifies and diagnoses complex problems and factors affecting network performance. Maintains technical currency and studies vendor products to determine those which best meet client needs. Provides guidance and direction for less experienced network support technicians.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or an applicable technical training certificate from an accredited training institution.

Experience Requirements: Seven years of increasingly complex and progressive experience in computer system/network engineering. Includes two years of specialized experience related to the task.

C.7.6.1.1 Skill Level 50A - Network Engineer (Associate)

Tests and analyzes all elements of the network facilities including power, software, security features, communications devices, lines, modems and terminals and for the overall integration of the enterprise network. Monitors and controls the performance and status of the network resources. Utilizes software and hardware tools, identifies and diagnoses complex problems and factors affecting network performance.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or an applicable technical training certificate from an accredited training institution.

Experience Requirements: Three years of increasingly complex and progressive experience in computer system/network engineering.

C.7.6.2 Skill Level 51 - Network/Hardware Support Technician (Senior)

Monitors and responds to complex hardware, software and network problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with vendor support service groups or provides internal analysis and support to ensure appropriate notification during outages or period of degraded system performance. Provides LAN server support. Requires extensive knowledge of PC/LAN communications hardware and software in multi-protocol environment, and network management and security software. May function as task lead providing guidance and training for less experienced technicians.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Five years of increasingly complex and progressive experience in computer system/network engineering. Includes two years of specialized experience related to the task.

C.7.6.3 Skill Level 52 - Network/Hardware Support Technician (Intermediate)

Monitors and responds to hardware, software, and network problems utilizing hardware and software testing tools and techniques. Interfaces with vendor support service groups to ensure appropriate notification during outages or period of degraded system performance. Assists with installation of terminals and associated hardware. Provides LAN server support. Requires strong knowledge of PC/LAN and Network communications hardware and software, in multi-protocol environment, and network management and security software.

In support of microcomputer applications, analyzes requirements; creates, designs and develops requirements in required media; provides program support; tests, debugs and writes documentation as required. May have responsibilities for providing customer assistance support in setting up microcomputers and/or installing software packages. Provides user training for hardware/software products; identifies problems and resolves hardware/software/network malfunctions; performs minor hardware/software/network maintenance such as board replacement, cable switching, communication assistance, hardware (CRTs, printers) installation/replacement; interfaces with mainframe, CAD/CAM, digitizers, LANs, Networks, provides analysis support for such requirements.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years of increasingly complex and progressive experience in computer system/network engineering. Includes one year of specialized experience related to the task.

C.7.6.4 Skill Level 53 - Network/Hardware Support Technician (Associate)

Assists in monitoring and responding to technical control facility hardware and software problems utilizing hardware and software testing tools and techniques. Provides LAN server support. Assists with installation of terminals and associated hardware. Requires knowledge of

data scopes, patch panels, modems, concentrators, and associated terminals network management and security software. Develops and maintains configurations for workstations, peripherals, and cabling. Provides client assistance support for the installation and set-up of microcomputers. Provides client training in the use of hardware, software, and/or network products. Provides support in hardware, software, and/or network problem identification and resolution. Operates help desk, receiving and responding to requests for assistance. Provides minor hardware maintenance support including, but not limited to; board replacement, cable switching, communications devices, microcomputers, minicomputer and mainframe display terminals, and related peripheral devices; and develops documentation.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: One year of experience in computer system/network engineering.

C.7.6.5 Skill Level 54 - Computer Operations Manager

Supervises all personnel engaged in the operation and support of the computer system(s) and peripheral equipment in large scale or multi-shift operations. Supervises complex operations, which involve two or more additional functions such as, but not limited to, network operations, systems software support, production support activities, electronic input or tape library activities. Identifies processing requirements and schedules job streams for computer runs. Responsible for the security and routing of input and output data, problem isolation and restart/recovery, interpreting technical documentation standards, and prepares documentation according to the standards, and interfacing with contractor employees and Government personnel. In the event of a malfunction, confers with technical personnel (i.e., equipment/software vendor) and directs subordinate personnel of appropriate course of action. Additional duties include the writing, editing, or graphic presentation of technical information. Must have knowledge of applicable computer hardware configurations.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Five years of progressive experience in operating computer systems; including two years in supervising personnel operating computer systems. One year experience as supervisor and manager in a multi-shift environment.

C.7.6.6 Skill Level 55 - Computer Operator (Senior)

Monitors and controls one or more mini or mainframe computers by operating the central console or on-line terminals. Studies program operating instruction sheets to determine equipment setup and run operations. Continuously observes the operation of the console panel, storage devices, printers, and the action of the console printer to monitor the system and determine the point of equipment or program failure. Manipulates controls in accordance with standard procedures to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Confers with software systems engineering or applications programming personnel in the event errors requires a changed of instructions or sequence of operations. Maintains operating records such as machine performance and production reports.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years of experience in operating computer systems, including one year of experience supervising assigned personnel.

C.7.6.7 Skill Level 56 - Computer Operator (Intermediate)

Under general supervision, monitors and controls computers by operating the central console or on-line terminals. Operates auxiliary equipment directly associated with the computer. Maintains records regarding output units and supply inventories. Assists in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Works on most phases of computer operations, and may require some instruction and guidance for other phases.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Two years of experience in operating computer systems.

C.7.6.8 Skill Level 57 - Electronic Input Operator (Lead)

Has full technical knowledge of data entry devices. May instruct, direct and check the work of other electronic input operators. Assists in scheduling data entry functions. Operates data entry devices in recording a variety of data; verifies data entered. Performs routine data preparation and distribution.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years experience in electronic input and verification via various input devices. Includes one year of experience supervising if assigned as task or functional lead. Capable of allocating work to operators to maximize output.

C.7.6.9 Skill Level 58 - Electronic Input Operator

Operates data entry devices in recording a variety of data; verifies data entered. Performs routine data preparation and distribution.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: One year of electronic input and verification experience utilizing various input devices.

C.7.6.10 Skill Level 59 – Specialized Electronic Input Operator

Has full technical knowledge of data entry devices and specialized terminology/data. This data may encompass terminology related to environmental, legal, medical, etc. fields. May instruct,

direct and check the work of other electronic input operators. Assists in scheduling data entry functions. Operates data entry devices in recording a variety of data; verifies data entered. Performs routine data preparation and distribution.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years experience in electronic input and verification via various input devices. Includes one year of experience supervising if assigned as task or functional lead. One year of experience with task related terminology. Capable of allocating work to operators to maximize output.

C.7.6.11 Skill Level 60 - Network Systems Manager

Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Five years of increasingly complex and progressive experience in computer system/network management. Includes two years of specialized experience related to the task.

C.7.6.12 Skill Level 61 - Network Systems Administrator

Provides system administration of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. This includes administration of user accounts, passwords, email, chat, and FTP. Requires comprehensive knowledge of the organization's hardware, software and network components. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Monitors web site for acceptable performance and user accessibility. Establishes backups and monitors site security. Consults with and advises network users. Coordinates network administration and performance requirements with others in the information systems function. Identifies, analyzes and documents long-range requirements and schedules resources related to the enterprise network. Responsible for configuration management and documentation of network and system topologies and/or web site. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions. Researches applicable standards and requirements documents to assure compliance. Selects or recommends multi-user software that meets common user requirements, integrates (where possible) with existing software. Plans for and provides reasonable

responsiveness in terms of system performance. Prepares activity and progress reports regarding the network performance. Administers large e-mail systems.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in administering large, complex networks, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Seven years of increasingly complex and progressive experience in implementing, administering, performing tests and analyzing all elements of network systems. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.6.12.1 Skill Level 61A - Network Systems Administrator (Intermediate)

Works independently and provides system administration of Network, Web, and/or communications systems, including Local Area Network (LAN), Wide Area Network (WAN) and the organization's website. This includes administration of user accounts, passwords, e-mail, chat and FTP services. Maintains servers, creates monitoring reports and logs and ensures functionality of links. Monitors website for acceptable performance and user accessibility. Establishes backups and monitors site security. Is responsible for configuration management and documentation of network and system topologies and/or website.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in administering large, complex networks, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Five years of increasingly complex and progressive experience in implementing, administering, performing tests and analyzing all elements of network systems and/or web sites. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.6.13 Skill Level 62 – Telecommunications/Communications Integration Engineer

Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/communications networks and services with computer systems. Includes satellite, microwave, broadband, fiber optic, wireless, voice, video and digital telecommunication systems. Integrates communications with computer systems to provide complete systems solutions. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Evaluates existing communications systems to identify deficiencies and network performance issues. Consults with users, managers, and senior staff to ensure that deficiencies and alternatives have been fully identified and that the solution will meet

requirements. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems. Prepares studies and give presentations concerning data communications concepts integrated with computer systems and applications for total systems solutions. Provides integrated with computer systems and applications for total systems solutions. Provides technical guidance to computer systems analysts and telecommunications/communications specialists.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in administering large, complex networks, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Seven years of progressive and intensive experience in telecommunications/communications and computer integration with three years of experience involving duties similar to those described in the task order requirement, or five years of specialized experience in a position with duties commensurate to those defined in the task order requirement.

C.7.6.14 Skill Level 63 - Communications Transmission Engineer

Provides technical direction and engineering expertise for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Applies communications engineering principles and theory to propose design and configuration alternatives. Responsible for complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Consults with user personnel to ensure that problems have been properly identified and that the solution will meet the requirements. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols. Conducts feasibility studies concerning communications and communications networks. Prepares studies and gives presentations on communications concepts. Provides technical guidance to other personnel concerning data communications requirements. Participates in preparing specifications for acquiring commercially available data communications networks.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in the development and administration of communications networks, and/or in a computer science, information system, a physical science, engineering or a mathematics intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Six years of experience designing, building, and/or maintaining communications systems.

C.7.6.15 Skill Level 64 - Communications Facility Engineer

Provides technical direction and engineering expertise for communications systems infrastructure activities, including planning, designing, and implementing communications infrastructure requirements for buildings and systems. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Interfaces with internal and external customers and vendors to determine communications infrastructure needs.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in the development and administration of communications infrastructure requirements, and/or in an information system, engineering or electronics intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Six years of experience designing, building, and maintaining communications infrastructure systems.

C.7.7 Quality Assurance Series

C.7.7.1 Skill Level 70 - Quality Assurance Specialist (Lead)

Responsible for development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Responsible for verifying that each functional component of the software project follows a defined process which is in conformance with contractual requirements. Reports findings to project staff, line management of the organization, and the customer, as appropriate. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Seven years experience of increasing complexity with the planning, organization, and control of Software Quality Procedures for complex software development projects and experience in developing software and associated documents. Has experience with current and emerging technologies.

C.7.7.2 Skill Level 71 - Quality Assurance Specialist (Intermediate)

Responsible for development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Responsible for verifying that each functional component of the software project follows a defined process which is in conformance with contractual requirements. Reports findings to project staff, line

management of the organization, and the customer, as appropriate. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Five years experience of increasing complexity with the planning, organization, and control of Software Quality Procedures for complex software development projects and experience in developing software and associated documents. Has experience with current and emerging technologies.

C.7.7.3 Skill Level 72 - Quality Assurance Specialist (Associate)

Supports development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Responsible for verifying that each functional component of the software project follows a defined process which is in conformance with contractual requirements. Reports findings to project staff, line management of the organization, and the customer, as appropriate. Supports independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Two years experience with the planning, organization, and control of Software Quality Procedures for complex software development projects or experience in developing software and associated documents. Has familiarity with current and emerging technologies.

C.7.8 Data/Configuration Management Series

C.7.8.1 Skill Level 80 - Data/Configuration Management Specialist (Lead)

Responsible for configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Responsible for configuration planning. Identifies and maintains the original configuration of requirements documentation, design documentation, software, and related documentation. Responsible for configuration change control. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in product documents and software and reports changes and current configuration. Responsible for

configuration audits. Supports audits to verify that requirements of all baselines have been met by the as-built software. Supports the Software Quality Assurance process audits.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Seven years experience of increasing complexity with data management or configuration management in the field of software development or communications engineering. Has experience with current and emerging technologies.

C.7.8.2 Skill Level 81 - Data/Configuration Management Specialist (Intermediate)

Responsible for configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Responsible for configuration planning. Identifies and maintains the original configuration of requirements documentation, design documentation, software, and related documentation. Responsible for configuration change control. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in product documents and software and reports changes and current configuration. Responsible for configuration audits. Supports audits to verify that requirements of all baselines have been met by the as-built software. Supports the Software Quality Assurance process audits.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Four years experience of increasing complexity with data management or configuration management in the field of software development or communications engineering. Has experience with current and emerging technologies.

C.7.8.3 Skill Level 82 - Data/Configuration Management Specialist (Associate)

Supports configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Supports configuration planning. Identifies and maintains the original configuration of requirements documentation, design documentation, software, and related documentation. Responsible for configuration change control. Supports the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in product documents and software and reports changes and current configuration. Responsible for configuration audits. Supports audits to verify that requirements of all baselines have been met by the as-built software. Supports the Software Quality Assurance process audits.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Two years experience with data management or configuration management in the field of software development or communications engineering. Has familiarity with current and emerging technologies.

C.7.9 Test/Hardware Engineering Series

C.7.9.1 Skill Level 90 - Test Engineer (Senior)

Subject matter expert providing testing expertise in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Responsible for ensuring that the test design and documentation support all applicable client, agency or industry standards time lines and budgets. Responsible for ensuring that testing conclusions and recommendations are fully supported by test results, and project managers are fully informed of testing status and application deviations from documented user requirements.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Seven years of intensive and progressive experience in a computer related field. Four years within the last eight calendar years of intensive and progressive experience in performing software testing for complex to highly complex software hardware applications and/or systems.

C.7.9.2 Skill Level 91 - Test Engineer (Intermediate)

Performs analysis of documented user requirements and directs or assists in the design of test plans in support of user requirements for moderately complex to complex software/hardware applications. Reviews user application system requirements documentation; designs, defines and documents unit and application test plans; Transforms test plans into test scripts and executes those scripts. May participate in all phases of risk management assessment and software/hardware development under the direction of a Senior Test Engineer. Responsible for ensuring proper execution of test scripts, and documentation of test results in test logs or defect tracking systems. Responsible for ensuring that the test designs and documentation support all applicable client, agency or industry standards, time lines and budgets. Responsible for the development of test data to be used in performing the required tests. Responsible that testing conclusions and recommendations are fully supported by test results, and those project managers are fully informed or testing status and application deviations from documented user

requirements. Responsible for/or assists in the analysis of test results, documents conclusions and makes recommendations as supported by such analysis.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Five years of intensive and progressive experience in a computer related field. Three years within the last six calendar years of intensive and progressive experience in performing software testing for moderately complex to complex software hardware applications and/or systems.

C.7.9.3 Skill Level 92 - Test Engineer (Associate)

Performs formal system testing activities for a particular project or subset of a larger project under supervision of more experienced test personnel. May participate in support of user requirements for simple to moderately complex software/hardware applications under the direction of a Senior Test Engineer. Executes defined test cases and procedures as detailed in the test documentation. Assists with the collection of data and technical information used in the development of test documentation. Assist in the development of test data to be used in performing required tests. Responsible for Documentation of test results in the proper logs and/or tracking systems. Participates in selected phases of risk management assessment and software/hardware development under the direction of more experienced personnel. May participate in the development of test scripts and is responsible for ensuring proper execution of those test scripts. Under the direction of more experienced personnel, may be responsible for ensuring that test designs and documentation supports selected client, agency or industry standards and time lines. Responsible for ensuring that testing conclusions and recommendations are supported by test results. Responsible for or assists in the analysis of test results and documents conclusions.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Two years of intensive and progressive experience in a computer related field. One year must be experience in performing software testing of simple to moderately complex software hardware applications and/or systems.

C.7.9.4 Skill Level 93 – Hardware Engineer (Senior)

Provides functional and empirical analysis related to the design, development, and implementation of hardware for products including, but not limited to, the circuit design of components, development of structure specifications of a personal computer, and the design of a computer display unit. Participates in the development of test strategies, devices, and systems. Possesses and applies a comprehensive knowledge of a particular field of specialization to the completion of significant assignments. Plans and conducts assignments, generally involving the

larger and more important projects or more than one project. Evaluates progress and results and recommends major changes in procedures. May lead or direct projects.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Ten years of intensive and progressive experience in a computer related field including development and design of complex hardware and communications systems.

C.7.9.5 Skill Level 94– Hardware Engineer (Intermediate)

Provides functional and empirical analysis related to the design, development, and implementation of hardware for products including, but not limited to, the circuit design of components, development of structure specifications of a personal computer, and the design of a computer display unit. Participates in the development of test strategies, devices, and systems. Possesses and applies a comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Under general supervision, plans, conducts and supervises assignments. Reviews progress and evaluates results. Recommends changes in procedures. Plans and assigns personnel for given projects or tasks.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Five years of intensive and progressive experience in a computer related field including development and design of complex hardware and communications systems.

C.7.9.6 Skill Level 95 – Hardware Engineer (Associate)

Provides functional and empirical analysis related to the design, development, and implementation of hardware for products including, but not limited to, the circuit design of components, development of structure specifications of a personal computer, and the design of a computer display unit. Participates in the development of test strategies, devices, and systems. Knows and uses well the fundamental concepts, practices, and procedures of a particular field of specialization. Under supervision, performs work that is varied and that may be somewhat difficult in character, but usually involves limited responsibility.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Two years of intensive and progressive experience in a computer related field including development and design of hardware and communications systems.

C.7.10 Client Relationship Management/Call Center Series

C.7.10.1 Skill Level 100 - Executive Project Manager

Responsible for and leads team on large complex projects Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Possesses expert knowledge of business processes.. Responsible for performance, cost, scope, schedule, quality, and appropriate business measurements for their project, according to their project charter. Has extensive professional knowledge of market segment/industry/technology/discipline trends. Works with client to identify business requirements and develops the proposal. Subsequently leads a team in the initiating, planning, controlling, executing, and closing tasks of a project (or segment of a project) to produce the solution deliverable. Execute a wide range of process activities beginning with the request for proposal through development, test, and final delivery. Anticipates future customer, industry, and business trends. Applies this understanding to complex problems to meet project objectives. As appropriate, challenges the validity of given procedures and processes with a view toward enhancement or improvement. Analyzes information and situations and implements actions independently and or through the management team, to ensure project objectives are met. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools and solution components. Possesses significant breadth of knowledge in business matters, finance, planning, and forecasting and personnel order to manage team staff and business matters.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of the information sciences.

Experience Requirements: Eleven years of intensive and progressive experience demonstrating the required proficiency levels related to task Education may be substituted with 15 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

C.7.10.2 Skill Level 101 - Senior Project Manager

Responsible for large projects or significant segment of a large complex project. Leads team on large projects or significant segment of large complex projects. Translate customer requirements into formal agreements and plans to culminate in customer acceptance of results, or have acceptance in the targeted market, while meeting business objectives. Works with client to identify business requirements and develops the proposal. Subsequently leads a team in the initiating, planning, controlling, executing, and closing tasks of a project or segment of a project to produce the solution deliverable. Execute a wide range of process activities beginning with the request for proposal through development, test and final delivery. Formulates partnerships between customer, suppliers and staff. Anticipates potential project related problems. Utilizes refined techniques for identifying, eliminating or mitigating solution, project, and business risk. Understands customer, industry and business trends. Applies this understanding to meet project

objectives. As appropriate, challenges the validity of given procedures and processes with a view toward enhancement or improvement. Analyzes information and situations and implement actions, independently and or through the management team to ensure project objectives are met. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of the information sciences.

Experience Requirements: Six years of intensive and progressive experience demonstrating the required proficiency levels related to task. Education may be substituted with 10 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

C.7.10.3 Skill Level 102 - Senior Consultant

The senior consultant manages the project work as defined by the client contract. Will lead medium to large complex projects and major phases of very large projects. The senior consultant will manage the fact finding, analysis, and development of hypothesis/ conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to client expectations on time and to budget. Has expert knowledge of practice, consulting group and matrixed organization operations and business objectives. Has in-depth knowledge of market/ industry and service line.

Educational Requirements: Bachelors degree from an accredited college or university which provides substantial knowledge of the information sciences.

Experience Requirements: Six years of intensive and progressive experience demonstrating the required proficiency levels related to task. Education may be substituted with 10 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

C.7.10.4 Skill Level 103 - Consultant

Leads major portions of large or medium projects, and leads small projects autonomously. Gathers facts through research, interviewing, surveys, etc. analyze the client's business, draw conclusions, prepare final reports and gives presentations. Is proficient in the use of key analysis and graphics tools. Uses in-depth consultative skills and business knowledge based on accumulated experience and education aligned to practice business objectives and processes.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of the information sciences.

Experience Requirements: Five years of intensive and progressive experience demonstrating the required proficiency levels related to task. Education may be substituted with 9 years of

intensive and progressive experience demonstrating the required proficiency levels related to task.

C.7.10.5 (reserved)

C.7.10.6 (reserved)

C.7.10.7 Skill Level 106 – Call Center/Help Desk Manager

Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems, and call center support for agency programs.

Educational Requirements: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Experience Requirements: This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

1. With a Master's degree (in the fields described above): five years general experience of which at least three years must be specialized experience is required.
2. With ten years general experience of which at least eight years is specialized, a degree is not required.

C.7.10.8 Skill Level 107 – Call Center/Help Desk Specialist

Provides phone and in-person support to users in problem solving activities using information center tools. May also include support in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this task or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems and call center support for agency programs.

Educational Requirements: An Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required.

Experience Requirements: This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work

on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

1. With a Bachelor's degree (in the fields described above): four years general experience of which at least two years must be specialized experience is required.

2. With eight years general experience of which at least six years is specialized, a degree is not required.

C.7.10.9 Skill Level 108 - Information Center Manager

Responsible for all information center related activities. Surveys market for new user-friendly software products, selects products and coordinated installation and implementation. Prepares procedures for documentation and training on these products for users. Surveys market for personal computers, mini computers and decision support systems to review applicability to the organization.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics - intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Five years of increasingly complex task related experience.

C.7.10.10 Skill Level 109 – Information Center Consultant

Under general direction of Information Center Manager, may support unlimited end user groups. Works with users to solve problems with available technology including: hardware, software and peripherals. Studies and analyzes system needs, trains users on software and hardware, handles troubleshooting and provides quality assurance review of user systems. Acts as project manager, typically performs time estimates and regularly review status of projects. May have specialization in particular software that would be utilized in an end user environment. Keeps abreast of technological developments and may install new hardware and software for user groups.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Two years of increasingly complex task related experience

C.7.10.11 Skill Level 110 – Information Center Specialist

Under general direction, advises and assists users in problem-solving activities using information center tools. Assists in the selection and installation of information center tools. Evaluates new and existing software products. Competent to work at the highest technical level of all phases of information center activities. Typically reports to Information Center Manager.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or is a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: No task related experience required.

C.7.10.12 Skill Level 111 – Telecommunications/Communications Network/Information Center Help Desk Supervisor

Supervises the help desk staff in the activities associated with the identification, prioritization and resolution of network problems. Refers problems to vendor or in-house staff for resolution as required; tracks and monitors response/resolution time; verifies user acceptance. May coordinate with billing staff to assure accuracy of charges from vendors/carriers. Requires a strong understanding of the technical aspects of voice and/or data communications and LAN/WAN telecommunications/communications including switching equipment, vendors, networking, network components, user training, installation and customer service.

Educational Requirements: High school graduate with an applicable certificate from an accredited institution.

Experience Requirements: Requires five years telecommunications/communications engineering and implementation or operations experience.

C.7.10.13 Skill Level 112 – Information Center/Help Desk Coordinator (Senior)

Responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation and follow-up steps. Requires experience and understanding of MIS environment. Is able to resolve less complex problems immediately, while more complex problems are assigned to second level support or supervisor. Typically involves use of problem management database and help desk system. May provide guidance/training for less experienced personnel.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years task related experience

C.7.10.14 Skill Level 113 – Information Center/Help Desk Coordinator

Under immediate direction of the Help Desk Manager or senior help desk personnel, respond to and diagnoses problems through discussion with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to a second-level support, senior coordinator or supervisor. May involve use of problem management database and help desk systems.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: One year of task related experience.

C.7.10.15 Skill Level 114 – Data Communication Manager

Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation and support of distributed processing client/server systems. Provides coordination in the analysis, acquisition and installation of hardware, software, and facilities. Manages the training and efforts of a staff engaged in systems and network planning, analysis, and monitoring activities.

Educational Requirements: High school graduate with applicable training certificate from an accredited training institution.

Experience Requirements: Requires 10 years experience in software/hardware LAN and WAN network design and analysis.

C.7.10.16 Skill Level 115 – Voice Communication Manager

Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation and support of voice communications systems. Provides coordination in the analysis, acquisition and installation of remote hardware and software. Interfaces with internal/external customers and vendors to determine system needs. Manages the training and efforts of a staff responsible for system and network planning and analysis activities. May include billing/chargeback responsibilities.

Educational Requirements: High school graduate with applicable training certificate from an accredited training institution.

Experience Requirements: Requires 10 years experience in software/hardware voice network design and analysis usually in a telephone operating company.

C.7.10.17 Skill Level 116 – Communication Analyst (Senior)

Under general direction, assists in the planning, design, and implementation of communications networks. Responsible primarily for the assessment and optimization of network design through

review and assessment of user needs, conducts feasibility studies for large projects, develops requests for proposals, evaluates vendor products and makes recommendations on selection. May function as lead position providing guidance and training to less experienced analyst.

Educational Requirements: High school graduate with applicable training certificate from an accredited training institution.

Experience Requirements: Requires 7 years experience in telecommunications/communications, with strong emphasis in network design, traffic engineering, equipment vendors, and carriers.

C.7.10.18 Skill Level 117 – Communication Analyst (Intermediate)

Plans, designs, and implements communication networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs; may conduct feasibility studies for projects; may assist in the evaluation and selection of equipment.

Educational Requirements: High school graduate with applicable training certificate from an accredited training institution.

Experience Requirements: Requires 3 years experience in telecommunications/communications, with strong emphasis in network design, traffic engineering, equipment vendors, and carriers.

C.7.10.19 Skill Level 118 – Cable Installer

Will perform or oversee installation of cables such as telephone, coaxial and fiber optic, including vertical and horizontal cable pairs to the desktop. Locates and diagnoses signal transmission defects using various test equipment and visual inspection. Uses tools and related test equipment, ground power equipment, and pressure equipment. Prepares necessary written reports. Is expected to communicate effectively with technical and management personnel as required.

Educational Requirements: High school graduate with applicable training certificate from an accredited training institution.

Experience Requirements: Requires 1 year experience in installing, modifying, and troubleshooting aerial and underground copper and fiber optic cable.

C.7.10.20 Skill Level 119A – Communications Installer (Senior)

Will perform complex activities involved with the implementation of communications media to include installation, testing, troubleshooting and repair of equipment. Media may include cables such as telephone, coaxial and fiber optic, wireless, RF, light and new and emerging technologies. Locates and diagnoses signal transmission defects using various test equipment

and visual inspection of the media. Uses tools and related test equipment, ground power equipment, and pressure equipment. Prepares necessary written reports. Is expected to communicate effectively with technical and management personnel as required. Installations must be accomplished to comply with applicable codes and technical specifications. Installs media with a high degree of technical competency or complexity.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Five years of experience in installing, modifying, and troubleshooting communications media and applicable certificate(s).

C.7.10.21 Skill Level 119B - Communications Installer (Intermediate)

Will perform complex activities involved with the implementation of communications media to include installation, testing, troubleshooting and repair of equipment. Media may include cables such as telephone, coaxial and fiber optic, wireless, RF, light and new and emerging technologies. Locates and diagnoses signal transmission defects using various test equipment and visual inspection of the media. Uses tools and related test equipment, ground power equipment, and pressure equipment. Prepares necessary written reports. Is expected to communicate effectively with technical and management personnel as required. Installations must be accomplished to comply with applicable codes and technical specifications. Installs media with a moderate degree of technical competency or complexity

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years of experience in installing, modifying, and troubleshooting communications media and applicable certificate(s).

C.7.10.22 Skill Level 119C - Communications Installer (Associate)

Will perform complex activities involved with the implementation of communications media to include installation, testing, troubleshooting and repair of equipment. Media may include cables such as telephone, coaxial and fiber optic, wireless, RF, light and new and emerging technologies. Locates and diagnoses signal transmission defects using various test equipment and visual inspection of the media. Uses tools and related test equipment, ground power equipment, and pressure equipment. Prepares necessary written reports. Is expected to communicate effectively with technical and management personnel as required. Installations must be accomplished to comply with applicable codes and technical specifications. Installs media with a basic degree of technical competency or complexity.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: One year of experience in installing, modifying, and troubleshooting communications media and applicable certificate(s).

C.7.11 Enterprise Resource Planning (ERP) Series

C.7.11.1 Skill Level 120 - Principal Industry/Functional Area Expert

Recognized for strong expertise in industry issues and trends. Utilize functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Examples of the functional areas would include Human Resources, Finance, Supply, Service, etc. Work with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guide the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generate functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participate in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as ERP implementations.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Activities related to the enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, system security, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, information dissemination, planning to encompass the strategy, architecture and methodology for an enterprise modernization effort; selection, implementation and measure of packaged solutions for enterprise modernization; complete integration of applications with target data and defined processes.

Educational Requirement: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Ten years or Master's degree and 6 years or PhD and 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

C.7.11.2 Skill Level 121 - Senior Industry/Functional Area Specialist

Recognized for understanding and communicating common best practices for the industry. Utilize a knowledge base to create conceptual business models and to point out relevant issues and considerations in selecting application software packages, such as those provided by ERP vendors. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Examples of the functional areas would include Human Resources, Finance, Supply, Service, Security, etc. Work with senior managers to provide industry vision and guidance with regard to their industry. Lead the determination and

classification of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Activities related to the enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, system security data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, information dissemination, planning to encompass the strategy, architecture and methodology for an enterprise modernization effort; selection, implementation and measure of packaged solutions for enterprise modernization; complete integration of applications with target data and defined processes.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Bachelor's degree and 6 years or Master's degree and 4 years or PhD and 2 years of general IT experience, including formal training and 2 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

C.7.11.3 Skill Level 122 - Principal ERP Product Expert

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

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Activities related to the enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, system security, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, information dissemination, planning to encompass the strategy, architecture and methodology for an enterprise modernization effort; selection, implementation and measure of packaged solutions for enterprise modernization; complete integration of applications with target data and defined processes.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Ten years or Master's degree and 6 years or PhD and 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

C.7.11.4 Skill Level 123 - Senior ERP Product Specialist

Recognized for enterprise application implementation expertise, such as with specific ERP products, across functional business areas within an organization. Utilize technical area expertise to assess, select, manage and implement enterprise application components, and to ensure that the technical solution solves the business problem as an organic part of the organization's operational and functional baseline. Examples of the functional areas would include Human Resources, Finance, Supply, Service, Security, etc. Focus is in a specific product or technology family of technologies on multiple platforms, which is supplemented with a clear understanding of the business requirements and related applications issues. Work with product specialists to brief senior managers and end users on applications integration/functionality within the enterprise. Determine those technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support technical strategies that will improve productivity across functional areas within the organization. Educate others with regard to product-specific best practices. Lead enterprise applications integration efforts and oversee the validation of associated work products.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Activities related to the enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, system security, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, information dissemination, planning to encompass the strategy, architecture and methodology for an enterprise modernization effort; selection, implementation and measure of packaged solutions for enterprise modernization; complete integration of applications with target data and defined processes.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Six years or Master's degree and 6 years or PhD and 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

C.7.11.5 Skill Level 124 - Principal ERP Business/Architectural Expert

Recognized for business and/or architectural expertise with regard to effectively adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Work with senior managers and executives to provide vision and strategic direction for those functional areas that support the defined business disciplines within the enterprise, and to provide insight into selecting the enterprise applications (such as ERP products) that set the direction and establish an approach for a technical solution. Analyzes ERP gap analysis and architecture for full-scale implementation. Designs ERP application interfaces and the solution infrastructure baseline across the functional areas of interest. Manages ERP development, implementation, integration, testing and follow on support. While considering the needs of specific business areas, as well as those of the enterprise, provide expertise on technology and industry trends that will affect enterprise solution sets, including technical platforms and network architectures. Lead technical design reviews, validate enterprise approaches, define application systems that support redesigned or improved business processes, recommend technical architectures that lead to comprehensive business solutions, and assess work products. Updates and debugs system problems to ensure functionality. Also responsible for developing and educating others with regard to the solution set for business and/or architecture-specific best practices.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Activities related to the enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, information dissemination, planning to encompass the strategy, architecture and methodology for an enterprise modernization effort; selection, implementation and measure of packaged solutions for enterprise modernization; complete integration of applications with target data and defined processes.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Ten years or Master's degree and 6 years or PhD and 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

C.7.11.6 Skill Level 125 - Senior ERP Specialist

Business and/or architectural expertise with regard to ensuring functional business requirements and process issues are resolved using comprehensive enterprise applications solution sets.

Duties could include the following: works with senior managers to identify and solve functional area issues, design business area solutions, develop conceptual business models, translate functional area business requirements into technical requirements, and support the design and implementation of enterprise application solution sets (such as those provided by ERP products). Plans or generates data bases and/or data models that are the results of business systems planning and data requirements planning. Provides the future business strategies as seen from a data point of view for the systems development and data base administration groups. Analyzes the enterprise information system baseline and perform a "gap analysis" between the baseline, the user operational requirements and the operating capability of enterprise application product sets.

Establishes requirements associated with the "gap analysis" to develop enterprise wide systems that support organizational goals and missions. The Design Architecture includes the entire application, database, interface and communications infrastructure necessary to provide for present and future operational needs. Generates business architecture alternatives that address the technology and industry trends affecting enterprise solution sets. Reviews all implementation and support activities and provides technical direction to the programming functions. Supports technical design reviews, enterprise approach validations, and work product assessments. Supports the delivery of technical and business solutions based upon enterprise applications (ERP products based), and working independently to develop enterprise-based programs of medium to high complexity. Activities include the development, integration and deployment of enterprise solutions.

Supports enterprise applications programming, workshops, documentation, training and user support. Produces business solution models, technical work products, unit-tested code, instructional courseware, data structures, user interfaces, documentation and enhanced logical processes that will effectively utilize enterprise applications. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Activities related to the enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, information dissemination, planning to encompass the strategy, architecture and methodology for an enterprise modernization effort; selection, implementation and measure of packaged solutions for enterprise modernization; complete integration of applications with target data and defined processes.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Seven years or Master's degree and 6 years or PhD and 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

C.7.11.7 Skill Level 126 - ERP Analyst/Modeler

Performs business and technical analyst functions and/or modeling to support the delivery of technical and business solutions based on enterprise applications (ERP products based). Duties include one or more of the following: workshop facilitation, business process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development, unit testing of the application code (ERP product) from a technical perspective, work group/work session participation, delivery of technical and business solutions, independently develops enterprise-based programs of medium to high complexity, utilizes functional area expertise to create data base models and to assess the operational and functional data baseline.

Works with senior managers to provide industry vision and strategic direction with regard to their data enterprise, provides input for systems development and data base, administration groups from a data point of view, performs business and technical designer functions, including making contributions to both the business and technical architecture components of the enterprise solution, supporting industry/functional area/business process specialists and experts, supporting architecture/product/technology specialists and experts, reviews/assesses enterprise solution products for accuracy and consistency.

Efforts include: the development, integration and deployment of enterprise solutions, enterprise applications programming, workshops, documentation, training and user support. Efforts can produce business solution models, data requirements plans, technical work products, unit-tested code, instructional courseware, data structures, user interfaces, documentation and enhanced logical processes that will effectively utilize enterprise applications.

Activities related to the enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, information dissemination, planning to encompass the strategy, architecture and methodology for an enterprise modernization effort; selection, implementation and measure of packaged solutions for enterprise modernization; complete integration of applications with target data and defined processes.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Four years of general IT experience, including formal training and 1 years experience in BPR methods, plus training and 1 year experience in data bases such as ORACLE, M204, SYBASE, INFORMIX, DB2, etc..

C.7.12 Business Consulting Series

C.7.12.1 Skill Level 130 - Principal Business Process Reengineering Specialist

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Researches, collects, and verifies data and translates it into knowledge for use in public policies and regulations. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

Educational Requirements: A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related scientific or technical discipline.

Experience Requirements: This position requires a minimum of ten years experience, of which at least seven years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineering Specialist.

With a Ph.D. (in the fields described above): eight years general experience of which at least six years must be specialized experience is required.

With a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and 12 years general experience of which at least nine must be specialized experience, a Masters degree is not required.

C.7.12.2 Skill Level 131 - Senior Business Case Analyst

Develops formulas for calculating existing and future costs, researches current financial indices, develops details of actual cost of IT system using standard quantitative analyses. Develops and documents assumptions. Prepares investment analysis reports.

Educational Requirements: MBA required.

Experience Requirements: MBA and 10 years experience in accounting and investment analysis, broad understanding of Government accounting methodologies, generally accepted accounting practices, investment analyses including opportunity costs, time value of money, etc.

C.7.12.3 Skill Level 132 - Business Case Analysis Specialist

Identifies costs for existing IT systems (maintenance, operations, etc). Identifies life cycle costs for proposed IT systems (development, operations, maintenance). Identifies cost savings/cost avoidance associated with retirement of old system or improved performance of new system. Briefs senior Government executives on analyses.

Educational Requirements: MBA required.

Experience Requirements: MBA and five years experience in accounting and investment analysis, in-depth understanding of Government accounting methodologies, generally accepted accounting practices, and investment analyses including opportunity costs, time value of money, etc.

C.7.12.4 Skill Level 133 - Business/Mission Continuity Planning/Event Manager

Responsible for development, testing, and implementation, as required, of the Business Continuity Plan (BCP) to preserve the integrity of an organization. Duties include, but are not limited to, the following:

- Designs and develops the Business Continuity Plan;
- Works with Business Process Reengineering-type specialists;
- Works with Enterprise Resource Planning-type specialists to identify key personnel and critical staffing levels;
- Works with organization executives to recommend a rank ordering of the organization's business processes with respect to the relative importance within the organization's business domain;
- Recommends the rank ordering of the organization's business processes with respect to vulnerability,
- Works with Information Security-type specialists to conduct threat, risk, vulnerability & interoperability assessments, and recommends disaster recovery strategies of both the IT and critical infrastructures supporting the business processes;
- Facilitates information assurance and disaster recovery planning;
- Evaluates the potential impact on the organization's business/mission processes in relation to the information assurance and disaster recovery plans;
- Develops test plans and supports conducting the tests of the BCP;
- Develops the associated maintenance program to ensure BCP currency.

Educational Requirements: Bachelor's degree from an accredited college or university in business, computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Eight years of progressive and intensive experience managing, with at least two years of relevant experience in a position with duties commensurate to those defined in the task order requirement, or five years of specialized experience in a position with duties commensurate to those defined in the task order requirement.

C.7.12.5 Skill Level 134 - Business/Mission Continuity Planning/Event Analyst

Assists in research and fact-finding to develop or modify business continuity plans. Assists in preparing detailed analyses of business/mission processes including interoperability. Assists in performance of statistical and financial analyses. Assists in preparing the business continuity plan. Assists in developing scenarios and scripts for validating business continuity plans. Performs business continuity plan testing support.

Educational Requirements: Bachelor's degree from an accredited college or university in business, computer science, information systems, engineering, scientific or a mathematics-intensive discipline is desired.

Experience Requirements: Three years of experience in supporting business continuity planning.

C.7.13 Education and Training Series

C.7.13.1 Skill Level 140 - Instructional Technologist (Senior)

Assesses, designs and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement and distance learning.

Utilizes various iterative process-improvement and best methodologies in applied psychology, psychometrics, human factors engineering, educational measurement, and other related disciplines. Develops and maintains knowledge bases, conduct applied and advanced research methodologies, develop tests, surveys, training materials, data collection measures, statistical and other analysis, and identifies, conceptualizes and secures new research and development areas.

Educational Requirements: Master's degree from an accredited college or university with a curriculum or major field of study, which provides substantial knowledge relevant to the task order.

Experience Requirements: Five years intensive or progressive experience in the individual's field of study or specialization.

C.7.13.2 Skill Level 141 - Instructional Technologist

Develops, implements, and maintains training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement and distance learning.

Utilizes various iterative process-improvement and best methodologies in applied psychology, psychometrics, educational measurement, and other related disciplines. Develops and maintains knowledge bases, conduct applied and advanced research methodologies, develop tests, surveys, training materials, data collection measures, statistical and other analysis, and identify, conceptualize and secure new research and development areas.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge relevant to the task order.

Experience Requirements: Two years intensive or progressive experience in the individual's field of study or specialization. Master's degree may be substituted for experience requirement.

C.7.13.3 Skill Level 142 - Curriculum Developer (Senior)

Formulates and defines system scope and objectives. Prepares detailed specifications for programs. Designs, develops, tests, debugs and documents programs. Experience developing content and storyboards for computer-based multimedia training, video scripts, audiotape scripts, or web-based training. Works at the highest technical level of all phases of web based technologies and thorough knowledge software such as, HTML, PhotoShop, Illustrator, Visual Basic, Java, and or other design and or developer-related applications, systems analysis and programming activities.

Assists in research and fact-finding to develop, refresh, or modify training information systems. Assists in preparing detailed specifications for programs. Designs, codes, tests, debugs, documents and maintains programs.

Provides program support to include the testing and installation of computers, peripherals, and/or other hardware, including the installation of enhancements and upgraded versions; and/or program support to include the installation, and documentation of client developed and/or commercially available software, including the installation of enhancements and upgraded versions.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in course development, training development/instructional design is closely related to the work to be completed and/or in a computer science, information system, a physical science, engineering or a

mathematics - intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Five years of increasingly complex and progressive experience in performing systems analysis, development, and implementation for business, mathematical, engineering or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

C.7.13.4 Skill Level 143 - Curriculum Developer

Supports in the formulation and definition system scope and objectives. Prepares detailed specifications for programs. Designs, develops, tests, debugs and documents programs. Experience developing content and storyboards for computer-based multimedia training, video scripts, audiotape scripts, or web-based training is preferred. Works at the highest technical level of all phases of web based technologies and thorough knowledge of HTML, PhotoShop, Illustrator, and or other design-related applications, systems analysis and programming activities

Assists in research and fact-finding to develop, refresh, or modify training information systems. Assists in preparing detailed specifications for programs. Designs, codes, tests, debugs, documents and maintains programs.

Provides program support to include the testing and installation of computers, web sites, peripherals, and/or other hardware, including the installation of enhancements and upgraded versions; and/or program support to include the installation, and documentation of client developed and/or commercially available software, including the installation of enhancements and upgraded versions.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in course development, training development/instructional design is closely related to the work to be completed and/or in a computer science, information system, a physical science, engineering or a mathematics - intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Two years of increasingly complex and progressive experience in performing systems analysis, development, and implementation for business, mathematical, engineering or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, and emerging technologies

C.7.13.5 Skill Level 144 - Training Facilitator (Senior)

Conducts research necessary to develop and revise comprehensive courses and prepares appropriate training catalogs and materials. Prepares all training material (course outline, background material, and training aids). Prepares all student material (course manuals, workbooks, handouts, exercises, completion certificates and course critique forms. Provides support including but not limited to trains the trainer, conducts formal classroom training courses, course facilitation, on-line facilitation, CBT's, web-based instruction, workshops,

exercises, and seminars. Provides daily supervision and direction to staff. Demonstrates excellent interpersonal written and oral communication skills. Maintain currency in the area of expertise and will be expected to function as an expert in the specialty field.

Educational Requirements: Bachelor's degree from an accredited college or university in education, training or related field of study which provides substantial knowledge in the area of expertise.

Experience Requirements: Five years experience of which a minimum of 2 years must be specialized in the delivery of training instruction and services.

C.7.13.6 Skill Level 145 - Training Facilitator

Trains personnel by utilizing various forums, such as formal classroom training courses, course facilitation, on-line facilitation, CBTs, web-based instruction, workshops, exercises, and seminars. Prepares all training material, such as but not limited to course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids. Maintain currency in the area of expertise and will be expected to function as an expert in the specialty field.

Educational Requirements: Bachelor's degree from an accredited college or university in education, training or related field of study which provides substantial knowledge in the area of expertise or high school graduate plus four years specialized experience.

Experience Requirements: Two years task related experience.

C.7.14 Information Assurance Series

C.7.14.1 Skill Level 150 - Information Assurance Consulting Engineer (Principal)

Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Provides leadership and guidance in the development, design and application of solutions implemented by more junior staff members. Coordinates with senior representatives within the customer organizations to establish and define programs, resources and risks. Applies expertise to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Examples could include classified intelligence, access control, biometrics, intrusion detection, and command and control-related networks and smart card technologies.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Educational Requirements: Master's degree from an accredited college or university in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical disciplines. Requires an expert understanding of security policy advocated by the U.S. Government.

Experience Requirements: This position requires 15 years of substantial experience in development and implementation of information assurance technology programs and policy.

C.7.14.2 Skill Level 151 - Information Assurance Consulting Engineer (Senior)

Establishes and satisfies system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Provides leadership and guidance in the development, design and application of solutions implemented by more junior staff members. May have management responsibilities when assigned. Coordinates with senior representatives within the customer organizations to address program goals, milestones, resources and risks. Applies expertise to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Examples could include classified intelligence, access control, biometrics, intrusion detection, and command and control-related networks and smart card technologies.

Educational Requirements: Master's degree from an accredited college or university in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical disciplines. Requires an expert understanding of security policy advocated by the U.S. Government.

Experience Requirements: This position requires 10 years of substantial experience in development and implementation of information assurance technology programs and policy.

C.7.14.3 Skill Level 152 - Information Assurance Development Engineer (Senior)

Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Performs risk analyses of computer systems and applications during all phases of the system development life cycle.

Educational Requirements: Bachelor's degree from an accredited college or university in Electrical Engineering, Computer Science, or a related field.

Experience Requirements: This position requires a minimum of seven years of substantial experience in the design and development of SECURE command/control/ communications and intelligence (C31) and/or SECURE command/control/ communications/computer and intelligence (C41) systems or experience in providing information system security support for

such systems. General experience includes information system requirements analysis, system design, implementation, and testing.

C.7.14.4 Skill Level 153 - Information Assurance Development Engineer (Intermediate)

Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Performs risk analyses of computer systems and applications during all phases of the system development life cycle.

Educational Requirements: Bachelor's degree from an accredited college or university in Electrical Engineering, Computer Science, or a related field.

Experience Requirements: This position requires a minimum of five years of substantial experience in the design and development of SECURE command/control/communications and intelligence (C31) and/or SECURE command/control/communications/computer and intelligence (C41) systems or experience in providing information system security support for such systems. General experience includes information system requirements analysis, system design, implementation, and testing.

C.7.14.5 Skill Level 154 - Information Assurance Systems Specialist (Senior)

Provides customer support in solving all phases of complex information assurance-related technical problems. Reviews and recommends information assurance solutions to customer problems based on an understanding of products/systems test results. Conducts systems security analysis and implementation, system engineering, electrical design, design assurance, testing, software engineering, program design, configuration management, integration and testing of information assurance products and techniques. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging security technologies and future trends in support of information system and network security. Insures that information assurance solutions are fully compatible with or engineered into the customer's network design.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines and able to work on multiple tasks.

Educational Requirements: Bachelor's degree from an accredited college or university in electrical, electronic or computer engineering; computer science; or a related field.

Experience Requirements: This position requires a minimum of seven years' experience.

C.7.14.6 Skill Level 155 - Information Assurance Systems Specialist (Intermediate)

Provides customer support in solving phases of complex Information assurance-related technical problems. Reviews and recommends information assurance solutions to customer problems based on an understanding of products/systems test results. Conducts systems security analysis and implementation, system engineering, electrical design, design assurance, testing, software engineering, program design, configuration management, integration and testing of information assurance products and techniques. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging security technologies and future trends in support of information system and network security.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines and able to work on multiple tasks.

Educational Requirements: Bachelor's degree from an accredited college or university in electrical, electronic or computer engineering, computer science, or a related field.

Experience Requirements: This position requires a minimum of five years task related experience.

C.7.14.7 Skill Level 156 - Information Assurance Systems Specialist (Associate)

Provides customer support in solving low-level information assurance-related technical problems. Conducts systems security analysis and implementation, testing, configuration management, and testing of information assurance products and techniques. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging security technologies and future trends in support of information system and network security.

Educational Requirements: Bachelor's degree from an accredited college or university in electrical, electronic or computer engineering, computer science, or a related field.

Experience Requirements: This position requires a minimum of two years task related experience.

C.7.14.8 Skill Level 157 - Information Assurance Network Specialist (Senior)

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Supports the integration of information assurance solutions and technologies into networks with particular attention to protocols, interfaces, and system design. Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Responsible for integration and implementation of the network security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the

products/systems under test. Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Performs risk analyses of computer systems and applications during all phases of the system development life cycle. Applies principles, methods, and knowledge of security to specific areas task order requirements. Test developed systems at each point of entry for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources; vulnerability to electronic disruption.

Educational Requirements: Bachelor's degree from an accredited college or university in electrical, electronic or computer engineering, computer science, or a related field.

Experience Requirements: This position requires a minimum of seven years of substantial experience in system security analysis and implementation; design assurance or testing for information assurance products and systems; integration or testing for information assurance products and systems. Experience in heterogeneous computer networking technology and work in protocol and/or interface standards specification is recommended.

C.7.14.9 Skill Level 158 - Information Assurance Network Specialist (Intermediate)

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Supports the integration of information assurance solutions and technologies into networks with particular attention to protocols, interfaces, and system design. Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Responsible for integration and implementation of the network security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Performs risk analyses of computer systems and applications during all phases of the system development life cycle. Applies principles, methods, and knowledge of security to specific areas task order requirements. Test developed systems at each point of entry for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources; vulnerability to electronic disruption.

Educational Requirements: Bachelor's degree from an accredited college or university in electrical, electronic or computer engineering, computer science, or a related field.

Experience Requirements: This position requires a minimum of five years of substantial experience system security analysis and implementation; design assurance or testing for information assurance products and systems; integration or testing for information assurance products and systems.

C.7.14.10 Skill Level 159 - Information Assurance Network Specialist (Associate)

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Supports the integration of information assurance solutions and technologies into networks with particular attention to protocols, interfaces, and system design. Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Supports vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Supports risk analyses of computer systems and applications during all phases of the system development life cycle. Applies principles, methods, and knowledge of security to specific areas task order requirements. Test developed systems at each point of entry for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources; vulnerability to electronic disruption.

Educational Requirements: Bachelor's degree from an accredited college or university in electrical, electronic or computer engineering; computer science; or a related field.

Experience Requirements: This position requires a minimum of two years of substantial experience in system security analysis and implementation; design assurance or testing for information assurance products and systems; integration or testing for information assurance products and systems.

C.7.14.11 Skill Level 160 - Information Security Business Analyst (Senior)

Provides technical knowledge and analysis of highly specialized business environments that are part of information assurance projects, such as e-commerce and critical infrastructure. Also provides high-level functional systems analysis and implementation advice on complex problems which require extensive knowledge of the subject matter for effective implementation. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced business, management and administrative principles and methods to exceptionally difficult technical problems in Government information assurance programs.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge useful in managing large, complex IT projects, or is closely related to the work to be automated.

Experience Requirements: Seven years of substantial experience in the individual's field of study and specialization.

C.7.14.12 Skill Level 161 - Information Security Business Analyst (Intermediate)

Provides technical knowledge and analysis of highly specialized business environments that are part of information assurance projects, such as e-commerce and critical infrastructure. Also provides high-level functional systems analysis and implementation advice on exceptionally complex problems which require extensive knowledge of the subject matter for effective implementation. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements, advanced business, management and administrative principles and methods to exceptionally difficult technical problems in Government information assurance programs.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge useful in managing large, complex IT projects, or is closely related to the work to be automated.

Experience Requirements: Five years of progressive experience in the individual's field of study and specialization.

C.7.14.13 Skill Level 162 - Information Assurance Applications Specialist (Senior)

Analyzes complex information assurance requirements based on direct interface with customers, supports the design, development and integration of software-based solutions. Software applications to include cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. Supports the development and enhancement of user interfaces to existing information assurance software. Designs test scenarios, exercises and simulations and supports testing of new and enhanced software products. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Educational Requirements: Bachelor's degree from an accredited college or university in Electrical, Electronic or Computer Engineering, Computer Science or a related field.

Experience Requirements: Seven years, experience in software engineering including demonstrated experience in designing, developing/programming information assurance-related software. Experience in designing and developing large software systems is required.

C.7.14.14 Skill Level 163 - Information Assurance Applications Specialist (Intermediate)

Analyzes complex information assurance requirements based on direct interface with customers, supports the design, development and integration of software-based solutions. Software applications to include cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. Supports the development and enhancement of user interfaces to existing information assurance software. Designs test scenarios, exercises and

simulations and supports testing of new and enhanced software products. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Educational Requirements: Bachelor's degree from an accredited college or university in Electrical, Electronic or Computer Engineering, Computer Science or a related field.

Experience Requirements: Five years of experience in software engineering including demonstrated experience in designing, developing/programming information assurance-related software. Experience in designing and developing software systems is required.

C.7.14.15 Skill Level 164 - Information Assurance Applications Specialist (Associate)

Analyzes complex information assurance requirements based on direct interface with customers, supports the design, development and integration of software-based solutions. Software applications to include cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. Supports the development and enhancement of user interfaces to existing information assurance software. Designs test scenarios, exercises and simulations and supports testing of new and enhanced software products.

Educational Requirements: Bachelor's degree from an accredited college or university in Electrical, Electronic or Computer Engineering, Computer Science or a related field.

Experience Requirements: Two years of experience in software engineering including demonstrated experience in designing, developing/programming information assurance-related software.

C.7.14.16 Skill Level 165 - Operations Systems Security Specialist (Senior)

Provides technical knowledge and analysis of information assurance, to include applications; operating systems; Internet and Intranet; physical security e.g. access control and perimeter protection; networks; risk assessment; critical infrastructure continuity and contingency planning; emergency preparedness; security awareness and training. Provides analysis of existing system's vulnerability to possible intrusions, resource manipulation, resource denial and destruction of resources. Provides technical support and analysis to document organizational information protection framework, and supports policy and procedures preparation and implementation.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in operating large, complex IT projects to support integrated systems.

Experience Requirements: Seven years of substantial experience in systems operations.

C.7.14.17 Skill Level 166 - Operations Systems Security Specialist (Intermediate)

Provides technical knowledge and analysis of information assurance, to include applications; operating systems; Internet and Intranet; physical security e.g. access control and perimeter protection; networks; risk assessment; critical infrastructure continuity and contingency planning; emergency preparedness; security awareness and training. Provides analysis of existing system's vulnerability to possible intrusions, resource manipulation, resource denial and destruction of resources. Provides technical support and analysis to document organizational information protection framework, and supports policy and procedures preparation and implementation.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in operating in large, complex IT projects to support integrated systems.

Experience Requirements. Five years of substantial experience in systems operations.

C.7.14.18 Skill Level 167 - Operations Systems Security Specialist (Associate)

Provides technical knowledge and analysis of information assurance, to include applications; operating systems; Internet and Intranet; physical security e.g. access control and perimeter protection; networks; risk assessment; critical infrastructure continuity and contingency planning; emergency preparedness; security awareness and training. Provides analysis of existing system's vulnerability to possible intrusions, resource manipulation, resource denial and destruction of resources. Provides technical support and analysis to document organizational information protection framework, and supports policy and procedures preparation and implementation.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in operating in large, complex IT projects to support integrated systems.

Experience Requirements: Two years of substantial experience in systems operations.

C.7.14.19 Skill Level 168 – Vulnerability/Threat Specialist (Senior)

Provides customer support in developing comprehensive, “total” solutions to threat and/or vulnerability--related problems and their impact on IT systems be they internal to the customer environment, domestic, or foreign. Manages and performs threat identification and assessment, threat reduction measures, crisis management, consequence management, and training and performance support. Manages threat, vulnerability, interoperability, and capability assessments including anti-terrorism scenario modeling and simulations. Identifies and implements threat reduction measures including plans, policies, and procedures; risk management planning; physical and cyber security; mechanical, structural, and architectural reviews, and business continuity planning. Directs crisis response including first response; active defense; civil support; explosive, chemical, biological, radiological, and nuclear incident response; medical

response; information continuity; and continuity of operations. Manages consequence activities including disaster recovery, restoration of operations, economic impact, logistics management, information recovery, medical support and decontamination. Implements training and performance support with emphasis on monitoring and measuring performance, implementing lessons learned, enforcing standards, providing training and test scenarios, and call/contact center operations. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer and mission requirements; emerging data fusion, knowledge management, biometric, physical, information, telecommunications, and cyber security technologies; and knowledge of specific threats and threat delivery mechanisms.

Manages complex projects and provides guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines and is able to work on multiple tasks.

Educational Requirements: Master's degree from an accredited college or university or equivalent experience in law enforcement, security, intelligence, military or special operations, foreign affairs, civil defense, anti-terrorism, counter terrorism, asymmetric warfare, or a related field.

Experience Requirements: This position requires a minimum of ten years task related experience.

C.7.14.20 Skill Level 168A – Vulnerability/Threat Specialist (Intermediate)

Provides customer support in developing comprehensive, “total” solutions to threat and/or vulnerability--related problems and their impact on IT systems be they internal to the customer environment, domestic, or foreign. Performs threat identification and assessment, threat reduction measures, crisis management, consequence management, and training and performance support. Conducts threat, vulnerability, interoperability, and capability assessments including anti-terrorism scenario modeling and simulations. Identifies and implements threat reduction measures including plans, policies, and procedures; mechanical, architectural, and structural review; risk management planning; physical and cyber security; and business continuity planning. Directs crisis response including first response; active defense; civil support; explosive, chemical, biological, radiological, and nuclear incident response; medical response; information continuity; and continuity of operations. Performs consequence activities including disaster recovery, restoration of operations, economic impact, logistics management, information recovery, medical support and decontamination. Implements training and performance support with emphasis on monitoring and measuring performance, implementing lessons learned, enforcing standards, providing training and test scenarios, and call/contact center operations. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer and mission requirements; emerging data fusion, knowledge management, biometric, physical, information, telecommunications, and cyber security technologies; and knowledge of specific threats and threat delivery mechanisms.

Performs work and provides guidance to more junior personnel; ensures accuracy of the work of other personnel, operates under deadlines and is able to work on multiple tasks.

Educational Requirements: Bachelor's degree from an accredited college or university or equivalent experience in law enforcement, security, intelligence, military or special operations, foreign affairs, civil defense, anti-terrorism, counter terrorism, asymmetric warfare, or a related field.

Experience Requirements: This position requires a minimum of five years task related experience.

C.7.14.21 Skill Level 168B – Vulnerability/Threat Specialist (Associate)

Supports customers in developing comprehensive, “total” solutions to threat and/or vulnerability-related problems—be they internal to the customer environment, domestic, or foreign. Assists in threat identification and assessment, threat reduction measures, crisis management, consequence management, and training and performance support. Conducts limited threat, vulnerability, interoperability, and capability assessments including anti-terrorism scenario modeling and simulations. Identifies and implements threat reduction measures including plans, policies, and procedures; risk management planning; physical and cyber security; and business continuity planning. Assists in crisis response including first response; active defense; civil support; chemical, biological, radiological, and nuclear incident response; medical response; information continuity; and continuity of operations. Performs consequence activities including disaster recovery, restoration of operations, logistics management, information recovery, medical support and decontamination. Implements training and performance support with emphasis on monitoring and measuring performance, implementing lessons learned, enforcing standards, providing training and test scenarios, and call/contact center operations. Solutions are based on a basic understanding of government/industry policy, practices, procedures, customer and mission requirements; emerging data fusion, knowledge management, biometric, physical, information, telecommunications, and cyber security technologies; and knowledge of specific threats and threat delivery mechanisms.

Assists in the performance of the work, operates under deadlines, and is able to work on multiple tasks.

Educational Requirements: Bachelor's degree from an accredited college or university or equivalent experience in law enforcement, security, intelligence, military or special operations, foreign affairs, civil defense, anti-terrorism, counter terrorism, asymmetric warfare, or a related field.

Experience Requirements: This position requires a minimum of two years task related experience.

C.7.15 Web Development Series

C.7.15.1 Skill Level 170 – Web Architect

Designs and builds web sites using a variety of graphics software applications, techniques, and tools including but not limited to 3D and video presentations/streaming. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires a college degree in fine arts or graphic design. Requires understanding of web-based technologies and thorough knowledge of HTML, Photoshop, Illustrator, and/or other design related applications.

Educational Requirements: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Five years of intensive and progressive experience in a computer related field including development and design of software systems and WEB development.

C.7.15.1.1 Skill Level 170A – Web Architect (Intermediate)

Designs and builds web sites using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires a college degree in fine arts or graphic design. Requires understanding of web-based technologies and knowledge of HTML, Photoshop, Illustrator, and/or other design related applications.

Educational Requirements: Bachelor's Degree from an accredited college or university in computer science, mathematics, engineering or a mathematics-intensive discipline, fine arts or graphic design, or an applicable training certificate from an accredited institution.

Experience Requirements: Three years of intensive and progressive experience in a computer related field including development and design of software systems and web development.

C.7.15.1.2 Skill Level 170B – Web Architect (Associate)

Assists in designing and developing user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings. Typically requires a college degree in fine arts or graphic design. Requires understanding of web-based technologies and knowledge of HTML, Photoshop, Illustrator, and/or other design related applications.

Educational Requirements: Bachelor's Degree from an accredited college or university in computer science, mathematics, engineering or a mathematics-intensive discipline, fine arts or graphic design, or an applicable training certificate from an accredited institution.

Experience Requirements: One year of experience in a computer related field including development and design of software systems and web development.

C.7.15.2 Skill Level 171 – Web Designer

Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Typically requires a college degree in computer science or a related field, and developmental experience in web-based languages.

Educational Requirements: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Two years of intensive and progressive experience in a computer-related field including development and design of software systems and WEB development.

C.7.15.2.1 Skill Level 171A – Web Designer (Associate)

Design, develop, troubleshoot, debug, and implement software code (such as HTML, XML, CGI, and Javascript) for components of the website. Works independently and teams with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts.

Educational Requirements: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: One year of experience in a computer related field including development and design of software systems and web development.

C.7.15.3 Skill Level 172 – E-Business Manager

Sets direction and guides action plans and priorities of electronic commerce, marketing and communications. Responsible for intra/extranets, commerce platforms and operational support. Develops and facilitates organizational models and structure changes needed to meet the evolving electronic business strategies. Establishes and implements enterprise-wide business systems. Directs technical strategy, design, construction and maintenance of all marketing commerce and operational systems for platform websites.

Educational Requirements: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution

Experience Requirements: Five years of intensive and progressive experience in a computer-related field including development and design of software systems and WEB development.

C.7.15.4 Skill Level 173 – Web Content Analyst

Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision making.

Educational Requirements: Bachelor's degree from an accredited college or university in English, Journalism, Graphic Design, Communications, or related field, or an applicable training certificate from an accredited institution.

Experience Requirements: Five years of intensive and progressive experience in marketing research, web page design, HTML, and web graphics types and standards.

C.7.16 Applied Scientific and Engineering Series

C.7.16.1 Skill Level 180 - Senior Scientist/Engineer

Provides high level scientific, medical, or engineering services. Applies advanced higher level mathematical, engineering or scientific principles and methods to complex technical problems. Uses computer tools to solve highly complex scientific or engineering problems. Performs analytical studies and develops new processes to improve methods. Responsible for all phases of complex scientific and engineering projects such as research, analysis, collection, assessment, design, development, experimentation, testing, modeling, simulation, integration, installation, training documentation and implementation.

Educational Requirements: Ph.D. degree from an accredited college or university with a curriculum or major field of study, that provides substantial knowledge in task related scientific, medical, or engineering disciplines plus 5 yrs experience. May be substituted with a Bachelor's degree plus 10 years experience or Master's degree +8 year's experience.

Experience Requirements: Ten years of extensive and progressive experience in the areas of a specified discipline.

C.7.16.2 (Reserved)

C.7.16.3 Skill Level 182 - Scientist/Engineer

Participates in all phases of scientific, medical, and engineering projects such as research, analysis, collection, assessment, design, development, experimentation, testing, modeling, simulation, integration, installation, training documentation and implementation.

Educational Requirements: Ph.D. degree from an accredited college or university with a curriculum or major field of study, that provides substantial knowledge in task related scientific, medical, or engineering disciplines plus 3 yrs experience. May be substituted with a Bachelor's degree plus 8 years experience or Masters degree plus 6 year's experience.

Experience Requirements: Five years of experience using computer tools to solve complex and scientific, medical, or engineering problems.

C.7.16.4 Skill Level 183 – Senior Scientist/Engineer Technician

Support and implements all phases of scientific and engineering projects such as research, analysis, collection, assessment, design, development, testing, modeling, simulation, integration, installation, training documentation and implementation.

Educational Requirements: High school graduate and/or applicable certificates.

Experience Requirements: Ten years of experience, 5 yrs using computer tools to solve complex and scientific or engineering problems.

C.7.16.5 (Reserved)

C.7.16.6 Skill Level 185 – Scientific/Engineering Technician

Support and implements all phases of scientific, medical, and engineering projects such as analysis, collection, assessment, design, development, experimentation, testing, modeling, simulation, integration, installation, training documentation and implementation.

Educational Requirements: High school graduate and/or applicable certificates.

Experience Requirements: Five years of experience, two years using computer tools to solve scientific, medical, or engineering problems.

C.7.16.7 Skill Level 186 - Geographic Information Systems Manager

Responsibilities include, but are not limited to; the coordination of GIS projects, the installation and configuration of all software that is GIS related, building, and maintaining a GIS system, and the installing, building, and maintaining of a corporate-wide Intranet site to disseminate GIS maps. Create and design interactive web pages using any of the following software: ArcIMS for various interactive mapping themes, Arcview(ESRI), ArcIMS(ESRI), AutoCAD 2000NT, Dreamweaver HTML editor, Adobe Photoshop, Adobe Acrobat & PDFWriter, and numerous other programs running on a clients Intra/Extranet servers.

Additional responsibilities include: providing any combination of GPS and GIS services to create original mapping, format conversion, infrastructure analysis and facilities management services, database management and report preparation for various customers. Projects require a multitude of applications for a variety of disciplines including construction services, utility inventory and modeling, land use analysis, point source pollution identification, hydrographic and hydrologic profiling, digital orthophoto imagery preparation, planimetric mapping services and training.

Interface with the data management team, understand end user needs and objectives, optimize workflow, research and keep abreast of all available and applicable data, technology and standards for geographic information systems (GIS) output, as well as, integrating internal and external resources (staff, hardware/software, support services) necessary to meet project objectives. If appropriate, provide requested data to end users via a database "front end", Internet GIS or other end user interface for GIS applications. Take queries from team members, create projects and print maps and reports. Perform a vast array of spatial and tabular queries using the available tools in the GIS software. Import and export any spatial and/or tabular data with the GIS software. Identify, categorize and update major GIS coverage. Manipulate and edit in GIS Map software. Prioritizes GIS projects for the GIS team. Perform programming in appropriate languages. Coordinates with Database Administrator to integrate collected data (tabular, spatial and otherwise) into a comprehensive database. Helps coordinate field data collection, accuracy, hardware/software, (GPS, field computers, etc.) and the data flow processes involved.

Education: Master's degree from an accredited college or university in GIS, Geography, Earth Sciences, Urban and Regional Planning or a Bachelor's degree and 10 yrs experience.

Experience: Six years of intensive and progressive experience in a field requiring extensive use of GIS and related tools.

C.7.16.8 Skill Level 187 - Geographic Information Systems Analyst/Programmer (Senior)

This position is responsible for providing complex application programming and development support on networks and/or PC's. Specific duties include, but are not limited to, coding and designing new and/or modifying programs; modifying scripts as required; controlling system testing: debugging, reviewing and approving output; preparing user, operation and program documentation based upon established policies; regularly providing guidance and training to less experienced programmer analysts and working with users to ensure needs are met.

Responsibilities include, but are not limited to: 3D modeling, slope, volume, area, hills hade analysis, raster rectification & registration, spatial modeling, 3D movie flyby's, surface modeling, Image analysis, cartography, demographic modeling, travel time and cost analysis, route analysis, training, creation of FGDC metadata, operating and maintenance of GPS unit. Creation of geospatial data, general surveying using an EDM and GPS device, operation of the GPS unit, recording and mapping of the GPS data, creation of and maintaining the GIS databases, creation of thematic mapping with various software applications such as, but not limited to: ArcIMS for various interactive mapping themes. Software used to accomplish these tasks may be any of the following: ArcView(ESRI), ArcInfo, ArcIMS(ESRI), AutoCAD

2000NT, Dreamweaver HTML editor, Adobe PhotoShop, Adobe Acrobat & PDFWriter, and numerous other programs running on a clients Intra/Extranet servers.

Education: Bachelor's Degree from an accredited college or university in GIS, Geography, Earth Sciences, Urban and Regional Planning or an applicable training certificate from an accredited institution with 5 yrs experience.

Experience: Three years of intensive and progressive experience in a field requiring extensive use of GIS and related tools.

C.7.16.9 Skill Level 188 – Geographic Information Systems Analyst/Programmer

This position is responsible for providing application programming and development support on networks and/or PC's. Specific duties include, but are not limited to, coding and designing new and/or modifying programs; modifying scripts as required; controlling system testing: debugging, reviewing and approving output; preparing user, operation and program documentation based upon established policies; regularly providing guidance and training to less experienced programmer analysts and working with users to ensure needs are met.

Responsibilities include, but are not limited to: 3D modeling, slope, volume, area, hills hade analysis, raster rectification & registration, spatial modeling, 3D movie flyby's, surface modeling, Image analysis, cartography, demographic modeling, travel time and cost analysis, route analysis, training, creation of FGDC metadata, operating and maintenance of GPS unit. Creation of geospatial data, general surveying using an EDM and GPS device, operation of the GPS unit, recording and mapping of the GPS data, creation of and maintaining the GIS databases, creation thematic mapping with various software applications such as, but not limited to: ArcIMS for various interactive mapping themes. Software used to accomplish these tasks may be any of the following: ArcView(ESRI), ArcInfo, ArcIMS(ESRI), AutoCAD 2000NT, Dreamweaver HTML editor, Adobe PhotoShop, Adobe Acrobat & PDFWriter, and numerous other programs running on a clients Intra/Extranet servers.

Education: Bachelor's Degree from an accredited college or university in GIS, Geography, Earth Sciences, Urban and Regional Planning or an applicable training certificate from an accredited institution with 5 yrs experience.

Experience: One year of intensive and progressive experience in a field requiring extensive use of GIS and related tools.

C.7.16.10 Skill Level 189 - Research Specialist

Determines types of technical literature searches required and sources of information required to satisfy the information needs of researchers and staff. Conducts searches of technical literature, analyzes and evaluates data, extracts pertinent information, prepares information abstracts and bibliographies of material searched. Maintains extensive knowledge of literature resources and continuous contacts with local, national, and international information centers and agencies. Maintains and improves information retrieval capabilities. Assists in the selection of literature

for inclusion in the library's collection and may translate foreign technical literature. Keeps abreast of development in areas of interest to the client and periodically consults with researchers and other information users to ensure maximum usefulness and service.

Education: Bachelor's degree or equivalent

Experience: 5 years of related experience

C.7.17 Knowledge Management Series

C.7.17.1 Skill Level 190 – Knowledge Management (Lead)

Leads the design of knowledge management systems; formulates and defines system scope and objectives. Assists clients in defining knowledge content, organization, and key words. Prepares detailed specifications for knowledge management programs to include process definition for knowledge capture and management. Has full technical knowledge and responsibility for all phases of knowledge management applications and analyses. Manages the design of knowledge management user interface features, site animation, and special knowledge management features including enhancing the look and feel of the organization's on-line knowledge management screens. Works with organization web designers, data managers and programmers to support and implement the organization's knowledge management program. Requires an understanding of knowledge management principles, procedures and processes. Duties also include instructing, directing and checking the work of knowledge management specialists. Responsible for directing and monitoring the work of the organization's knowledge management team.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in business management, computer science, information system, or an engineering related discipline.

Experience Requirements: This position requires a minimum of six years experience, of which at least two years must be specialized. Specialized experience includes an understanding of knowledge management principles, procedures processes and applications. General experience includes information systems and/or applications development and other work in the client/server field, or related fields. Possesses excellent oral and written communication skills and a positive customer service attitude.

1. With a Master's degree (in the fields described above): four years general experience of which at least two years must be specialized experience is required.

With eight years general experience of which at least two years is specialized, a degree is not required.

C.7.17.2 Skill Level 191 – Knowledge Management Specialist

Supports the organizational Knowledge Management Lead to formulate and define system scope and objectives for knowledge management projects. Assists clients in defining knowledge content, organization, and key words. Prepares detailed specifications for knowledge management programs to include process definition for knowledge capture and management. Has technical knowledge and responsibility for knowledge management applications and analyses. Oversees the design of knowledge management user interface features, site animation, and special knowledge management features including enhancing the look and feel of the organization's on-line knowledge management screens. Works with organization web designers, data managers and programmers to support and implement the organization's knowledge management program. Requires an understanding of knowledge management principles, procedures and processes. Responsible for supporting the work of the organization's knowledge management team.

Educational Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in business management, computer science, information system, or an engineering related discipline.

Experience Requirements: This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes an understanding of knowledge management principles and procedures, Web design, and/or Web-based applications. General experience includes information systems and/or applications development and other work in the client/server field, or related fields. Possesses excellent oral and written communication skills and a positive customer service attitude.

1. With a Masters degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required.

With six years general experience of which at least one year is specialized, a degree is not required.

SECTION D

PACKAGING AND MARKING

D.1 Initial and Subsequent Packing, Marking and Storage of Equipment

All initial and subsequent packing, marking and storage incidental to shipping of materials under this contract shall be made at the contractor's expense. Supervision of packing and unpacking of initially acquired materials shall be furnished by the contractor. Such packing, marking and storage costs shall not be billed to the Government.

D.2 GSAM 552.211-75 Preservation, Packaging and Packing (Feb 1996)

Unless otherwise specified, all items shall be preserved, packaged, and packed in accordance with normal commercial practices, as defined in the applicable commodity specification.

Packaging and packing shall comply with the requirements of the Uniform Freight Classification and the National Motor Freight Classification (issue in effect at the time of shipment) and each shipping container of each item in a shipment shall be of uniform size and content, except for procedural quantities. Where special or unusual packing is specified in an order, but not specifically provided for by the contract, such packing details must be the subject of an agreement independently arrived at between the ordering agency and the contractor.

(End of Clause)

SECTION E

INSPECTION AND ACCEPTANCE

E.1 Clauses Incorporated by Reference

The following contract clauses pertinent to this section are hereby incorporated by reference in accordance with the FAR clause at "52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)" in Section I of this contract.

<u>FAR</u> <u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.246-2	INSPECTION OF SUPPLIES--FIXED PRICE	AUG 1996
52.246-4	INSPECTION OF SERVICES--FIXED-PRICE	AUG 1996
52.246-6	INSPECTION—TIME-AND-MATERIAL AND LABOR HOUR	JAN 1986
52.246-16	RESPONSIBILITY FOR SUPPLIES	APR 1984

E.2 Definitions

- "Acceptance," as used in this clause, means the act of an authorized representative of the Government approving and assuming ownership of products and/or services.
- "Defect," as used in this clause, means any condition or characteristic in any products or services furnished by the contractor under the contract that is not in compliance with the requirements of the contract.

E.3 Inspection, Testing and Acceptance of Contractor Provided Products and Services

The contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the products and services furnished under task orders conform to contract requirements. This shall be accomplished prior to notifying the Government that a product or service has been completed. Government testing, inspection, and acceptance will not begin until after the contractor has notified the Government of product or service completion.

Government inspection, testing and acceptance shall be performed in accordance with the following:

- Unless otherwise specified, products and services provided under task orders shall be inspected and/or tested by the Government and accepted or rejected within 30 calendar days from date of receipt. A different acceptance period may be defined in a particular task order, not to exceed 60 calendar days.
- Computer software delivered under the contract must perform satisfactorily from acceptance date for 13 months. If defects are discovered and identified within this period by the Government, the contractor shall correct them within 14 calendar days of notification by GSA at their own expense. If the defects continue to exist after this 14 day period, corrective actions and remedies shall be taken as authorized under the clauses incorporated by reference in Section E. Anomalies within commercial off-the-shelf software products approved by the Government for use on a task order are excluded from this software performance provision.
- The contractor warrants against latent defects for a period of two (2) years all analyses, designs, plans and specifications delivered under this contract.
- The contractor shall not be responsible for the correction of any defects in Government property unless the contractor performs, or is obligated to perform, any modifications or other work on such property. In that event, the contractor shall be responsible for correction of defects that result from the work.

Representatives of the client agency shall review the quantity and quality of services; inspect work for compliance with the statement of work, the contractor task order proposal, and system documentation; accept or reject deliverables completed since the previous review; and approve or disapprove the contractor's performance on the task order.

E.4 Acceptance Criteria

Unless otherwise provided in the task order, normal Government and industry standards, as indicated in National Institute of Standards and Technology (NIST), Federal Information Processing Standards (FIPS), or specific agency standards/documents (such as MIL or DoD SPEC and MIL or DoD STD), shall apply. Acceptance criteria for services include the following:

- **Quality.** Services performed must meet quality requirements specified in the statement of work.
- **Quantity.** The quantity of the work shall meet the minimum requirements established in the statement of work.
- **Timeliness.** The contractor must complete work on schedule and must meet the deadline for any critical requirements identified in the statement of work.

SECTION F

DELIVERIES OR PERFORMANCE

F.1 Clauses Incorporated by Reference

The following contract clauses pertinent to this section are hereby incorporated by reference in accordance with the FAR clause at "52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)" in Section I of this contract:

<u>FAR NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.242-15	STOP-WORK ORDER	AUG 1989
52.242-17	GOVERNMENT DELAY OF WORK	APR 1984
52.247-34	FOB DESTINATION	NOV 1991

F.2 Deliveries or Performance

The Contractor must complete performance on task orders within five (5) years of task order award.

ANSWER task orders issued prior to the expiration of the ANSWER contract can be issued for a period of up to five years inclusive of base and options.

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 Reporting Requirements

G.1.1 Task Status Reports

G.1.1.1 Monthly Financial Summary (MFS)

This report shall detail all financial information on each task by calendar month. Specific data elements and format are set forth in Section J. The report shall be submitted by the fifth workday following the close of each calendar month. This report shall be transmitted to the GSA electronic system or as otherwise required by the individual task order.

G.1.1.2 Monthly Technical Summary (MTS)

The MTS shall contain the following information:

- Brief description of requirements
- Brief summary of accomplishments during the reporting period and significant events regarding the task order
- Deliverables submitted or progress on deliverable products
- Any current or anticipated problems
- Brief summary of activity planned for the next reporting period

Each report shall be due on the fifth workday following the close of the calendar month. Each report shall be submitted to the GSA electronic system.

G.1.1.3 Other Reports

As directed by GSA or client representatives these reports shall be defined in the statement of work or work orders and shall be prepared by task personnel and funded by the client.

G.1.2 Reserved

G.1.3 Reserved

G.1.4 Meetings

G.1.4.1 Task Level Meetings

Each month a meeting shall take place at the client site or another site mutually agreed to, that shall include the ITM (except on orders issued by the client agency), the client representative, and a contractor management representative. This meeting shall address progress on the task, problems that have arisen over the past month, and other matters that are pertinent.

G.1.4.2 Other Meetings

Other meetings shall be required as necessary during the normal course of business.

G.1.5 Marketing

G.1.5.1 Marketing Calls

The contractor shall coordinate, as appropriate, with local FTS IT Solutions personnel in the course of marketing efforts to appraise them of planned client visits

G.1.5.2 Trade Shows/ Exhibitions

The contractor shall report participation in trade shows/exhibitions prior to attendance. Information provided shall consist of date, location, and name of conference. GSA shall be notified at least two weeks prior to the show/exhibition.

G.2 Task Order Process

G.2.1 Task Request

When a task proposal is necessary, the request for task proposal will be issued by the CO, and shall normally include preferred pricing method (i.e., time and materials or fixed price), place of performance, due date for the task proposal, statement of work, and evaluation factors. GSA will send task requests via the GSA electronic system. Task orders issued under this contract will not be synopsized in the Commerce Business Daily.

Tasks may be grouped for reasons of efficiency. It is anticipated that all multiple awardees will be provided a fair opportunity to be considered for each order in excess of \$2,500, except as noted below. The CO need not contact each of the multiple awardees under the contract before selecting an order awardee, if the CO has information available to ensure that each awardee is provided a fair opportunity to be considered for each order. Award will be made to the contractor based on the evaluation criteria established in the task request.

Multiple awardees need not be given an opportunity to be considered for a particular order in excess of \$2,500 when the CO determines that:

- The need for services is of such urgency that providing a fair opportunity to be considered would result in unacceptable delays
- Only one such contractor is capable of providing the services at the level of quality required because the services ordered are unique or highly specialized
- The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to a task already issued under the contract
- It is necessary to place an order to satisfy a minimum guarantee

In accordance with FAR 16.505(a)(9)(i), no protest under **\$10,000,000** is authorized in connection with the issuance or proposed issuance of an Order under a Task-Order Contract or Delivery-Order Contract, except for a protest on the grounds that the Order increases the scope, period of performance, or maximum value of the Contract. The Government Accounting Office (GAO) has exclusive jurisdiction over any protests greater than **\$10,000,000**. In accordance with FAR 16.505(b)(6) [and 10 U.S.C. § 2304c(3)], complaints related to matters affecting Order award may be directed to the designated Ombudsman. The Ombudsman for GSA can be contacted at:

Task and Delivery Order Ombudsman
 Office of Chief Acquisition Officer
 U.S. General Services Administration
 Office of Acquisition Policy
 1800 F Street, N.W.
 Washington, DC 20405

G.2.2 Task Proposal

As requested, the contractor shall submit the task proposal, via the GSA electronic system, to the CO no later than 5 working days after the issue date of the task request, or by a date indicated in the task request.

If the contractor needs a pre-proposal meeting, a request for the meeting shall be made to the CO no later than 3 working days after receipt of the task request. If a pre-proposal meeting is held, the proposal shall be submitted within 5 working days after the pre-proposal meeting.

The proposal shall comply with the task request requirements but will usually include the following sections:

- A narrative description of the plans for performance and technical approach, to include what and how the work will be accomplished, qualitative descriptions of any automated tools and any structured methodology proposed, and any potential risks or problem areas

- Identification of assumptions on the contractor's part used in developing the technical or cost portions of the proposal
- Definitions and schedules for milestones and deliverables products; description of acceptance criteria, including when and how the contractor shall ensure each is met
- A general work breakdown structure for accomplishing the task requirements and functions identified above, showing the skill level, number of people (full and part time, showing the number of hours for part time people), and totals that shall be applied to each time period. The proposed staffing must be consistent with the contractor's staffing plan. Detailed discussion of any other overtime or other than a normal work schedule that the contractor may propose or Work Breakdown Structure for Fixed Price Task Orders. A detailed work breakdown structure for accomplishing the task requirements identified above, showing the skill level, number of people, and labor hours shall be applied to each milestone and deliverable product. The proposed staffing and work hours must be consistent with the contractor's staffing plan including a detailed rationale for why and how the skill level and number of people were determined, and how they shall be used.
- The fully loaded rates contained in Section B are ceiling price rates. The contractor may, at his discretion, elect to propose lower hourly rates on a task-by-task basis.
 - The G&A rate contained in Section B is a ceiling rate. The contractor may, at his discretion, elect to propose lower G&A rates on a task-by-task basis. If a lower G&A rate is accepted for a task order, the discounted G&A rate shall be fixed for the life of the task order.
 - Each ODC must have a breakdown of its composition and an estimate for each element, together with a total estimated ODC cost. All travel requirements in the SOW must be included. Any additional travel the contractor considers necessary for performance under the task order must be described, justified, and included in the cost estimate.
 - The Proposal Summary shall be submitted using the GSA provided format; or as required by the Task Order. All staffing, staffing hours and costs, ODCs by principal category, and totals, shall be shown. For fixed price task orders, the staffing shall be shown by milestone or deliverable.
- The contractor may, in its response to the SOW, submit an alternative task proposal if the contractor determines another technical approach or pricing structure should be considered.

For the purpose of this contract, all costs associated with the development, presentation and negotiation of the contractor's task order proposal, whether issued or not, shall not be directly charged to the task.

G.2.3 Negotiations and Final Proposal

When required, negotiations shall take place at a time and place designated by the CO. Following negotiations, the contractor shall submit a final proposal within two (2) workdays, which reflects the results of the negotiations. Following negotiations, if the original task proposal is acceptable, or if negotiations are not required, no additional submission is required. Otherwise, the contractor shall submit the final proposal in the same manner as previously discussed for the original task proposal.

In the event no proposals are received, the CO may designate a contractor who shall perform the task. The CO and contractor shall negotiate the terms and conditions of performance.

G.2.4 Task Order

A task order specifies work to be accomplished by the contractor to satisfy a Government requirement and establishes a time frame and ceiling price for accomplishing the work. Task Orders must be completed within the contract period or within five years of task order award, whichever is later. The task order defines the performance of a specified unit of work in a definable service or applications area, and has one or more deliverable products.

The CO shall award task orders using a GSA Form 300 (or other appropriate form), and incorporating the statement of work and the final proposal by reference. The GSA Form 300 (or other appropriate form), authorizes the contractor to proceed based upon the agreed technical requirements, milestone and deliverable schedules, and total price. For fixed price tasks, a milestone schedule, including start and end dates for each milestone or deliverable, shall be submitted to the ITM.

All tasks must be fully staffed within 30 calendar days after task award (date on the Form 300) unless otherwise negotiated and specifically stated in the task order.

Resumes shall be submitted to the Government in the format provided in Section J (cover sheet and resume). The Government will approve or reject the resume within five workdays. For approved resumes, the contractor shall notify the Government when the individual will report to work on the task order. If review of the resume shows the individual not qualified for the position indicated, the resume shall be rejected and a verbal explanation provided. If the contractor desires further consideration of the candidate, the resume must be resubmitted within two workdays of the notice of rejection with the necessary clarification or additional information. Rejection of a resume does not obviate the contractor's responsibility to fully staff by the negotiated start date.

G.2.5 Task Order Changes

Task orders may be changed, either at the Government's initiative, or in response to the contractor's proposal. No direction changing the requirements of a task order will be binding upon the contractor unless issued by the CO in writing. Likewise, the Government shall not be liable for an equitable adjustment to the price of a task order on account of a change, unless the

change is authorized in writing by the CO. Task order changes are issued by means of a Standard Form 30 (Amendment of Solicitation/Modification of Contract).

For time and materials tasks, within 60 days of task order completion, the contractor shall submit a final proposal showing actual billed hours and billed costs expended on the task. This will occur at the same time that the financial manager is informed that all costs have been invoiced (see Section G.3.1). The task order will then be modified by the CO to reflect a cost-ceiling equal to the actual expenditures. If the contractor requires an extension of the 60-day period, a request with supporting rationale must be received by the CO prior to the end of the 60-day period.

G.2.6 Failure to Reach Agreement

If agreement cannot be reached on total price, time for performance, or other terms, the CO may unilaterally establish the terms at issuance. The contractor may pursue any disagreement as a dispute under the "Disputes" clause of this contract.

G.2.7 Types of Tasks

G.2.7.1 Price Task

A task order with well defined requirements and fixed deliverable products will normally be issued on a fixed price basis.

G.2.7.2 Time and Materials Task

A task order for which the performance requirements or deliverable products cannot be quantified or well defined in advance, typically shall be issued on a time and material basis. Work orders are issued by the Government to define individual performance requirements for specific work or milestones to be accomplished.

G.3 Billing and Payment

G.3.1 General Billing Information

A proper invoice for each task order shall be submitted not later than 5 work days after acceptance by the Government of the product, service, and/or cost item. In the absence of Government acceptance within 30 days, the contractor shall submit an invoice. A separate invoice for each task order shall be submitted on official company letterhead with detailed costs for each of the following categories:

- For fixed price tasks, products delivered and accepted, listed by deliverable number
- For time and materials tasks, labor expended for each skill level

- Total labor charges
- Travel and per diem charges
- Total other direct charges (ODC)
- Total invoice amount
- Prompt payment discount offered (if applicable)

For fixed price tasks, an invoice reflecting amounts that do not exceed the fixed price approved for that deliverable product or service in the task order shall be submitted for those tangible deliverable products or services that have been accepted by the Government.

For time and materials tasks, the amount invoiced shall include labor charges for actual hours worked and other actual expenses based upon contract rates and conditions, not to exceed the limits specified in the task order and that have been accepted by the Government.

For other direct costs such as equipment, travel, per diem, subcontractor labor, etc., invoices shall reflect the contractor's actual expense for the item, plus General and Administrative costs (G&A) (the only allowable mark-up), to include the Contract Access Fee. These charges shall not exceed limits specified in the task order. No charges will be paid by the Government, which are not specifically detailed in the individual task order, and specifically approved in the MFS.

Copies of contractor paid invoices, receipts, travel vouchers completed in accordance with Federal Travel Regulations (FTR), shall be maintained by the contractor and made available to the Government upon request.

In addition to the above information, the invoice shall include the following minimum task identification:

- GSA task order number
- Accounting Control Transaction (ACT) number (assigned by GSA on the Delivery Order, GSA Form 300, Block 4)
- Period of Performance (month services performed for work request task orders, month deliverable completed for fixed price task orders).
- Invoice Number
- Client name and address

When the paying office is GSA, the original of each invoice, with supporting documentation, shall be submitted to the GSA Paying Office designated in Block 24 of the GSA Form 300.

In those cases where the paying office is other than GSA, the invoice/paying office will be designated on an order-by-order basis.

One additional copy of each invoice, with supporting documentation, shall be submitted to the address as designated on an order-by-order basis.

Invoices for final payment must be so identified and submitted when tasks have been completed and no further charges are to be incurred. These close-out invoices, or a written notification that final invoicing has been completed, must be submitted to the ordering agency within 60 days of task order completion. A copy of the written acceptance of task completion must be attached to final invoices. If the contractor requires an extension of the 60- day period, a request with supporting rationale must be received prior to the end of the 60-day period. This invoice close-out is normally done in conjunction with the submission of a final proposal (see Section G.2.5).

The contractor shall not be compensated directly for the Program Manager, Group Managers, or any other management or staff member not directly associated with and negotiated for task order performance as hourly-rate contract line items.

Labor hours of subcontractors shall not be billed at a rate other than the fully burdened hourly rates agreed to in task negotiation or at a rate specifically authorized for the task order as ODC's.

G.3.2 Payment of Invoices

Payment of invoices will be made based upon acceptance by the Government of the entire task or the tangible product deliverable(s) invoiced. For task orders that have no tangible products, payments are based on the Government certifying that satisfactory services were provided, and the contractor has certified that labor charges are accurate. The Government will pay only for hours authorized, worked, and accepted.

If the supplies or services are rejected for failure to conform to the technical requirements of the contract, or any other contractually legitimate reason, the contractor shall not be paid, or shall be paid an amount negotiated by the CO.

Payment to the contractor will not be made for temporary work stoppage due to circumstances beyond the control of the client agency such as acts of God, inclement weather, power outages, and results thereof, or temporary closings of facilities at which contractor personnel are performing. This may, however, be justification for excusable delays.

The rate of compensation to the contractor for overtime hours will be as established in Section B. Overtime payments are unallowable except when authorized by the task order to meet task order requirements on a bonafide exigency basis. The Government will not authorize overtime to compensate for shortcomings in contractor performance.

The contractor will be reimbursed by the Government for travel and per diem expenses incurred by contractor personnel for travel specifically authorized in a task order and approved by the Government. At the option of the Government, the Government may make available to the

contractor, Government supply sources for official travel, subject to the same conditions as for Government employees; except the contractor's employees are not employees of the Government as defined by 28 U.S.C. 2671, and thus are not covered under the tort claims provisions of 28 U.S.C. 2679(b). Conditions and limitations applying to travel associated with work under this contract follow:

- Travel costs approved under a task order shall be included as unique costs, but shall not be paid unless actual travel occurs and the costs are approved by the Government.
- A regular duty station is defined as the contractor employee's continuing place of duty, whether on a permanent or temporary assignment.
- The contractor will be reimbursed for local travel of personnel between multiple places of performance within a task order, not to exceed the amount authorized by the task order for such travel. The contractor will not be reimbursed for travel of its employees to and from their residence and their assigned regular duty station.
- If a task order requires assignment of contractor personnel away from the employee's regular duty station for less than six (6) months, such assignments are considered temporary assignments. Travel and per diem expenses associated with Government-approved temporary assignments are allowable. On task orders of this nature, reimbursable travel and per diem expenses shall not exceed authorized amounts incorporated into the task order.
- If a task or series of tasks requires continuous assignment of contractor personnel at a location away from the employees' regular duty station for a continuous period of six (6) months or longer, such assignments are considered permanent assignments. The contractor may, at its discretion, accept assignments of less than six (6) months under permanent assignment terms. No relocation, travel, per diem expenses, or travel time will be allowed by the Government for placing contractor personnel at permanent assignments.
- Post differential, travel, and per diem expenses for contractor employees assigned to duty outside the United States shall be at the rates prescribed for Government employees. The contractor is responsible for obtaining passports, visas, and other necessary documents and clearances at its own expense.
- Normally the Government will not reimburse any costs associated with the relocation of contractor personnel. For special circumstances, reimbursement may be authorized by the task order. Payment to the contractor is contingent on the contractor providing the services as agreed (for instance, for a twelve month period, through task completion).
- Except as otherwise provided herein, payment will be made for actual common carrier fares plus cost of travel between the contractor employee's home or regular duty station and the carrier terminal and temporary duty points for travel by the most reasonable and

economical means. If a contractor employee resides within 50 miles of a temporary duty station, he/she shall not be entitled to travel or per diem expenses for duty at that location.

- The contractor will be reimbursed by the Government for travel and per diem expenses incurred by contractor personnel specifically authorized in the task order to travel for contract purposes. Reimbursement shall not exceed the rates and expenses allowed by Government travel regulations for a Government employee traveling under identical circumstances, and shall not exceed maximum limits authorized in the task order. At the option of the Government, the Government may make available to the contractor, Government aircraft, Government accommodations, Government transportation requests, Government-owned vehicles, or Government vehicle rental contracts for official travel, subject to the same conditions as for Government employees.
- Subject to prior approval of the Government, reasonable local travel expenses may be paid by the Government for the difference between a contractor's travel expenses from his/her residence to the primary place of performance of the task order and actual travel expenses between the place of residence and the temporary place of performance of the task order in connection with TDY travel or temporary assignments.
- Payment may be made for the use of a privately owned vehicle (POV) for official business in connection with approved temporary assignments, including travel between the regular duty station and temporary duty station, unless the temporary duty station is within 50 miles of his/her residence or regular duty station. Rates for, and use of, POV shall be per the direction of the FTR.
- Labor hour payments will be made for actual authorized travel time in support of approved task orders using the same criteria as for Government personnel traveling under the same circumstances. In general, the regulations provide that exempt employees traveling outside of normal work hours are not reimbursed for labor hours used in the performance of travel, and non-exempt employees are fully reimbursed for their labor hours used for travel. The contractor is responsible for ensuring that travel time outside of normal work hours is kept to a minimum. Upon request, the contractor shall furnish schedules and mode of transportation to the Government.
- Travel and per diem payments are intended as reimbursement to contractor employees. Such payments are not intended as profit for the contractor nor are they intended to be subject to deduction or set-aside by the contractor.

G.3.3 Reserved

G.4 Supervision

The contractor shall provide supervision for all personnel on task orders. The Government will have no direct supervision over contractor personnel. Government actions with respect to contractor personnel will conform to the policies stated in Part 37 of the FAR.

G.5 Contract Administrative Reporting and Contract Access Fee

Contract Administrative Reporting:

The following defines the administrative reporting requirements under the Basic Contract. All of the reporting data specified here shall be provided electronically via the GWAC Management Module (GWAC MM) which can be accessed at <http://itss.gsa.gov>.

The types of reporting data required are as follows:

(a) Order Award/Modification Data – The contractor shall report all non IT Solution Shop (ITSS) orders and modifications within thirty (30) calendar days of order acceptance/award. Enter the Award/Modification data in the Management Module screen; data may include, but is not limited to:

- (1) Contractor Name
- (2) Basic Contract Number
- (3) Order Number
- (4) Award/Modification Date
- (5) Award/Modification Total Estimated Ceiling (T&M type, or Fixed Price)
- (6) Award/Modification Obligated Amount
- (7) Period of Performance
- (8) Order Type
- (9) Issuing Ordering Contracting Officer (OCO)
- (10) Customer Agency
- (11) Performance-based (yes/no)
- (12) Use of non-standard/specialized labor categories (yes/no)

The data from orders and modifications issued through ITSS should automatically migrate into the GWAC MM.

(b) Invoice Data – The contractor shall report the total invoiced amount for each invoice within sixty (60) calendar days from the date of the invoice. The total invoiced amount includes the contract access fee.

(c) CAF Payment Data – The contractor shall report each CAF payment remitted to GSA within fourteen (14) calendar days following each CAF payment. CAF payment data includes, but is not limited to:

- (1) Trace Number (or Voucher Number)
- (2) Total Remitted Amount
- (3) Remit Date
- (4) Amount applied to each Task Order Number (for the reported payment)

The Contractor shall convert all currency to U.S. dollars using the “Treasury Reporting Rates of Exchange,” issued by the U.S. Department of Treasury, Financial Management Service.

Contract Access Fee:

The Contract Access Fee (CAF) reimburses GSA for the cost of operating the ANSWER Program. The CAF percentage is set at the discretion of GSA and GSA maintains the unilateral right to change the percentage at any time, but not more than once per year. GSA will provide reasonable notice prior to the effective date of any change.

The current Contract Access Fee (CAF) is .75%. To calculate the CAF remittance payment for the ANSWER GWAC for loaded labor-hour rates where the CAF is already built into the loaded rates, use this formula:

$$\text{CAF} = (\text{Total Labor-Hour Dollars} / 1.0075) * .0075$$

For all other invoiced costs, use this formula:

$$\text{CAF} = \text{Total Cost} * .0075$$

Contractors shall remit the CAF to GSA in U.S. dollars within forty-five (45) calendar days upon receipt of payment from the customer. Where payments for multiple invoices (on one or more Orders) are due, Contractors may consolidate the CAF owed into one payment.

All CAF payments must be remitted electronically via Automated Clearing House (ACH). The procedures to set up ACH can be found on the payment page in the GWAC MM. Failure to remit the CAF in a timely manner will constitute a Basic Contract debt to the United States Government under the terms of FAR 32.6

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 Term of Contract

The term of this contract is two years from date of award.

The Government reserves the right to extend the term of this contract at the prices set forth in Section B in accordance with the terms and conditions contained in the clause in Section I, "Option to Extend the Term of the Contract".

H.1.1 North American Industry Classifications System (NAICS) 541519

Effective October 1, 2000, Small Business size standards for all Federal Government Programs are those that the Small Business Administration (SBA) has established for industries as described in the NAICS. Size standard for industries described in Standard Industrial Classification (SIC) have been replaced by the NAICS and no longer apply. For the purpose of this contract, the NAICS Code 541519 Other Computer Related Services with the following size standard must not exceed \$21,000,000.00.

H.2 Overall Contract Minimum Amount

The Government shall guarantee a minimum \$100,000.00 (One hundred thousand dollars) to each awardee under this contract during the base period, subject only to adjustment in accordance with the dollar limits that would apply in the event that the Government exercises its rights under the Termination Clauses of this contract. Orders of any items listed under Section B of this contract, and any Other Direct Costs associated with any task orders awarded will apply toward this minimum guarantee.

H.3 Overall Contract Maximum Amount

The maximum amount for each contract is \$25 billion. However, since the total amount for all contracts will not exceed \$25 billion, as more orders are issued under one contract, the value of orders which can be issued under the other contracts decreases by an equal amount.

H.4 Restricted Activities and Standards of Conduct

The contractor and its employees shall conduct business covered by this contract only during periods paid for by the Government and shall not conduct any other business on Government premises. The contractor shall not use Government materials except for the express purpose of providing Government support. The contractor shall not provide assistance to client personnel in developing client requirements except as directed in performance of task duties. If requested by

the client to provide such non-task related assistance, the contractor shall immediately contact GSA to preclude the possibility of conflicts of interest. If the contractor is required to prepare or assist in the preparation of a SOW to be used in a competitive procurement, GSA or any customer will not consider the contractor, its successor-in-interest, assignee, nor affiliates a prime source of supply for, nor allow it to be a subcontractor or consultant to the competitive procurement.

H.5 Organizational Conflict of Interest

The contractor and any subcontractors are hereby placed on notice that they may be precluded from participating in future federal contract competitions for the furnishing of systems, subsystems, major components, or other hardware or software items, resulting from specifications, statements of work, or other services performed under a task order on this contract, for a period of 24 months after completion of the task order. The guidelines and procedures of FAR Subpart 9.5 will be used in identifying and resolving any issues of organizational conflict of interest.

In the event that task orders issued under this contract require the contractor to gain access to proprietary information of other companies, the contractor shall be required to execute agreements with those companies to protect the information from unauthorized use and to refrain from using it for any purpose other than for which it was furnished.

H.6 Security Requirements

The contractor shall comply with the Computer Security Act of 1987, the Industrial Security Manual for Safeguarding Classified Information (DoD 5220.22-M), and the requirements of FAR Clause 52.204-9 – Personal Identity Verification of Contractor Personnel (JAN 2006).

The contractor facility that processes personnel security clearances or data, must possess Top Secret facility clearance. Individual task requests shall specify the level of security clearance that will be required for assigned contractor personnel. The contractor is responsible for providing properly cleared personnel, providing security briefings, and ensuring compliance by its employees with the Government or contractor security regulations. This includes the safekeeping, wearing, and visibility of a contractor provided picture name badge, and any special agency badges. The contractor shall ensure the return of all badges, and any other Government property, upon task completion, or when personnel depart a task permanently or for an extended period of time.

The Program Manager must have at least a Secret clearance and other contractor management and task order personnel shall have a clearance commensurate with the task orders they support. It is anticipated that approximately 30 percent of contractor employees shall require security clearances. Of the 30 percent - 16 percent Top Secret, 56 percent Secret, and 28 percent Confidential. Clearances, primarily Top Secret, may require Special Background Investigations (SBI) and Special Compartmental Investigations (SCI). The contractor may be required to obtain agency-specific clearances, such as a Q clearance or clearance for restricted data. Other checks and investigations may be required to verify the contractor employee's trustworthiness

and suitability for the position. The contractor shall cooperate with, and furnish information and completed forms to the task order client representative or GSA, when required, for the purpose of any special security checks or processing required by the agency, particularly for sensitive positions that require a National Agency Check (NAC), National Agency Check Investigation (NACI), credit check, police/FBI records check, or background investigation. Clearances and checks may be required at the start of task order work.

All clearances, checks, research, and associated activities shall be at contractor expense, and shall not result in any direct cost to the Government.

H.7 Limited Use of Data Information

In the performance of services under this contract, the contractor may be required to perform operations on, have access to, or handle data and information which contain classified, sensitive, proprietary, or privacy information or data. The contractor shall be responsible for safeguarding the information and data while under the control of or available to the contractor, and to prevent it from being compromised, altered, damaged, lost, or improperly disseminated. The CO may require contractor personnel on a particular task order to sign "no conflict of interest" and "non-disclosure" statements as a requirement for assignment to a task. Contractor personnel who sign such statements shall be briefed on the meaning and restrictions associated with "conflict of interest" and "non-disclosure".

Contractor personnel shall not divulge or release privacy data or information developed or obtained in the performance of this contract, until made public or specifically authorized by the Government. Classified information will be handled in accordance with the provided DD254. The contractor shall not use, disclose or reproduce third party companies' proprietary data, other than as authorized and required in the performance of this contract.

Data, information, or knowledge obtained as a result of working on a task order, may fall into special categories, many of which are indicated above, or may have special client sensitivity. Contractor employees working on a task order may not know the sensitivity of data, information, or situations observed, therefore, it is best to consider all information obtained on a task as sensitive. The contractor shall ensure that task personnel receive special briefings as required by Government regulations and procedures, and include for all task personnel, briefings on the sensitivity of operations, data, and information on any task, and their responsibility for safeguarding and avoiding unauthorized dissemination of any information obtained as a result of performance on a task order.

The limitations noted in the preceding paragraphs do not apply to data or information which has been made public by the Government. Further, this provision does not preclude the use of any data independently acquired by the contractor without such limitations, or prohibit an agreement, at no cost to the Government, between the contractor and the data owner which provides for greater rights to the contractor.

H.8 Key Personnel and Personnel Substitutions

Key personnel are those personnel considered essential to successful contractor performance. Key personnel are the Program Manager, Group Managers, all other proposed management positions, and all direct billable personnel.

The Program Manager and transition team accepted at contract award, shall be assigned to this contract within two weeks after contract award. The Program Manager shall remain in the position for a minimum of twelve months from the effective date of reporting to the contract position. During this period, no replacements shall be permitted unless necessitated by an individual's extreme illness, death, termination of employment, or if determined to be in the best interest of the Government. In any of these events, the contractor shall promptly notify the CO and replace such personnel with personnel of equal or superior qualifications within ten working days of notification.

Government authorized approval of initial and replacement contractor personnel shall be in accordance with Section C.

Personnel on task orders shall not be replaced or reassigned to another task without prior approval of the Government.

When the contractor becomes aware that a task order employee will be, or is unavailable to work under this contract for a continuous period exceeding ten working days, the contractor shall immediately notify the ITM or the appropriate Government representative, and replace such personnel with personnel of equal or superior qualifications, within ten working days of notification or as required by the Government.

Substitutions may be made in task staffing under the following conditions:

- The contractor shall notify the ITM or appropriate Government representative at least ten working days before making changes in task personnel from one task to another
- The contractor shall provide a replacement resume to the ITM or appropriate Government representative at the time of notification
- The resume of the replacement must be approved prior to assignment of the replacement and prior to transfer of the individual

H.9 Special Personnel Skills

Special personnel skills are those for which the expertise required or duties performed for task orders are within the contract scope, but are so specialized or rare that they are not explicitly defined in a skill category description. The PCO will determine whether circumstances warrant use of this special skill category. Based on price or cost analysis, the PCO will negotiate a fair and reasonable labor rate (market rate) with the contractor for the special personnel skill on a task by task basis.

H.10 Personnel Conduct

Personnel assigned by the contractor to work on this contract must be acceptable to the Government in terms of personal and professional conduct. Contractor management shall provide sufficient oversight and supervision to ensure employees (direct or subcontracted), are fulfilling their technical responsibilities and doing so in the best interest of the Government. It is understood that any personnel assigned by the contractor or subcontractor to the performance of the work hereunder, if in conflict with the best interests of the Government, shall be immediately removed from the assigned position. The CO may elect to direct the retention of an individual on a task until a replacement has been approved, or reported, or until a transition has occurred.

Employment and staffing difficulties shall not be justification for failure to meet established schedules, and if such difficulties impair performance, the contractor may be subject to default.

H.11 Transition

The contractor shall not recruit on Government premises or otherwise act to disrupt Government business.

Upon contract award and following a contract start-up meeting, GSA will provide the contract awardees with a list of designated GSA points of contact. Within fifteen calendar days of a task order award, the contractor shall inform the appropriate ITM of incumbent personnel, who will not be placed on the task order.

The contractor shall have management and administrative support in place to receive task requests within two weeks after contract award. Addresses, telephone numbers, and functional responsibilities shall be provided to the PCO at this time.

To allow maximum retention of corporate memory of incumbent personnel, the Government may, at transition, grandfather those personnel into positions for which they do not meet the requirements stated in Section C of this contract.

The incumbent contractor may continue performance to complete all task orders issued prior to the effective date of this contract, unless terminated earlier by the CO.

H.12 Phase Out of Contract and Continuity of Services

If a successor contract is awarded prior to the final expiration date of this contract, the Government may issue task orders to the successor contractor prior to the expiration date of this contract.

The contractor must recognize that services under this contract are vital to the Government and must be continued without interruption and that upon contract expiration, a successor, either the Government or another contractor, may continue such services. The contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition.

Task orders scheduled to be completed after the expiration of this contract, may be terminated for the convenience of the Government, and issued to the successor contractor. The incumbent contractor shall maintain adequate administrative and management support for active task orders after contract expiration, for at least 90 days.

The contractor shall provide phase-in, phase-out services, at no additional cost to the Government, as long as there is any active task order. Appropriate task management personnel shall meet with the successor contractor to coordinate task transition. Discussions shall include personnel transition to the successor contractor, and the transition of task specific items such as Government or contractor furnished supplies, materials, equipment, and services.

The contractor shall disclose necessary personnel records (names and phone numbers) to allow the successor to conduct interviews for possible transition. If selected employees are agreeable to the change, the incumbent contractor shall grant release at a mutually agreed date and negotiate transfer of the employee's earned fringe benefits. The resumes for incumbents must be approved by the Government prior to assignment to a position.

H.13 Contractor Management and Administrative Support

H.13.1 Contractor Offices

The contractor shall designate an administrative office(s) to support the contractor's administrative requirements and management of task orders. This includes, but is not limited to, functions such as: receiving, preparing, and negotiating task orders; managing task orders and contract requirements; and recruiting. This office(s) shall be operational within 30 calendar days after contract award.

H.13.2 GSA Offices

GSA offices are responsible for the implementation of this contract and task order activities in their geographical area of responsibility. The offices are currently located as follows: Boston,

MA; New York, NY; Philadelphia, PA; Atlanta, GA; Chicago, IL; Kansas City, MO; Fort Worth, TX; Denver, CO; Bremerton, WA; Washington D.C.; Falls Church, VA; Pensacola, FL; Huntsville, AL; San Antonio, TX; San Francisco, CA; Oakland, CA; San Diego, CA; Ventura, CA; Monterey, CA; Honolulu, HI; Phoenix, AZ; and Las Vegas, NV.

H.13.3 Group Managers

Group Managers shall be assigned on a full time basis. A Group Manager shall be required for every full multiple of 35 people. Additionally, no individual Group Manager shall supervise, directly or indirectly, more than 50 people.

H.14 Facilities, Supplies and Services

H.14.1 Contractor Supplied

The contractor shall furnish the following at no direct cost to the Government:

- Contract-related services are administrative and management functions necessary to support the contract, and the hardware, software, and communications systems necessary to interface effectively and efficiently with the GSA. These include, but are not limited to: financial management, recruiting, interviewing, training, payroll preparation, travel arrangements, task proposal preparation, obtaining security clearances, contracting, and clerical support.
- Office and working space for contract-related services.
- Office equipment and expenses necessary to perform contract-related services including: IT and network operations, printing, photocopying, communications, postage, express mail, paper and copying supplies, local and long distance telephone service, and other services, equipment and supplies required in support of this contract.
- Proposed tools and methodologies

H.14.2 Government Supplied

The Government will furnish, at no cost to the contractor, when required and authorized by the task order:

For on-site work, work space, furnishings, telephone service, supplies, equipment, and materials will be provided. Computer hardware, software, communication networks, printers, and other peripherals and resources available from the Government and required for task order performance.

For off-site work, individual high cost items or difficult-to-obtain pieces of equipment or materials, and very specialized or unique equipment. When required and authorized by the task order, the contractor may be required to provide such items as a direct cost to the task order.

Where possible and appropriate, external access to Government facilities and resources will be provided.

Government forms, publications, documents, and other information required for task order performance

H.14.3 Off-Site Task Order Related Services

The Government anticipates 11 percent of the personnel associated with this contract will not be supported on Government facilities.

Off-site task order related services. A task order may direct that required work be performed at a facility to be furnished by the contractor. The task order may also indicate restrictions on the location of the contractor's facility such as, within 60 minutes of the client's facility, or within 30 miles of the client's facility.

Off-site contractor facilities (both management and task order sites) shall be able to support necessary contract and all task order requirements. This shall include, at no direct cost to the Government, the following office and task specific items:

Office, workspace, telephone and Internet access

State of the art equipment with reasonable refreshment, including computer hardware, software, networks, electronic interfaces to company and GSA; and on task orders, to client systems

Materials, supplies and services

Security systems, devices and equipment, including safeguarding of classified materials to the secret level

H.14.4 Reimbursable Contractor Supplies, Equipment and Services

If the Government determines that it is unable to furnish equipment, materials, supplies, and services, which would otherwise be provided to the contractor at no cost due to task order performance being at an on-site Government provided facility, or a high cost item at an off-site contractor furnished facility, the contractor (when authorized by a task order) shall obtain the necessary resources, subject to the following conditions:

The resources shall be obtained from sources that are most advantageous to the Government, price and other factors considered

The contractor is authorized to acquire equipment, materials, supplies, and services for performance on a task order, and ultimate ownership by the Government (except services), if the expenditure has been authorized as a direct cost. All purchases shall be made in accordance with applicable Government acquisition regulations.

H.15 Training of Contractor Employees

The contractor is responsible for providing training to ensure task order requirements are met and to keep personnel current on leading edge and state-of-the-art technologies and methods. Within each contract year, on average, a minimum of 40 hours per year of technical training will be provided to all full-time personnel billed as skill-levels described in Section C, assigned to this contract to maintain their technical knowledge as current and up-to-date. At least eighty percent of this training must be in technologies directly related to task performance. The cost of such training, including tuition and labor, shall not be directly chargeable to the Government. Necessary non-local travel associated with training, will be reviewed, and if appropriate paid for by the Government.

Only hours of attendance at a symposium or conference, formal training in a classroom environment by bona fide instructors, or Computer Based Training (CBT) are creditable under this provision. CBT for which Continuing Education Units (CEUs) are credited shall be considered as formal classroom training. At least 60% of this training must be conducted as formal classroom training or CBT with associated CEUs.

The Government may provide additional training at its discretion. In those cases where the Government has provided training, comparable training for replacement personnel will be provided at contractor expense. Training provided by the Government will not be credited toward the forty-hour requirement.

H.16 Marketing Efforts

The contractor is responsible for ongoing marketing efforts during the life of this contract as specified below. This will commence not later than 30 calendar days after contract award, subject to the following:

All marketing brochures shall conform to the requirements of the GSAR 552.203-70 and be approved by the PCO prior to issuance

Contractors shall not assist prospective client agencies in the development of future requirements or provide preliminary estimates, except as provided for in an existing task order

Contractors shall not charge marketing costs as a direct cost item

Approval for marketing by the contractor does not obligate GSA to undertake, under this contract, any potential work identified

H.16.1 Marketing Calls

The contractor shall prepare and give formal presentations to prospective GSA clients on the contract when requested by the Government. These presentations will be consistent with materials previously reviewed and approved for use by GSA.

The contractor shall also conduct marketing calls, and provide informal program and contract briefings. Notification of and coordination for these calls is described in paragraph G.1.5.1.

H.16.2 Marketing Materials

The contractor shall provide marketing materials which will enhance program and service visibility. The types of marketing materials provided shall be at the discretion of the contractor and may include the following brochures, pamphlets, visual aids, newsletters, technology updates, white papers, news releases, training tools and seminars, work tools and materials such as quick reference estimating/measuring tools, folders, pens, mouse pads, rolodex cards, and literature. The contractor shall provide sample marketing materials prior to distribution. GSA will have five working days to review and approve materials.

H.16.3 Trade Shows and Exhibitions

The contractor shall participate in at least two trade shows/exhibitions per contract year (see section G.1.5.2).

H.17 Technical Refreshment

After contract award, the Government may, pursuant to the FAR Clause 52.243-1, Changes - Fixed Price, Alternate II or FAR Clause 52.243-3, Changes - Time and Materials or Labor Hours, order changes within the scope of the contract. These changes may be required to improve performance, or react to changes in technology.

H.18 Limitation of Warranty for Government Furnished Software

In lieu of any other warranty expressed or implied herein, the Government warrants that any programming aids and software packages supplied for contractor use as Government-furnished property shall be suitable for their intended use on the system(s) for which designed. In the case of programming aids and software packages acquired by the Government from a commercial source, such warranty is limited to that set forth in the contractual document covering the product(s). Should Government-furnished programming aids or software packages not be suitable for their intended use on the system(s) for which designed, except where such property is furnished "as is," the contractor shall notify the ITM and supply documentation regarding any defects and their effect on progress under this contract. The CO will consider equitably adjusting the delivery performance dates or task order price, or both, and any other contractual provision affected by the Government-furnished property in accordance with the procedures provided for in the clause of this contract entitled "Changes".

H.19 Hold Harmless and Indemnification Agreement

The contractor shall save and hold harmless and indemnify the Government against any and all liability, claims, and costs of whatever kind and nature for injury to or death of any person or persons, and for loss, destruction, or damage to any property (including electronic storage areas), occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work under the terms of this contract, resulting in whole or in part from the willful, negligent, or careless acts or omissions of the contractor, its subcontractors, or any employee, agent or representative of the contractor or its subcontractors.

H.20 Contractors Commitments, Warranties, and Representations

Any written commitments by the contractor within the scope of this contract shall be binding and shall render the contractor liable for damage to the Government under the terms of this contract. A written commitment by the contractor shall be limited to the proposal submitted by the contractor and to specific written modifications, further defined as including:

Any warranty or representation made by the contractor in a proposal as to software, systems performance, and other physical design or functioning characteristics of a component or system.

Warranties or representations made by the contractor concerning the characteristics of items, made in any literature, descriptions or specifications accompanying or referred to in a proposal.

Written modification, affirmation, or representation as to the above which is made by the contractor in or during the course of negotiations, whether or not incorporated formally into the proposal.

H.21 On-call Service

Reimbursement will be provided for work performed at the request of the government in accordance with the statement of work. The government will not pay for people on call - only those that are called to work.

Contract employees on on-call status shall have a qualified backup in the event they are unable to respond to a call.

Requests for on-call services may be made orally by the Government to the contractor's management, but shall be documented in written form within five working days.

When required to report to the work site outside of the employee's normal work hours, the contractor shall be paid, as a minimum, for two hours of service at the fixed hourly rates established in the contract. The two hours minimum includes travel time. Travel expenses will be paid by the Government in accordance with the local travel terms and conditions of this contract.

H.22 Wage Determination

In accordance with Title 29, of the Code of Federal Regulations, Labor Standards for Federal Service Contracts, GSA considers the Service Contract Act (SCA) to apply to this contract.

The contractor is put on notice that regardless of the rate proposed for billing purposes and payment purposes, the contractor is required by the Department of Labor during contract performance to pay non-exempt employees at least the applicable wage determination rate for the specific area(s), if a specific wage determination(s) exist. If none exists, the contractor must pay the non-exempt employees at least the salary portion of the applicable rate shown in Section B.

H.23 Required Insurance

The contractor shall procure and maintain the following minimum insurance during the period of performance of this contract:

Workmen's Compensation and Employer's Liability Insurance. Compliance with applicable workmen's compensation and occupational disease statutes is required under this contract.

General Liability Insurance in the minimum amount of \$500,000 per occurrence

Automobile Liability Insurance in the minimum amount of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. Prior to the commencement of work hereunder, the contractor shall furnish to the Contracting Officer a certificate or written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the interests of the Government 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 thirty (30) days after the insurer or the contractor gives written notice to the Contracting Officer, whichever period is longer.

The contractor agrees to insert the substance of this clause, including this paragraph, in subcontracts under this contract that require work on a Government installation. The subcontractor(s) will be obligated by the prime contractor to provide and maintain the insurance required by the virtue of this contract. At least five (5) days before entry of each such subcontractor's personnel on a Government installation, the contractor shall furnish (or ensure that there has been furnished) to the CO, a current certificate of insurance, meeting the requirements of the above paragraphs.

H.24 Administrative Improvements

It is the intention of FTS to constantly strive to work with the Contractor to introduce administrative improvements that would be advantageous to the Government and the Contractor. The Contractor agrees to negotiate, in good faith, with the Government to implement any suggested administrative improvements that are determined to be in the best interests of both

parties. For example, currently, FTS is investigating the feasibility of improving payments through a "prime pay" process. Conceptually, under the "prime pay" process, the Contractor would be authorized to access the Information Technology Fund to withdraw monthly invoice amounts. In return for the faster access to payments, the Contractor would provide the Government with a negotiated prompt payment discount, provided that such discount rate shall not be less than the Treasury Department.

H.25 Observance of Legal Holidays and Excused Absence

The Government hereby provides NOTICE and Contractor hereby acknowledges RECEIPT that Government personnel observe the listed days as holidays:

New Year's Day
Martin Luther King's Birthday
President's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas

In addition to the days designated as holidays, the Government observes the following days:

- Any other day designated by Federal Statute
- Any day designated by Executive Order.
- Any other day designated by the President's Proclamation

Contractor personnel shall work in accordance with the Contractor's designated holiday schedule unless otherwise stated specifically in the task order.

It is understood and agreed between the Government and the Contractor that observance of such days by Government personnel shall not otherwise be a reason for an entitlement to compensation as set forth in Contract Section G.3.2

If the Government personnel are furloughed, the Contractor shall contact the Contracting Officer or the COTR to receive direction. It is the Government's decision as to whether the contract price/cost will be affected. Generally the following situations apply:

Contractor personnel that are able to continue contract performance (either on-site or at a site other than their normal work station,) shall continue to work and the contract price shall not be reduced or increased.

Contractor personnel that are not able to continue contract performance (e.g., support function) may be asked to cease their work effort.

Nothing in this clause abrogates the rights and responsibilities of the parties relating to "stop work" provisions as cited in other section of this contract.

H.26 Other Direct Costs

The Government may require the Contractor to purchase hardware, software, firmware, related supplies and other direct costs (ODCs) that are integral and necessary for the IT being acquired under the order. Such requirements will be identified at the time an order is issued or may be identified during the course of an order, by the Government or the Contractor.

ODCs, for material necessary for performance of this contract, shall be specified in individual orders and shall be reimbursed in accordance with the billing and payment clauses of this contract. The Task Order (TO) Contracting Officer will establish the maximum allowable amount of ODCs for each task order requirement placed under the contract and determine the fair and reasonableness of the proposed price/prices.

H.27 Agency-Specific Clauses

Provisions and clauses that supplement the FAR, which are prescribed and included in authorized agency acquisition regulations and issued within an agency to satisfy the specific needs of the agency as a whole may be added at the task order level so long as they are not inconsistent with the terms of this contract and do not exceed its scope.

H.28 Direct Order Direct Bill (DODB) Task Order/Modification Notification

All Direct Order Direct Bill Task Orders and Modifications will be furnished to the Contracting Officer at the GWAC center in soft copy to ANSWER@gsa.gov no later than ten (10) days after Task Order/Modification award.

H.29 Contracting Officer's Technical Representative (COTR) Notification Requirements

To facilitate annual Past Performance surveys conducted by the Government, the Contractor is required to send a complete listing of COTRs on all active and closed out task orders for the reporting period 1 July – 30 June of the corresponding year. The report shall be submitted to the Contracting Officer in GSA approved electronic spreadsheet format (currently Excel 7.0 or higher) and will include: COTR name and contact information (organization, phone number, and email address), task order number, project title, and performance period. The report shall be submitted not later than 30 July of the corresponding year.

H.30 Subcontracting Plan and Electronic Small Business Reporting System (eSRS) requirements

The contractor's current subcontracting plan is incorporated and made a material part of this contract. Pursuant to OFPP Memo, November 3, 2005, the electronic Small Business Reporting System (eSRS) is replacing the SF-294 and SF-295s with Submit Individual Subcontracting Reports (ISR) and Summary Subcontracting Reports (SSR). The ISR and SSR shall be submitted electronically via the Electronic Subcontract Reporting System (eSRS) at www.esrs.gov and must be received within 30 days after the close of each calendar period as follows:

Calendar Period	Report Title	Date Due
Oct 01 – Mar 31	ISR	Apr 30
Apr 01 – Sept 30	ISR	Oct 30
Oct 1 – Sept 30	SSR	Oct 30

SECTION I

CONTRACT CLAUSES

I.1 52.252-2 Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.arnet.gov/far>

FAR (48 CFR Chapter 1) Clauses Incorporated by Reference

CLAUSE NO.	TITLE	DATE
52.202-1	DEFINITIONS	DEC 2001
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 1997
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT	DEC 2008
52.203-15	WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 *	MAR 2009
52.204-2	SECURITY REQUIREMENTS	AUG 1996
52.204-7	CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.204-11	AMERICAN RECOVERY AND REINVESTMENT ACT – REPORTING REQUIREMENTS *	MAR 2009
52.209-6	PROTECTING THE GOVERNMENTS INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995

52.215-2	AUDIT AND RECORDS —NEGOTIATION *	MAR 2009
52.215-2	ALTERNATE I *	MAR 2009
52.215-8	ORDER OF PRECEDENCE – UNIFORM CONTRACT FORMAT	OCT 1997
52.215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	OCT 1997
52.215-11	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA – MODIFICATIONS	OCT 1997
52.215-12	SUBCONTRACTOR COST OR PRICING DATA	OCT 1997
52.215-13	SUBCONTRACTOR COST OR PRICING DATA – MODIFICATIONS	OCT 1997
52.215-14	INTEGRITY OF UNIT PRICES	OCT 1997
52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS	DEC 1998
52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR POST RETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	OCT 1997
52.216-4	ECONOMIC PRICE ADJUSTMENT – LABOR AND MATERIAL	JAN 1997
52.216-5	PRICE REDETERMINATION – PROSPECTIVE –	OCT 1997
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	OCT 2000
52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN	JAN 2002
52.219-11	SPECIAL 8(a) CONTRACT CONDITIONS	FEB 1990
52.219-12	SPECIAL 8(a) SUBCONTRACT CONDITIONS	FEB 1990
52.219-16	LIQUIDATED DAMAGES - SUBCONTRACTING PLAN	JAN 1999
52.219-17	SECTION 8(a) AWARD	DEC 1996
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	FEB 1997
52.222-3	CONVICT LABOR	AUG 1996
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-28	[RESERVED]	
52.222-35	EQUAL OPPORTUNITY FOR DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-42	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES	MAY 1989
52.222-50	COMBATING TRAFFICKING IN PERSONS	FEB 2009
52.223-2	[RESERVED]	
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984

52.224-2	PRIVACY ACT	APR 1984
52.225-1	BUY AMERICAN ACT –SUPPLIES	FEB 2009
52.225-3	BUY AMERICAN ACT – FREE TRADE AGREEMENTS – ISRAEL TRADE ACT	FEB 2009
52.226-1	UTILIZATION OF INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES	JUN 2000
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-3	PATENT INDEMNITY	APR 1984
52.227-14	RIGHTS IN DATA—GENERAL	DEC 2007
52.227-19	COMMERCIAL COMPUTER SOFTWARE – RESTRICTED RIGHTS	DEC 2007
52-227-21	TECHNICAL DATA DECLARATION, REVISION, AND WITHHOLDING OF PAYMENT – MAJOR SYSTEMS	JAN 1997
52.228-3	WORKER’S COMPENSATION AND INSURANCE (DEFENSE BASE ACT)	APR 1984
52.228-4	WORKER’S COMPENSATION AND WAR HAZARD INSURANCE OVERSEAS	APR 1984
52.228-5	INSURANCE – WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	APR 2003
52.229-5	[RESERVED]	APR 1984
52.229-6	TAXES – FOREIGN FIXED-PRICE CONTRACTS	JAN 1991
52.229-7	TAXES – FIXED-PRICE CONTRACTS WITH FOREIGN GOVERNMENTS	JAN 1991
52.232-1	PAYMENTS	APR 1984
52.232-7	PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS	AUG 2005
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	FEB 2002
52.232-11	EXTRAS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	FEB 2002
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER-CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-1	DISPUTES	JUL 2002
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.242-13	BANKRUPTCY	JUL 1995

52.243-1	CHANGES – FIXED PRICE	AUG 1987
52.243-3	CHANGES—TIME-AND-MATERIALS OR LABOR-HOURS	SEPT 2000
52.244-1	[RESERVED]	
52.244-3	[RESERVED]	
52.244-2	SUBCONTRACTS	AUG 1998
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS *	MAR 2009
52.245-1	PROPERTY RECORDS	APR 1984
52.245-2	GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS)	DEC 1989
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME AND MATERIAL, OR LABOR HOUR CONTRACTS)	JAN 1986
52.245-19	GOVERNMENT PROPERTY FURNISHED ““AS IS””	APR 1984
52.246-7	INSPECTION OF RESEARCH & DEVELOPMENT – FIXED-PRICE	AUG 1996
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	SEP 1996
52.249-6	TERMINATION (COST-REIMBURSEMENT)	SEP 1996
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.249-14	EXCUSABLE DELAYS	APR 1984
52.250-5	SAFETY ACT – EQUITABLE ADJUSTMENT	FEB 2009
52.253-1	COMPUTER GENERATED FORMS	JAN 1991
552.228-70	WORKERS’ COMPENSATION LAWS	SEP 1999

* Notation: These ARRA clauses pertain to any new or existing Orders that are modified.

Recovery Act Background

On February 17, 2009, The President signed Public Law 111-5, the Recovery Act. The Act imposes a number of requirements on Executive Branch departments and agencies receiving Recovery Act funds to meet the broader goals and objectives (e.g. level of transparency and accountability) of the Recovery Act. In addition, the Recovery Act includes a number of requirements to be implemented in Federal Government contracts.

Five Federal Acquisition Regulation (FAR) interim rules were published in the Federal Register on March 31, 2009, in FAC 2005-032, providing authorities, policies, and procedures for governmentwide implementation of the Recovery Act and for special contract procedures contained in OMB Guidance. The interim rules immediately make available FAR contract clauses to include in Government Contracts. **These clauses pertain to any Order (new or existing Orders that are modified) that is funded in whole or part with Recovery Act funds.**

I.2 Notice of Hybrid Contract Type

This contract is a hybrid of fixed price (FP) and time-and-materials/labor hours (T&M) contract types. Some or all of the clauses listed below have been incorporated by reference above. Please be aware that this contract contains FP line items as well as T&M line items. Therefore not all of the clauses contained in this contract apply to a specific line item. The list below identifies which clauses are applicable solely to fixed-price and/or time-and-materials contract types:

- PAYMENTS

FP:	52.232-1, 52.232-8, 52.232-11
T&M:	52.232-7

- CHANGES

FP:	52.243-1
T&M:	52.243-3

- SUBCONTRACTING

FP:	RESERVED
T&M:	RESERVED

- GOVERNMENT PROPERTY

FP:	52.245-2
T&M:	52.245-5

- TERMINATION/DEFAULT

FP:	52.249-2, 52.249-8,
T&M:	52.249-6 (A1t IV), 52.249-14

I.3 52.216-16 Incentive Price Revision--Firm Target. (Oct 1997)

(a) *General.* The supplies or services identified in the Schedule as Items _____ [*Contracting Officer insert Schedule line item numbers*] are subject to price revision in accordance with this clause; provided, that in no event shall the total final price of these items exceed the ceiling price of _____ dollars (\$ ____). Any supplies or services that are to be (1) ordered separately under, or otherwise added to, this contract and (2) subject to price revision in accordance with the terms of this clause shall be identified as such in a modification to this contract.

(b) *Definition.* "Costs," as used in this clause, means allowable costs in accordance with Part 31 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract.

(c) *Data submission.*

(1) Within _____ [*Contracting Officer insert number of days*] days after the end of the month in which the Contractor has delivered the last unit of supplies and completed the services specified by item number in paragraph (a) of this clause, the Contractor shall submit in the format of Table 15-2, FAR 15.408, or in any other form on which the parties agree--

(i) A detailed statement of all costs incurred up to the end of that month in performing all work under the items;

(ii) An estimate of costs of further performance, if any, that may be necessary to complete performance of all work under the items;

(iii) A list of all residual inventory and an estimate of its value; and

(iv) Any other relevant data that the Contracting Officer may reasonably require.

(2) If the Contractor fails to submit the data required by subparagraph (c)(1) of this clause within the time specified and it is later determined that the Government has overpaid the Contractor, the Contractor shall repay the excess to the Government immediately. Unless repaid within 30 days after the end of the data submittal period, the amount of the excess shall bear interest, computed from the date the data were due to the date of repayment, at the rate established in accordance with the Interest clause.

(d) *Price revision.* Upon the Contracting Officer's receipt of the data required by paragraph (c) of this clause, the Contracting Officer and the Contractor shall promptly establish the total final price of the items specified in (a) of this clause by applying to final negotiated cost an adjustment for profit or loss, as follows:

(1) On the basis of the information required by paragraph (c) of this clause, together with any other pertinent information, the parties shall negotiate the total final cost incurred or to be incurred for supplies delivered (or services performed) and accepted by the Government and which are subject to price revision under this clause.

(2) The total final price shall be established by applying to the total final negotiated cost an adjustment for profit or loss, as follows:

(i) If the total final negotiated cost is equal to the total target cost, the adjustment is the total target profit.

(ii) If the total final negotiated cost is greater than the total target cost, the adjustment is the total target profit, less _____ [*Contracting Officer insert percent*] percent of the amount by which the total final negotiated cost exceeds the total target cost.

(iii) If the final negotiated cost is less than the total target cost, the adjustment is the total target profit plus _____ [*Contracting Officer insert percent*] percent of the amount by which the total final negotiated cost is less than the total target cost.

(e) *Contract modification.* The total final price of the items specified in paragraph (a) of this clause shall be evidenced by a modification to this contract, signed by the Contractor and the Contracting Officer. This price shall not be subject to revision, notwithstanding any changes in the cost of performing the contract, except to the extent that--

(1) The parties may agree in writing, before the determination of total final price, to exclude specific elements of cost from this price and to a procedure for subsequent disposition of those elements; and

(2) Adjustments or credits are explicitly permitted or required by this or any other clause in this contract.

(f) *Adjusting billing prices.*

(1) Pending execution of the contract modification (see paragraph (e) of this clause), the Contractor shall submit invoices or vouchers in accordance with billing prices as provided in this paragraph. The billing prices shall be the target prices shown in this contract.

(2) If at any time it appears from information provided by the contractor under subparagraph (g)(2) of this clause that the then-current billing prices will be substantially greater than the estimated final prices, the parties shall negotiate a reduction in the billing prices. Similarly, the parties may negotiate an increase in billing prices by any or all of the difference between the target prices and the ceiling price, upon the Contractor's submission of factual data showing that final cost under this contract will be substantially greater than the target cost.

(3) Any billing price adjustment shall be reflected in a contract modification and shall not affect the determination of the total final price under paragraph (d) of this clause. After the contract modification establishing the total final price is executed, the total amount paid or to be paid on all invoices or vouchers shall be adjusted to reflect the total final price, and any resulting additional payments, refunds, or credits shall be made promptly.

(g) *Quarterly limitation on payments statement.* This paragraph (g) shall apply until final price revision under this contract has been completed.

(1) Within 45 days after the end of each quarter of the Contractor's fiscal year in which a delivery is first made (or services are first performed) and accepted by the Government under this contract, and for each quarter thereafter, the Contractor shall submit to the contract administration office (with a copy to the contracting office and the cognizant contract auditor) a statement, cumulative from the beginning of the contract, showing--

(i) The total contract price of all supplies delivered (or services performed) and accepted by the Government and for which final prices have been established;

(ii) The total costs (estimated to the extent necessary) reasonably incurred for, and properly allocable solely to, the supplies delivered (or services performed) and accepted by the Government and for which final prices have not been established;

(iii) The portion of the total target profit (used in establishing the initial contract price or agreed to for the purpose of this paragraph (g)) that is in direct proportion to the supplies delivered (or services performed) and accepted by the Government and for which final prices have not been established--increased or decreased in accordance with subparagraph (d)(2) of this clause, when the amount stated under subdivision (g)(1)(ii) of this clause differs from the aggregate target costs of the supplies or services; and

(iv) The total amount of all invoices or vouchers for supplies delivered (or services performed) and accepted by the Government (including amounts applied or to be applied to liquidate progress payments).

(2) Notwithstanding any provision of this contract authorizing greater payments, if on any quarterly statement the amount under subdivision (g)(1)(iv) of this clause exceeds the sum due the Contractor, as computed in accordance with subdivisions (g)(1)(i), (ii), and (iii) of this clause, the Contractor shall immediately refund or credit to the Government the amount of this excess. The Contractor may, when appropriate, reduce this refund or credit by the amount of any applicable tax credits due the Contractor under 26 U.S.C. 1481 and by the amount of previous refunds or credits effected under this clause. If any portion of the excess has been applied to the liquidation of progress payments, then that portion may, instead of being refunded, be added to the unliquidated progress payment account consistent with the Progress Payments clause. The Contractor shall provide complete details to support any claimed reductions in refunds.

(3) If the Contractor fails to submit the quarterly statement within 45 days after the end of each quarter and it is later determined that the Government has overpaid the Contractor, the Contractor shall repay the excess to the Government immediately. Unless repaid within 30 days after the end of the statement submittal period, the amount of the excess shall bear interest, computed from the date the quarterly statement was due to the date of repayment, at the rate established in accordance with the Interest clause.

(h) *Subcontracts.* No subcontract placed under this contract may provide for payment on a cost-plus-a-percentage-of-cost basis.

(i) *Disagreements.* If the Contractor and the Contracting Officer fail to agree upon the total final price within 60 days (or within such other period as the Contracting Officer may specify) after the date on which the data required by paragraph (c) of this clause are to be submitted, the Contracting Officer shall promptly issue a decision in accordance with the Disputes clause.

(j) *Termination.* If this contract is terminated before the total final price is established, prices of supplies or services subject to price revision shall be established in accordance with this clause for (1) completed supplies and services accepted by the Government and (2) those supplies and services not terminated under a partial termination. All other elements of the termination shall be resolved in accordance with other applicable clauses of this contract.

(k) *Equitable adjustment under other clauses.* If an equitable adjustment in the contract price is made under any other clause of this contract before the total final price is established, the adjustment shall be made in the total target cost and may be made in the maximum dollar limit on the total final price, the total target profit, or both. If the adjustment is made after the total final price is established, only the total final price shall be adjusted.

(l) *Exclusion from target price and total final price.* If any clause of this contract provides that the contract price does not or will not include an amount for a specific purpose, then neither any target price nor the total final price includes or will include any amount for that purpose.

(m) *Separate reimbursement.* If any clause of this contract expressly provides that the cost of performance of an obligation shall be at Government expense, that expense shall not be included in any target price or in the total final price, but shall be reimbursed separately.

(n) *Taxes.* As used in the Federal, State, and Local Taxes clause or in any other clause that provides for certain taxes or duties to be included in, or excluded from, the contract price, the term "contract price" includes the total target price or, if it has been established, the total final price. When any of these clauses requires that the contract price be increased or decreased as a result of changes in the obligation of the Contractor to pay or bear the burden of certain taxes or duties, the increase or decrease shall be made in the total target price or, if it has been established, in the total final price, so that it will not affect the Contractor's profit or loss on this contract.

(End of clause)

Alternate I (Apr 1984). As prescribed in 16.406(a), add the following paragraph (o) to the basic clause:

(o) *Provisioning and options.* Parts, other supplies, or services that are to be furnished under this contract on the basis of a provisioning document or Government option shall be subject to price revision in accordance with this clause. Any prices established for these parts, other supplies, or services under a provisioning document or Government option shall be treated as target prices. Target cost and profit covering these parts, other supplies, or services may be established separately, in the aggregate, or in any combination, as the parties may agree.

I.4 52.216-17 Incentive Price Revision--Successive Targets. (Oct 1997)

(a) *General.* The supplies or services identified in the Schedule as Items _____ [*Contracting Officer insert line item numbers*] are subject to price revision in accordance with this clause; provided, that in no event shall the total final price of these items exceed the ceiling price of _____ dollars (\$ _____). The prices of these items shown in the Schedule are the initial target prices, which include an initial target profit of _____ [*Contracting Officer insert percent*] percent of the initial target cost. Any supplies or services that are to be--

(1) Ordered separately under, or otherwise added to, this contract; and

(2) Subject to price revision in accordance with this clause shall be identified as such in a modification to this contract.

(b) *Definition.* "Costs," as used in this clause, means allowable costs in accordance with Part 31 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract.

(c) *Submitting data for establishing the firm fixed price or a final profit adjustment formula.*

(1) Within _____ [*Contracting Officer insert number of days*] days after the end of the month in which the Contractor has completed _____ (see Note 1), the Contractor shall submit the following data:

(i) A proposed firm fixed price or total firm target price for supplies delivered and to be delivered and services performed and to be performed.

(ii) A detailed statement of all costs incurred in the performance of this contract through the end of the month specified above, in the format of Table 15-2, FAR 15.408 (or in any other form on which the parties may agree), with sufficient supporting data to disclose unit costs and cost trends for--

(A) Supplies delivered and services performed; and

(B) Inventories of work in process and undelivered contract supplies on hand (estimated to the extent necessary).

(iii) An estimate of costs of all supplies delivered and to be delivered and all services performed and to be performed under this contract, using the statement of costs incurred plus an estimate of costs to complete performance, in the format of Table 15-2, FAR 15.408 (or in any other form on which the parties may agree), together with--

(A) Sufficient data to support the accuracy and reliability of the estimate; and

(B) An explanation of the differences between this estimate and the original estimate used to establish the initial target prices.

(2) The Contractor shall also submit, to the extent that it becomes available before negotiations establishing the total firm price are concluded--

(i) Supplemental statements of costs incurred after the end of the month specified in subparagraph (1) of this section for--

(A) Supplies delivered and services performed; and

(B) Inventories of work in process and undelivered contract supplies on hand (estimated to the extent necessary); and

(ii) Any other relevant data that the Contracting Officer may reasonably require.

(3) If the Contractor fails to submit the data required by subparagraphs (c)(1) and (2) of this section within the time specified and it is later determined that the Government has overpaid the Contractor, the Contractor shall repay the excess to the Government immediately. Unless repaid within 30 days after the end of the data submittal period, the amount of the excess shall bear interest, computed from the date the data were due to the date of repayment, at the rate established in accordance with the Interest clause.

(d) *Establishing firm fixed price or final profit adjustment formula.* Upon the Contracting Officer's receipt of the data required by paragraph (c) of this section, the Contracting Officer and the Contractor shall promptly establish either a firm fixed price or a profit adjustment formula for determining final profit, as follows:

(1) The parties shall negotiate a total firm target cost, based upon the data submitted under paragraph (c) of this section.

(2) If the total firm target cost is more than the total initial target cost, the total initial target profit shall be decreased. If the total firm target cost is less than the total initial target cost, the total initial target profit shall be increased. The initial target profit shall be increased or decreased by _____ percent (see Note 2) of the difference between the total initial target cost and the total firm target cost. The resulting amount shall be the total firm target profit; *provided*, that in no event shall the total firm target profit be less than _____ percent or more than _____ percent [*Contracting Officer insert percents*] of the total initial cost.

(3) If the total firm target cost plus the total firm target profit represent a reasonable price for performing that part of the contract subject to price revision under this clause, the parties may agree on a firm fixed price, which shall be evidenced by a contract modification signed by the Contractor and the Contracting Officer.

(4) Failure of the parties to agree to a firm fixed price shall not constitute a dispute under the Disputes clause. If agreement is not reached, or if establishment of a firm fixed price is inappropriate, the Contractor and the Contracting Officer shall establish a profit

adjustment formula under which the total final price shall be established by applying to the total final negotiated cost an adjustment for profit or loss, determined as follows:

- (i) If the total final negotiated cost is equal to the total firm target cost, the adjustment is the total firm target profit.
- (ii) If the total final negotiated cost is greater than the total firm target cost, the adjustment is the total firm target profit, less _____ percent of the amount by which the total final negotiated cost exceeds the total firm target cost.
- (iii) If the total final negotiated cost is less than the total firm target cost, the adjustment is the total firm target profit, plus _____ percent of the amount by which the total final negotiated cost is less than the total firm target cost.
- (iv) The total firm target cost, total firm target profit, and the profit adjustment formula for determining final profit shall be evidenced by a modification to this contract signed by the Contractor and the Contracting Officer.

(e) *Submitting data for final price revision.* Unless a firm fixed price has been established in accordance with paragraph (d) of this section within _____ [Contracting Officer insert number of days] days after the end of the month in which the Contractor has delivered the last unit of supplies and completed the services specified by item number in paragraph (a) of this section, the Contractor shall submit in the format of Table 15-2, FAR 15.408 (or in any other form on which the parties agree)--

- (1) A detailed statement of all costs incurred up to the end of that month in performing all work under the items;
- (2) An estimate of costs of further performance, if any, that may be necessary to complete performance of all work under the items;
- (3) A list of all residual inventory and an estimate of its value; and
- (4) Any other relevant data that the Contracting Officer may reasonably require.

(f) *Final price revision.* Unless a firm fixed price has been agreed to in accordance with paragraph (d) of this section, the Contractor and the Contracting Officer shall, promptly after submission of the data required by paragraph (e) of this section, establish the total final price, as follows:

- (1) On the basis of the information required by paragraph (e) of this section, together with any other pertinent information, the parties shall negotiate the total final cost incurred or to be incurred for the supplies delivered (or services performed) and accepted by the Government and which are subject to price revision under this clause.

(2) The total final price shall be established by applying to the total final negotiated cost an adjustment for final profit or loss determined as agreed upon under subparagraph (d)(4) of this section.

(g) *Contract modification.* The total final price of the items specified in paragraph (a) of this section shall be evidenced by a modification to this contract, signed by the Contractor and the Contracting Officer. This price shall not be subject to revision, notwithstanding any changes in the cost of performing the contract, except to the extent that--

(1) The parties may agree in writing, before the determination of total final price, to exclude specific elements of cost from this price and to a procedure for subsequent disposition of these elements; and

(2) Adjustments or credits are explicitly permitted or required by this or any other clause in this contract.

(h) *Adjustment of billing prices.*

(1) Pending execution of the contract modification (see paragraph (e) of this section), the Contractor shall submit invoices or vouchers in accordance with billing prices as provided in this paragraph. The billing prices shall be the initial target prices shown in this contract until firm target prices are established under paragraph (d) of this section. When established, the firm target prices shall be used as the billing prices.

(2) If at any time it appears from information provided by the contractor under subparagraph (i)(1) of this section that the then-current billing prices will be substantially greater than the estimated final prices, the parties shall negotiate a reduction in the billing prices. Similarly, the parties may negotiate an increase in billing prices by any or all of the difference between the target prices and the ceiling price, upon the Contractor's submission of factual data showing that the final cost under this contract will be substantially greater than the target cost.

(3) Any adjustment of billing prices shall be reflected in a contract modification and shall not affect the determination of any price under paragraph (d) or (f) of this section. After the contract modification establishing the total final price is executed, the total amount paid or to be paid on all invoices or vouchers shall be adjusted to reflect the total final price, and any resulting additional payments, refunds, or credits shall be made promptly.

(i) *Quarterly limitation on payments statement.* This paragraph (i) shall apply until a firm fixed price or a total final price is established under subparagraph (d)(3) or (f)(2).

(1) Within 45 days after the end of each quarter of the Contractor's fiscal year in which a delivery is first made (or services are first performed) and accepted by the Government under this contract, and for each quarter thereafter, the Contractor shall submit to the contract administration office (with a copy to the contracting office and the cognizant contract auditor) a statement, cumulative from the beginning of the contract, showing--

(i) The total contract price of all supplies delivered (or services performed) and accepted by the Government and for which final prices have been established;

(ii) The total cost (estimated to the extent necessary) reasonably incurred for, and properly allocable solely to, the supplies delivered (or services performed) and accepted by the Government and for which final prices have not been established;

(iii) The portion of the total interim profit (used in establishing the initial contract price or agreed to for the purpose of this paragraph (i)) that is in direct proportion to the supplies delivered (or services performed) and accepted by the Government and for which final prices have not been established-- increased or decreased in accordance with subparagraph (d)(4) of this section when the amount stated under subdivision (ii) of this section, differs from the aggregate firm target costs of the supplies or services; and

(iv) The total amount of all invoices or vouchers for supplies delivered (or services performed) and accepted by the Government (including amounts applied or to be applied to liquidate progress payments).

(2) Notwithstanding any provision of this contract authorizing greater payments, if on any quarterly statement the amount under subdivision (i)(1)(iv) of this section exceeds the sum due the Contractor, as computed in accordance with subdivisions (i)(1)(i), (ii), and (iii) of this section, the Contractor shall immediately refund or credit to the Government the amount of this excess. The Contractor may, when appropriate, reduce this refund or credit by the amount of any applicable tax credits due the Contractor under 26 U.S.C. 1481 and by the amount of previous refunds or credits effected under this clause. If any portion of the excess has been applied to the liquidation of progress payments, then that portion may, instead of being refunded, be added to the unliquidated progress payment account consistent with the Progress Payments clause. The Contractor shall provide complete details to support any claimed reductions in refunds.

(3) If the Contractor fails to submit the quarterly statement within 45 days after the end of each quarter and it is later determined that the Government has overpaid the Contractor, the Contractor shall repay the excess to the Government immediately. Unless repaid within 30 days after the end of the statement submittal period, the amount of the excess shall bear interest, computed from the date the quarterly statement was due to the date of repayment, at the rate established in accordance with the Interest clause.

(j) *Subcontracts.* No subcontract placed under this contract may provide for payment on a cost-plus-a-percentage-of-cost basis.

(k) *Disagreements.* If the Contractor and the Contracting Officer fail to agree upon (1) a total firm target cost and a final profit adjustment formula or (2) a total final price, within 60 days (or within such other period as the Contracting Officer may specify) after the date on which the data

required in paragraphs (c) and (e) of this section are to be submitted, the Contracting Officer shall promptly issue a decision in accordance with the Disputes clause.

(l) *Termination.* If this contract is terminated before the total final price is established, prices of supplies or services subject to price revision shall be established in accordance with this clause for (1) completed supplies and services accepted by the Government and (2) those supplies or services not terminated under a partial termination. All other elements of the termination shall be resolved in accordance with other applicable clauses of this contract.

(m) *Equitable adjustments under other clauses.* If an equitable adjustment in the contract price is made under any other clause of this contract before the total final price is established, the adjustment shall be made in the total target cost and may be made in the maximum dollar limit on the total final price, the total target profit, or both. If the adjustment is made after the total final price is established, only the total final price shall be adjusted.

(n) *Exclusion from target price and total final price.* If any clause of this contract provides that the contract price does not or will not include an amount for a specific purpose, then neither any target price nor the total final price includes or will include any amount for that purpose.

(o) *Separate reimbursement.* If any clause of this contract expressly provides that the cost of performance of an obligation shall be at Government expense, that expense shall not be included in any target price or in the total final price, but shall be reimbursed separately.

(p) *Taxes.* As used in the Federal, State, and Local Taxes clause or in any other clause that provides for certain taxes or duties to be included in, or excluded from, the contract price, the term "contract price" includes the total target price or, if it has been established, the total final price. When any of these clauses requires that the contract price be increased or decreased as a result of changes in the obligation of the Contractor to pay or bear the burden of certain taxes or duties, the increase or decrease shall be made in the total target price or, if it has been established, in the total final price, so that it will not affect the Contractor's profit or loss on this contract.

Notes:

(1) The degree of completion may be based on a percentage of contract performance or any other reasonable basis.

(2) The language may be changed to describe a negotiated adjustment pattern under which the extent of adjustment is not the same for all levels of cost variation.

Alternate I (Apr 1984). As prescribed in 16.406(b), add the following paragraph (q) to the basic clause:

(q) *Provisioning and options.* Parts, other supplies, or services that are to be furnished under this contract on the basis of a provisioning document or Government option shall be subject to price revision in accordance with this clause. Any prices established for these parts, other supplies, or services under a provisioning document or Government option shall be treated as initial target prices, or target prices as agreed upon and stipulated in the pricing document supporting the

provisioning or added items. Initial or firm target costs and profits and final prices covering these parts, other supplies, or services may be established separately, in the aggregate, or in any combination, as the parties may agree.

(End of clause)

I.5 52.216-5 Price Redetermination--Prospective. (Oct 1997)

(a) *General.* The unit prices and the total price stated in this contract shall be periodically redetermined in accordance with this clause, except that--

(1) The prices for supplies delivered and services performed before the first effective date of price redetermination (see paragraph (c) of this clause) shall remain fixed; and

(2) In no event shall the total amount paid under this contract exceed any ceiling price included in the contract.

(b) *Definition.* "Costs," as used in this clause, means allowable costs in accordance with Part 31 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract.

(c) *Price redetermination periods.* For the purpose of price redetermination, performance of this contract is divided into successive periods. The first period shall extend from the date of the contract to _____, (see Note (1)) and the second and each succeeding period shall extend for _____ [insert appropriate number] months from the end of the last preceding period, except that the parties may agree to vary the length of the final period. The first day of the second and each succeeding period shall be the effective date of price redetermination for that period.

(d) *Data submission.*

(1) Not more than _____ nor less than _____ (see Note (2)) days before the end of each redetermination period, except the last, the Contractor shall submit--

(i) Proposed prices for supplies that may be delivered or services that may be performed in the next succeeding period, and--

(A) An estimate and breakdown of the costs of these supplies or services in the format of Table 15-2, FAR 15.408, or in any other form on which the parties may agree;

(B) Sufficient data to support the accuracy and reliability of this estimate; and

(C) An explanation of the differences between this estimate and the original (or last preceding) estimate for the same supplies or services; and

(ii) A statement of all costs incurred in performing this contract through the end of the _____ month (see Note (3)) before the submission of proposed prices in the

format of Table 15-2, FAR 15.408 (or in any other form on which the parties may agree), with sufficient supporting data to disclose unit costs and cost trends for--

(A) Supplies delivered and services performed; and

(B) Inventories of work in process and undelivered contract supplies on hand (estimated to the extent necessary).

(2) The Contractor shall also submit, to the extent that it becomes available before negotiations on redetermined prices are concluded--

(i) Supplemental statements of costs incurred after the date stated in subdivision (d)(1)(ii) of this section for--

(A) Supplies delivered and services performed; and

(B) Inventories of work in process and undelivered contract supplies on hand (estimated to the extent necessary); and

(ii) Any other relevant data that the Contracting Officer may reasonably require.

(3) If the Contractor fails to submit the data required by subparagraphs (d)(1) and (2) of this section, within the time specified, the Contracting Officer may suspend payments under this contract until the data are furnished. If it is later determined that the Government has overpaid the Contractor, the Contractor shall repay the excess to the Government immediately. Unless repaid within 30 days after the end of the data submittal period, the amount of the excess shall bear interest, computed from the date the data were due to the date of repayment, at the rate established in accordance with the Interest clause.

(e) *Price redetermination.* Upon the Contracting Officer's receipt of the data required by paragraph (d) of this section, the Contracting Officer and the Contractor shall promptly negotiate to redetermine fair and reasonable prices for supplies that may be delivered or services that may be performed in the period following the effective date of price redetermination.

(f) *Contract modifications.* Each negotiated redetermination of prices shall be evidenced by a modification to this contract, signed by the Contractor and the Contracting Officer, stating the redetermined prices that apply during the redetermination period.

(g) *Adjusting billing prices.* Pending execution of the contract modification (see paragraph (f) of this section), the Contractor shall submit invoices or vouchers in accordance with the billing prices stated in this contract. If at any time it appears that the then-current billing prices will be substantially greater than the estimated final prices, or if the Contractor submits data showing that the redetermined price will be substantially greater than the current billing prices, the parties shall negotiate an appropriate decrease or increase in billing prices. Any billing price adjustment shall be reflected in a contract modification and shall not affect the redetermination of prices under this clause. After the contract modification for price redetermination is executed, the total

amount paid or to be paid on all invoices or vouchers shall be adjusted to reflect the agreed-upon prices, and any requested additional payments, refunds, or credits shall be made promptly.

(h) *Quarterly limitation on payments statement.* This paragraph (h) applies only during periods for which firm prices have not been established.

(1) Within 45 days after the end of the quarter of the Contractor's fiscal year in which a delivery is first made (or services are first performed) and accepted by the Government under this contract, and for each quarter thereafter, the Contractor shall submit to the contract administration office (with a copy to the contracting office and the cognizant contract auditor) a statement, cumulative from the beginning of the contract, showing--

(i) The total contract price of all supplies delivered (or services performed) and accepted by the Government and for which final prices have been established;

(ii) The total costs (estimated to the extent necessary) reasonably incurred for, and properly allocable solely to, the supplies delivered (or services performed) and accepted by the Government and for which final prices have not been established;

(iii) The portion of the total interim profit (used in establishing the initial contract price or agreed to for the purpose of this paragraph (h)) that is in direct proportion to the supplies delivered (or services performed) and accepted by the Government and for which final prices have not been established; and

(iv) The total amount of all invoices or vouchers for supplies delivered (or services performed) and accepted by the Government (including amounts applied or to be applied to liquidate progress payments).

(2) The statement required by subparagraph (h)(1) of this section need not be submitted for any quarter for which either no costs are to be reported under subdivision (h)(1)(ii) of this section, or revised billing prices have been established in accordance with paragraph (g) of this section, and do not exceed the existing contract price, the Contractor's price-redetermination proposal, or a price based on the most recent quarterly statement, whichever is least.

(3) Notwithstanding any provision of this contract authorizing greater payments, if on any quarterly statement the amount under subdivision (h)(1)(iv) of this section exceeds the sum due the Contractor, as computed in accordance with subdivisions (h)(1)(i), (ii), and (iii) of this section, the Contractor shall immediately refund or credit to the Government the amount of this excess. The Contractor may, when appropriate, reduce this refund or credit by the amount of any applicable tax credits due the Contractor under 26 U.S.C. 1481 and by the amount of previous refunds or credits affected under this clause. If any portion of the excess has been applied to the liquidation of progress payments, then that portion may, instead of being refunded, be added to the unliquidated progress payment account, consistent with the Progress Payments clause. The Contractor shall provide complete details to support any claimed reductions in refunds.

(4) If the Contractor fails to submit the quarterly statement within 45 days after the end of each quarter and it is later determined that the Government has overpaid the Contractor, the Contractor shall repay the excess to the Government immediately. Unless repaid within 30 days after the end of the statement submittal period, the amount of the excess shall bear interest, computed from the date the quarterly statement was due to the date of repayment, at the rate established in accordance with the Interest clause.

(i) *Subcontracts.* No subcontract placed under this contract may provide for payment on a cost-plus-a-percentage-of-cost basis.

(j) *Disagreements.* If the Contractor and the Contracting Officer fail to agree upon redetermined prices for any price redetermination period within 60 days (or within such other period as the parties agree) after the date on which the data required by paragraph (d) of this section are to be submitted, the Contracting Officer shall promptly issue a decision in accordance with the Disputes clause. For the purpose of paragraphs (f), (g), and (h) of this section, and pending final settlement of the disagreement on appeal, by failure to appeal, or by agreement, this decision shall be treated as an executed contract modification. Pending final settlement, price redetermination for subsequent periods, if any, shall continue to be negotiated as provided in this clause.

(k) *Termination.* If this contract is terminated, prices shall continue to be established in accordance with this clause for (1) completed supplies and services accepted by the Government and (2) those supplies and services not terminated under a partial termination. All other elements of the termination shall be resolved in accordance with other applicable clauses of this contract.

(End of clause)

Notes:

(1) Express in terms of units delivered, or as a date; but in either case the period should end on the last day of a month.

(2) Insert the number of days chosen so that the Contractor's submission will be late enough to reflect recent cost experience (taking into account the Contractor's accounting system), but early enough to permit review, audit (if necessary), and negotiation before the start of the prospective period.

(3) Insert "first," except that "second" may be inserted if necessary to achieve compatibility with the Contractor's accounting.

I.6 52.215-19 Notification of Ownership Changes. (Oct 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting

records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of clause)

I.7 52.216-18 Ordering (Oct 1995)

1. Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders/task orders by the individuals or activities designated in the contract. Such orders may be issued from the effective date of the contract through termination date.
2. All delivery orders/task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order/task order and this contract, the contract shall control.
3. If mailed, a delivery order/task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the contract.

(End of Clause)

I.8 52.216-19 Order Limitations (Oct 1995)

1. Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$50,000.00 the Government is not obligated to purchase, nor is the Contractor obligated to furnish supplies or services under the contract.
2. Maximum order. The contractor is not obligated to honor:
 - Any order for a single item in excess of \$25 million.
 - Any order for a combination of items in excess of N/A.
 - A series of orders from the same ordering office within N/A days that together call for quantities exceeding the limitation in subparagraph 2(a) or (b) of this section.
3. If this is a requirements contract (i.e., include the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR), the Government is not required to order a part of any one requirement from the contractor if that requirement exceeds the maximum order limitations in paragraph (2) of this section.
4. Notwithstanding paragraphs 2 and 3 of this section, the contractor shall honor any order exceeding the maximum order limitations in paragraph 2, unless that order (or orders) is returned to the ordering office within three (3) work days after issuance, with written notice stating the contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.9 52.216-22 Indefinite Quantity (Oct 1995)

1. This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the contract. The quantities of supplies or services specified in the contract are estimates only and are not purchased by this contract.
2. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Limitation clause. The contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the contract up to and including the quantity designated in the contract as the "maximum." The Government shall order at least the quantity of supplies or services designated in the contract as the "minimum."
3. Except for any limitations on the quantities, in the Order Limitations clause or in the contract, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided,*

that the Contractor shall not be required to make any deliveries under this contract after five years from task order award or the end of the contract period, whichever is later.

(End of clause)

I.10 52.216-27 Single or Multiple Awards (Oct 1995)

The Government may elect to award a single delivery order contract or task order contract or to award multiple delivery order contracts or task order contracts for the same or similar supplies or services to two or more sources under this solicitation.

I.11 52.222-41 Service Contract Act of 1965, as Amended (May 1989)

1. Definitions:

- "Act," as used in this clause, means the Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.).
- "Contractor," as used in this clause or in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Government Prime Contractor."
- "Service employee," as used in this clause, means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as these terms are defined in Part 541 of Title 29, Code of Federal Regulations, as revised. It includes all such persons regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such persons.

2. Applicability. This contract is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor (29 CFR Part 4). This clause does not apply to contracts or subcontracts administratively exempted by the Secretary of Labor or exempted by 41 U.S.C. 356, as interpreted in Subpart C of 29 CFR Part 4.

3. Compensation.

- (1) Each service employee employed in the performance of this contract by the contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor, or authorized representative, as specified in any wage determination attached to this contract.
- (2) (i) If a wage determination is attached to this contract, the contractor shall classify any class of service employee which is not listed therein and which is to be employed under

the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination) so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this paragraph (c).

(ii) This conforming procedure shall be initiated by the contractor prior to the performance of contract work by the unlisted class of employee. The contractor shall submit Standard Form (SF) 1444, Request for Authorization of Additional Classification and Rate, to the CO no later than 30 days after the unlisted class of employee performs any contract work. The CO shall review the proposed classification and rate and promptly submit the completed SF 1444 (which must include information regarding the agreement or disagreement of the employees' authorized representatives or the employees themselves together with the agency recommendation), and all pertinent information to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the CO within 30 days of receipt that additional time is necessary.

(iii) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the CO who shall promptly notify the contractor of the action taken. Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination.

(iv)(A) The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices, which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.

(B) In the case of a contract modification, an exercise of an option, or extension of an existing contract, or in any other case where a contractor succeeds a contract under which the classification in question was previously conformed pursuant to paragraph (c) of this clause, a new conformed wage rate and fringe benefits may be assigned to the conformed classification by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the

previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the contractor shall advise the CO of the action taken but the other procedures in subdivision (c)(2)(ii) of this clause need not be followed.

(C) No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section (6)(a)(1) of the Fair Labor Standards Act of 1938, as amended.

(v) The wage rate and fringe benefits finally determined under this subparagraph (c)(2) of this clause shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay the unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

(vi) Upon discovery of failure to comply with subparagraph (c)(2) of this clause, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class or classes of employees commenced contract work.

(3) Adjustment of Compensation. If the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished hereunder to service employees under this contract shall be subject to adjustment after 1 year and not less often than once every 2 years, under wage determinations issued by the Wage and Hour Division.

(d) Obligation to Furnish Fringe Benefits. The contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined under subparagraph (c)(2) of this clause by furnishing equivalent combinations of bona fide fringe benefits, or by making equivalent or differential cash payments, only in accordance with Subpart D of 29 CFR Part 4.

(e) Minimum Wage. In the absence of a minimum wage attachment for this contract, neither the contractor nor any subcontractor under this contract shall pay any person performing work under this contract (regardless of whether the person is a service employee) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this clause shall relieve the contractor or any subcontractor of any other obligation under law or contract for payment of a higher wage to any employee.

(f) Successor Contracts. If this contract succeeds a contract subject to the Act under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not

such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreement, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of 29 CFR 4.1b(b) apply or unless the Secretary of Labor or the Secretary's authorized representative finds, after a hearing as provided in 29 CFR 4.10 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in 29 CFR 4.11, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and Parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Board of Service Contract Appeals, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract (53 Comp. Gen. 401 (1973)). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(g) Notification to Employees. The contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (DOL) (Publication WH 1313) shall be posted in a prominent and accessible place at the work site. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.

(h) Safe and Sanitary Working Conditions. The contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or subcontractor, which are unsanitary, hazardous, or dangerous to the health or safety of the service employees. The contractor or subcontractor shall comply with the safety and health standards applied under 29 CFR Part 1925.

(i) Records.

(1) The contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work, and make them available for inspection and transcription by authorized representatives of the Wage and Hour Division, Employment Standards Administration, a record of the following:

(i) For each employee subject to the Act -

(A) Name and address and social security number;

(B) Correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of payments in lieu of fringe benefits, and total daily and weekly compensation;

(C) Daily and weekly hours worked by each employee; and

(D) Any deductions, rebates, or refunds from the total daily or weekly compensation for each employee.

(ii) For those classes of service employees not included in any wage determination attached to this contract, wage rates or fringe benefits determined by the interested parties or by the Administrator or authorized representative under the terms of paragraph (c) of this clause. A copy of the report required by subdivision (c)(2)(ii) of this clause will fulfill this requirement.

(iii) Any list of the predecessor contractor's employees which had been furnished to the contractor as prescribed by paragraph (n) of this clause.

(2) The contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division.

(3) Failure to make and maintain or to make available these records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce these records, the CO, upon direction of the DOL and notification to the contractor, shall take action to cause suspension of any further payment or advance of funds until the violation ceases.

(4) The contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the work site during normal working hours.

(j) Pay Periods. The contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, 29 CFR Part 4), rebate, or kickback on any account. These payments shall be made no later than one pay period following the end of the regular pay period in which the wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

(k) Withholding of Payments and Termination of Contract. The CO shall withhold or cause to be withheld from the Government prime contractor under this or any other Government contract with the prime contractor such sums as an appropriate official of the DOL requests or such sums as the CO decides may be necessary to pay underpaid employees employed by the contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the CO may, after authorization or by direction of the Department of Labor and written notification to the contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any

failure to comply with the requirements of this clause may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the contractor in default with any additional cost.

(l) Subcontracts. The contractor agrees to insert this clause in all subcontracts subject to the Act.

(m) Collective Bargaining Agreements Applicable to Service Employees. If wages to be paid or fringe benefits to be furnished any service employees employed by the Government prime contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government prime contractor shall report such fact to the CO, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance such agreements shall be reported promptly after negotiation thereof.

(n) Seniority List. Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a contractor (predecessor) or successor (29 CFR 4.173), the incumbent prime contractor shall furnish the CO a certified list of the names of all service employees on the contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor contractors of each such service employee. The CO shall turn over such list to the successor contractor at the commencement of the succeeding contract.

(o) Rulings and Interpretations. Rulings and interpretations of the Act are contained in Regulations, 29 CFR Part 4.

(p) Contractor's Certification.

(1) By entering into this contract, the contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed under section 5 of the Act.

(2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract under section 5 of the Act.

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(q) Variations, Tolerances, and Exemptions Involving Employment. Notwithstanding any of the provisions in paragraphs (b) through (o) of this clause, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Pub. L. 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business.

(1) Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of the Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR Parts 520, 521, 524, and 525).

(2) The Administrator will issue certificates under the Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR Parts 520, 521, 524, and 525).

(3) The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in 29 CFR Parts 525 and 528.

(r) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the contractor as to his entire work force under the registered program.

(s) Tips. An employee engaged in an occupation in which the employee customarily and regularly receives more than \$30 a month in tips may have the amount of these tips credited by the employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act, in accordance with section 3(m) of the Fair Labor Standards Act and Regulations 29 CFR Part

531. However, the amount of credit shall not exceed \$1.34 per hour beginning January 1, 1981. To use this provision -

- (1) The employer must inform tipped employees about this tip credit allowance before the credit is utilized;
- (2) The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);
- (3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit; and
- (4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

(t) Disputes Concerning Labor Standards. The U.S. Department of Labor has set forth in 29 CFR Parts 4, 6, and 8 procedures for resolving disputes concerning labor standards requirements. Such disputes shall be resolved in accordance with those procedures and not the Disputes clause of this contract. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(End of Clause)

I.12 52.222-43 Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year End and Option Contracts) (May 1989)

- (a) This clause applies to both contracts subject to area prevailing wage determinations and contracts subject to collective bargaining agreements.
- (b) The contractor warrants that the prices in this contract do not include any allowance for any contingency to cover increased costs for which adjustment is provided under this clause.
- (c) The wage determination, issued under the Service Contract Act of 1965, as amended, (41 U.S.C. 351, et seq.), by the Administrator, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract. If no such determination has been made applicable to this contract, then the Federal minimum wage as established by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. 206) current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract.
- (d) The contract price or contract unit price labor rates will be adjusted to reflect the contractor's actual increase or decrease in applicable wages and fringe benefits to the extent that the

increase is made to comply with or the decrease is voluntarily made by the contractor as a result of:

- (1) The Department of Labor wage determination applicable on the anniversary date of the multiple year contract, or at the beginning of the renewal option period. For example, the prior year wage determination required a minimum wage rate of \$4.00 per hour. The contractor chose to pay \$4.10. The new wage determination increases the minimum rate to \$4.50 per hour. Even if the contractor voluntarily increases the rate to \$4.75 per hour, the allowable price adjustment is \$.40 per hour;
 - (2) An increased or decreased wage determination otherwise applied to the contract by operation of law; or
 - (3) An amendment to the Fair Labor Standards Act of 1938 that is enacted after award of this contract, affects the minimum wage, and becomes applicable to this contract under law.
- (e) Any adjustment will be limited to increases or decreases in wages and fringe benefits as described in paragraph (c) of this clause, and the accompanying increases or decreases in social security and unemployment taxes and workers' compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profit.
- (f) The contractor shall notify the CO of any increase claimed under this clause within 30 days after receiving a new wage determination unless this notification period is extended in writing by the CO. The contractor shall promptly notify the CO of any decrease under this clause, but nothing in the clause shall preclude the Government from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data, including payroll records that the CO may reasonably require. Upon agreement of the parties, the contract price or contract unit price labor rates shall be modified in writing. The contractor shall continue performance pending agreement on or determination of any such adjustment and its effective date.
- (g) The CO or an authorized representative shall have access to and the right to examine any directly pertinent books, documents, papers and records of the contractor until the expiration of 3 years after final payment under the contract.

(End of Clause)

I.13 52.222-47 SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA).

An SCA wage determination applicable to this work has been requested from the U.S. Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offerors shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent Contractor _____ and the _____ (union). If the economic terms of the collective bargaining agreement or the collective bargaining agreement itself is not

attached to the solicitation, copies can be obtained from the Contracting Officer. Pursuant to Department of Labor Regulation, 29 CFR 4.1b and paragraph (g) of the clause at 52.222-41, Service Contract Act of 1965, as amended, the economic terms of that agreement will apply to the contract resulting from this solicitation, notwithstanding the absence of a wage determination reflecting such terms, unless it is determined that the agreement was not the result of arm's length negotiations or that after a hearing pursuant to section 4(c) of the Act, the economic terms of the agreement are substantially at variance with the wages prevailing in the area.

(End of clause)

I.14 52.246-20 Warranty of Services (May 2001)

(a) Definitions. "Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

"Correction," as used in this clause, means the elimination of a defect.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The CO shall give written notice of any defect or nonconformance to the contractor within 13 months from the date of acceptance. This notice shall state either (1) that the contractor shall correct or reperform any defective or nonconforming services, or (2) that the Government does not require correction or reperformance.

(c) If the contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperformed by the contractor shall be subject to this clause to the same extent as work initially performed. If the contractor fails or refuses to correct or reperform, the CO may, by contract or otherwise, correct or replace with similar services and charge to the contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the CO shall make an equitable adjustment in the contract price.

(End of Clause)

I.15 52.248-1 Value Engineering. (Feb 2000)

(a) *General.* The Contractor is encouraged to develop, prepare, and submit value engineering change proposals (VECP's) voluntarily. The Contractor shall share in any net acquisition savings realized from accepted VECP's, in accordance with the incentive sharing rates in paragraph (f) below.

(b) *Definitions.*

"Acquisition savings," as used in this clause, means savings resulting from the application of a VECP to contracts awarded by the same contracting office or its successor for essentially the same unit. Acquisition savings include--

- (1) Instant contract savings, which are the net cost reductions on this, the instant contract, and which are equal to the instant unit cost reduction multiplied by the number of instant contract units affected by the VECP, less the Contractor's allowable development and implementation costs;
- (2) Concurrent contract savings, which are net reductions in the prices of other contracts that are definitized and ongoing at the time the VECP is accepted; and
- (3) Future contract savings, which are the product of the future unit cost reduction multiplied by the number of future contract units in the sharing base. On an instant contract, future contract savings include savings on increases in quantities after VECP acceptance that are due to contract modifications, exercise of options, additional orders, and funding of subsequent year requirements on a multiyear contract.

"Collateral savings," as used in this clause, means those measurable net reductions resulting from a VECP in the agency's overall projected collateral costs, exclusive of acquisition savings, whether or not the acquisition cost changes.

"Contracting office" includes any contracting office that the acquisition is transferred to, such as another branch of the agency or another agency's office that is performing a joint acquisition action.

"Contractor's development and implementation costs," as used in this clause, means those costs the Contractor incurs on a VECP specifically in developing, testing, preparing, and submitting the VECP, as well as those costs the Contractor incurs to make the contractual changes required by Government acceptance of a VECP.

"Future unit cost reduction," as used in this clause, means the instant unit cost reduction adjusted as the Contracting Officer considers necessary for projected learning or changes in quantity during the sharing period. It is calculated at the time the VECP is accepted and applies either--

- (1) Throughout the sharing period, unless the Contracting Officer decides that recalculation is necessary because conditions are significantly different from those previously anticipated; or
- (2) To the calculation of a lump-sum payment, which cannot later be revised.

"Government costs," as used in this clause, means those agency costs that result directly from developing and implementing the VECP, such as any net increases in the cost of testing, operations, maintenance, and logistics support. The term does not include the normal administrative costs of processing the VECP or any increase in this contract's cost or price resulting from negative instant contract savings.

"Instant contract," as used in this clause, means this contract, under which the VECP is submitted. It does not include increases in quantities after acceptance of the VECP that are due to contract modifications, exercise of options, or additional orders. If this is a multiyear contract, the term does not include quantities funded after VECP acceptance. If this contract is a fixed-price contract with prospective price redetermination, the term refers to the period for which firm prices have been established.

"Instant unit cost reduction" means the amount of the decrease in unit cost of performance (without deducting any Contractor's development or implementation costs) resulting from using the VECP on this, the instant contract. If this is a service contract, the instant unit cost reduction is normally equal to the number of hours per line-item task saved by using the VECP on this contract, multiplied by the appropriate contract labor rate.

"Negative instant contract savings" means the increase in the cost or price of this contract when the acceptance of a VECP results in an excess of the Contractor's allowable development and implementation costs over the product of the instant unit cost reduction multiplied by the number of instant contract units affected.

"Net acquisition savings" means total acquisition savings, including instant, concurrent, and future contract savings, less Government costs.

"Sharing base," as used in this clause, means the number of affected end items on contracts of the contracting office accepting the VECP.

"Sharing period," as used in this clause, means the period beginning with acceptance of the first unit incorporating the VECP and ending at a calendar date or event determined by the contracting officer for each VECP.

"Unit," as used in this clause, means the item or task to which the Contracting Officer and the Contractor agree the VECP applies.

"Value engineering change proposal (VECP)" means a proposal that--

- (1) Requires a change to this, the instant contract, to implement; and
- (2) Results in reducing the overall projected cost to the agency without impairing essential functions or characteristics; *provided*, that it does not involve a change--
 - (i) In deliverable end item quantities only;
 - (ii) In research and development (R&D) end items or R&D test quantities that is due solely to results of previous testing under this contract; or
 - (iii) To the contract type only.

(c) *VECP preparation.* As a minimum, the Contractor shall include in each VECP the information described in paragraphs (c)(1) through (8) of this clause. If the proposed change is affected by contractually required configuration management or similar procedures, the instructions in those procedures relating to format, identification, and priority assignment shall govern VECP preparation. The VECP shall include the following:

(1) A description of the difference between the existing contract requirement and the proposed requirement, the comparative advantages and disadvantages of each, a justification when an item's function or characteristics are being altered, the effect of the change on the end item's performance, and any pertinent objective test data.

(2) A list and analysis of the contract requirements that must be changed if the VECP is accepted, including any suggested specification revisions.

(3) Identification of the unit to which the VECP applies.

(4) A separate, detailed cost estimate for (i) the affected portions of the existing contract requirement and (ii) the VECP. The cost reduction associated with the VECP shall take into account the Contractor's allowable development and implementation costs, including any amount attributable to subcontracts under the Subcontracts paragraph of this clause, below.

(5) A description and estimate of costs the Government may incur in implementing the VECP, such as test and evaluation and operating and support costs.

(6) A prediction of any effects the proposed change would have on collateral costs to the agency.

(7) A statement of the time by which a contract modification accepting the VECP must be issued in order to achieve the maximum cost reduction, noting any effect on the contract completion time or delivery schedule.

(8) Identification of any previous submissions of the VECP, including the dates submitted, the agencies and contract numbers involved, and previous Government actions, if known.

(d) *Submission.* The Contractor shall submit VECP's to the Contracting Officer, unless this contract states otherwise. If this contract is administered by other than the contracting office, the Contractor shall submit a copy of the VECP simultaneously to the Contracting Officer and to the Administrative Contracting Officer.

(e) *Government action.*

(1) The Contracting Officer will notify the Contractor of the status of the VECP within 45 calendar days after the contracting office receives it. If additional time is required, the Contracting Officer will notify the Contractor within the 45-day period and provide the reason for the delay and the expected date of the decision. The Government will process

VECP's expeditiously; however, it will not be liable for any delay in acting upon a VECP.

(2) If the VECP is not accepted, the Contracting Officer will notify the Contractor in writing, explaining the reasons for rejection. The Contractor may withdraw any VECP, in whole or in part, at any time before it is accepted by the Government. The Contracting Officer may require that the Contractor provide written notification before undertaking significant expenditures for VECP effort.

(3) Any VECP may be accepted, in whole or in part, by the Contracting Officer's award of a modification to this contract citing this clause and made either before or within a reasonable time after contract performance is completed. Until such a contract modification applies a VECP to this contract, the Contractor shall perform in accordance with the existing contract. The decision to accept or reject all or part of any VECP is a unilateral decision made solely at the discretion of the Contracting Officer.

(f) *Sharing rates.* If a VECP is accepted, the Contractor shall share in net acquisition savings according to the percentages shown in the table below. The percentage paid the Contractor depends upon--

(1) This contract's type (fixed-price, incentive, or cost-reimbursement);

(2) The sharing arrangement specified in paragraph (a) of this clause (incentive, program requirement, or a combination as delineated in the Schedule); and

(3) The source of the savings (the instant contract, or concurrent and future contracts), as follows:

(g) *Calculating net acquisition savings.*

(1) Acquisition savings are realized when (i) the cost or price is reduced on the instant contract, (ii) reductions are negotiated in concurrent contracts, (iii) future contracts are awarded, or (iv) agreement is reached on a lump-sum payment for future contract savings (see subparagraph (i)(4) below). Net acquisition savings are first realized, and the Contractor shall be paid a share, when Government costs and any negative instant contract savings have been fully offset against acquisition savings.

(2) Except in incentive contracts, Government costs and any price or cost increases resulting from negative instant contract savings shall be offset against acquisition savings each time such savings are realized until they are fully offset. Then, the Contractor's share is calculated by multiplying net acquisition savings by the appropriate Contractor's percentage sharing rate (see paragraph (f) of this clause). Additional Contractor shares of net acquisition savings shall be paid to the Contractor at the time realized.

(3) If this is an incentive contract, recovery of Government costs on the instant contract shall be deferred and offset against concurrent and future contract savings. The Contractor shall share through the contract incentive structure in savings on the instant

contract items affected. Any negative instant contract savings shall be added to the target cost or to the target price and ceiling price, and the amount shall be offset against concurrent and future contract savings.

(4) If the Government does not receive and accept all items on which it paid the Contractor's share, the Contractor shall reimburse the Government for the proportionate share of these payments.

(h) *Contract adjustment.* The modification accepting the VECP (or a subsequent modification issued as soon as possible after any negotiations are completed) shall--

(1) Reduce the contract price or estimated cost by the amount of instant contract savings, unless this is an incentive contract;

(2) When the amount of instant contract savings is negative, increase the contract price, target price and ceiling price, target cost, or estimated cost by that amount;

(3) Specify the Contractor's dollar share per unit on future contracts, or provide the lump-sum payment;

(4) Specify the amount of any Government costs or negative instant contract savings to be offset in determining net acquisition savings realized from concurrent or future contract savings; and

(5) Provide the Contractor's share of any net acquisition savings under the instant contract in accordance with the following:

(i) Fixed-price contracts--add to contract price.

(ii) Cost-reimbursement contracts--add to contract fee.

(i) *Concurrent and future contract savings.*

(1) Payments of the Contractor's share of concurrent and future contract savings shall be made by a modification to the instant contract in accordance with subparagraph (h)(5) above. For incentive contracts, shares shall be added as a separate firm-fixed-price line item on the instant contract. The Contractor shall maintain records adequate to identify the first delivered unit for 3 years after final payment under this contract.

(2) The Contracting Officer shall calculate the Contractor's share of concurrent contract savings by--

(i) Subtracting from the reduction in price negotiated on the concurrent contract any Government costs or negative instant contract savings not yet offset; and

(ii) Multiplying the result by the Contractor's sharing rate.

(3) The Contracting Officer shall calculate the Contractor's share of future contract savings by--

- (i) Multiplying the future unit cost reduction by the number of future contract units scheduled for delivery during the sharing period;
- (ii) Subtracting any Government costs or negative instant contract savings not yet offset; and
- (iii) Multiplying the result by the Contractor's sharing rate.

(4) When the Government wishes and the Contractor agrees, the Contractor's share of future contract savings may be paid in a single lump sum rather than in a series of payments over time as future contracts are awarded. Under this alternate procedure, the future contract savings may be calculated when the VECP is accepted, on the basis of the Contracting Officer's forecast of the number of units that will be delivered during the sharing period. The Contractor's share shall be included in a modification to this contract (see paragraph (h)(3) of this clause) and shall not be subject to subsequent adjustment.

(5) *Alternate no-cost settlement method.* When, in accordance with subsection 48.104-4 of the Federal Acquisition Regulation, the Government and the Contractor mutually agree to use the no-cost settlement method, the following applies:

- (i) The Contractor will keep all the savings on the instant contract and on its concurrent contracts only.
- (ii) The Government will keep all the savings resulting from concurrent contracts placed on other sources, savings from all future contracts, and all collateral savings.

(j) *Collateral savings.* If a VECP is accepted, the Contracting Officer will increase the instant contract amount, as specified in paragraph (h)(5) of this clause, by a rate from 20 to 100 percent, as determined by the Contracting Officer, of any projected collateral savings determined to be realized in a typical year of use after subtracting any Government costs not previously offset. However, the Contractor's share of collateral savings will not exceed the contract's firm-fixed-price, target price, target cost, or estimated cost, at the time the VECP is accepted, or \$100,000, whichever is greater. The Contracting Officer will be the sole determiner of the amount of collateral savings.

(k) *Relationship to other incentives.* Only those benefits of an accepted VECP not rewardable under performance, design-to-cost (production unit cost, operating and support costs, reliability and maintainability), or similar incentives shall be rewarded under this clause. However, the targets of such incentives affected by the VECP shall not be adjusted because of VECP acceptance. If this contract specifies targets but provides no incentive to surpass them, the value engineering sharing shall apply only to the amount of achievement better than target.

(l) *Subcontracts.* The Contractor shall include an appropriate value engineering clause in any subcontract of \$100,000 or more and may include one in subcontracts of lesser value. In calculating any adjustment in this contract's price for instant contract savings (or negative instant contract savings), the Contractor's allowable development and implementation costs shall include any subcontractor's allowable development and implementation costs, and any value engineering incentive payments to a subcontractor, clearly resulting from a VECP accepted by the Government under this contract. The Contractor may choose any arrangement for subcontractor value engineering incentive payments, *provided*, that the payments shall not reduce the Government's share of concurrent or future contract savings or collateral savings.

(m) *Data.* The Contractor may restrict the Government's right to use any part of a VECP or the supporting data by marking the following legend on the affected parts:

These data, furnished under the Value Engineering clause of contract _____, shall not be disclosed outside the Government or duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate a value engineering change proposal submitted under the clause. This restriction does not limit the Government's right to use information contained in these data if it has been obtained or is otherwise available from the Contractor or from another source without limitations.

If a VECP is accepted, the Contractor hereby grants the Government unlimited rights in the VECP and supporting data, except that, with respect to data qualifying and submitted as limited rights technical data, the Government shall have the rights specified in the contract modification implementing the VECP and shall appropriately mark the data. (The terms "unlimited rights" and "limited rights" are defined in Part 27 of the Federal Acquisition Regulation.)
(End of clause)

Alternate I (Apr 1984). If the contracting officer selects a mandatory value engineering program requirement, substitute the following paragraph (a) for paragraph (a) of the basic clause:

(a) *General.* The Contractor shall (1) engage in a value engineering program, and submit value engineering progress reports, as specified in the Schedule and (2) submit to the Contracting Officer any resulting value engineering change proposals (VECP's). In addition to being paid as the Schedule specifies for this mandatory program, the Contractor shall share in any net acquisition savings realized from accepted VECP's, in accordance with the program requirement sharing rates in paragraph (f) below.

Alternate II (Feb 2000). If the contracting officer selects both a value engineering incentive and mandatory value engineering program requirement, substitute the following paragraph (a) for paragraph (a) of the basic clause:

(a) *General.* For those contract line items designated in the Schedule as subject to the value engineering program requirement, the Contractor shall (1) engage in a value engineering program, and submit value engineering progress reports, as specified in the Schedule and (2) submit to the Contracting Officer any resulting VECP's. In addition to being paid as the Schedule specifies for this mandatory program, the Contractor shall share in any net acquisition

savings realized from VECP's accepted under the program, in accordance with the program requirement sharing rates in paragraph (f) below. For remaining areas of the contract, the Contractor is encouraged to develop, prepare, and submit VECP's voluntarily; for VECP's accepted under these remaining areas, the incentive sharing rates apply. The decision on which rate applies is a unilateral decision made solely at the discretion of the Government.

Alternate III (Apr 1984). When the head of the contracting activity determines that the cost of calculating and tracking collateral savings will exceed the benefits to be derived in a contract calling for a value engineering incentive, delete paragraph (j) from the basic clause and redesignate the remaining paragraphs accordingly.

I.16 52.252-6 Authorized Deviations in Clauses (Apr 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any GSAM (48 CFR Chapter) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation. (End of Clause)

I.17 GSAM 552.203-71 Restriction on Advertising (Sept 1999)

The contractor shall not refer to this contract in commercial advertising or similar promotions in such a manner as to state or imply that the product or service provided is endorsed or preferred by the White House, the Executive Office of the President, or any other element of the Federal Government or is considered by these entities to be superior to other products or services. Any advertisement by the contractor, including price-off coupons, that refers to a military resale activity shall contain the following statement: "This advertisement is neither paid for nor sponsored in whole or in part, by any element of the United States Government."

(End of Clause)

I.18 GSAM 552.211-77 Packing List (Feb 1996)

(a) A packing list or other suitable shipping document shall accompany each shipment and shall indicate: (1) Name and address of the consignor; (2) Name and complete address of the consignee; (3) Government order or requisition number; (4) Government bill of lading number covering the shipment (if any); and (5) Description of the material shipped, including item number, quantity, number of containers, and package number (if any).

(b) When payment will be made by Government commercial credit card, in addition to the information in (a) above, the packing list or shipping document shall include: (1) Cardholder name and telephone number and (2) the term "Credit Card".

(End of Clause)

I.19 GSAM 552.215-70 Examination of Records by GSA (Feb 1996)

The contractor agrees that the Administrator of General Services or any duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, or of the time periods for the particular records specified in Subpart 4.7 of the Federal Acquisition Regulation (48 CFR 4.7), whichever expires earlier, have access to and the right to examine any books, documents, papers, and records of the contractor involving transactions related to this contract or compliance with any clauses hereunder. The contractor further agrees to include in all its subcontracts hereunder a provision to the effect that the subcontractor agrees that the Administrator of General Services or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, or of the time periods for the particular records specified in Subpart 4.7 of the Federal Acquisition Regulation (48 CFR 4.7), whichever expires earlier, have access to and the right to examine any books, documents, papers, and records of such subcontractor involving transactions related to the subcontract or compliance with any clauses hereunder. The term "subcontract" as used in this clause excludes (a) purchase orders not exceeding \$100,000 and (b) subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

(End of Clause)

I.20 GSAM 552.223-70 Hazardous Substances (May 1989)

(a) If the packaged items to be delivered under this contract are of a hazardous substance and ordinarily are intended or considered to be for use as a household item, this contract is subject to the Federal Hazardous Substances Act, as amended (15 U.S.C. 1261-1276), implementing regulations thereof (16 CFR Chapter II), and Federal Standard No. 123, Marking for Shipment (Civil Agencies), issue in effect on the date of this solicitation.

(b) The packaged items to be delivered under this contract are subject to the preparation of shipping documents, the preparation of items for transportation, shipping container construction, package making, package labeling, when required, shipper's certification of compliance, and transport vehicle placarding in accordance with Parts 171 through 178 of 49 CFR and the Hazardous Materials Transportation Act.

(c) The minimum packaging acceptable for packaging Department of Transportation regulated hazardous materials shall be those in 49 CFR 173.

(End of Clause)

I.21 GSAM 552.223-71 Nonconforming Hazardous Materials (Sept 1999)

(a) Non conforming supplies that contain hazardous material or that may expose persons who handle or transport the supplies to hazardous material and which require replacement under the inspection and/or warranty clauses of this contract shall be reshipped to the contractor at the

contractor's expense. The contractor agrees to accept return of these non conforming supplies and to pay all costs occasioned by their return.

(b) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(c) If the contractor fails to provide acceptable disposition instructions for the non conforming supplies within 10 days from the date of the Government's request (or such longer period as may be agreed to between the CO and the contractor), or fails to accept return of the reshipped nonconforming supplies, such failure: (1) May be interpreted as a willful failure to perform, (2) may result in termination of the contract for default and (3) shall be considered by the CO in determining the responsibility of the contractor for any future award (see FAR 9.104-3(c) and 9.406-2).

(d) Pending final resolution of any dispute, the contractor shall promptly comply with the decision of the CO.

(End of Clause)

I.22(a) GSAM 552.232-72 Final Payment (Sept 1999)

Before final payment is made, the Contractor shall furnish the Contracting Officer with a release of all claims against the Government relating to this contract, other than claims in stated amounts that are specifically excepted by the Contractor from the release. If the Contractor's claim to amounts payable under the contract has been assigned under the Assignment of Claims Act of 1940, as amended (31 U.S.C. 3727, 41 U.S.C. 15), a release may also be required of the assignee.

(End of clause)

I.22(b) GSAM 552.232-74 Invoice Payments (Sept 1999)

(a) The due date for making invoice payments by the designated payment office is: (1) for orders placed electronically by the General Services Administration (GSA) Federal Supply Service (FSS), and to be paid by GSA through electronic funds transfer (EFT), the later of the following two events: (i) The 10th day after the designated billing office receives a proper invoice from the

Contractor. If the designated billing office fails to annotate the invoice with the date of receipt at the time of receipt, the invoice payment due date shall be the 10th day after the date of the Contractor's invoice; provided the Contractor submitted a proper invoice and no disagreement exists over quantity, quality, or Contractor compliance with contract requirements. (ii) The 10th day after Government acceptance of supplies delivered or services performed by the Contractor. (2) For all other orders, the later of the following two events: (i) The 30th day after the designated billing office receives a proper invoice from the Contractor. If the designated billing office fails to annotate the invoice with the date of receipt at the time of receipt, the invoice payment due date shall be the 30th day after the date of the Contractor's invoice; provided the Contractor submitted a proper invoice and no disagreement exists over quantity, quality, or Contractor compliance with contract requirements. (ii) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor. (3) On a final invoice, if the payment amount is subject to contract settlement actions, acceptance occurs on the effective date of the contract settlement.

(b) The General Services Administration will issue payment on the due date in paragraph (a)(1) of this clause if the Contractor complies with full cycle electronic commerce. Full cycle electronic commerce includes all the following elements: (1) The Contractor must receive and fulfill electronic data interchange (EDI) purchase orders (transaction set 850). (2) The Contractor must generate and submit to the Government valid EDI invoices (transaction set 810) or submit invoices through the GSA Finance Center Internet-based invoice process. Internet-based invoices must be submitted using procedures provided by GSA. (3) The Contractor's financial institution must receive and process, on behalf of the Contractor, EFT payments through the Automated Clearing House (ACH) system.

(4) The EDI transaction sets in paragraphs (b)(1) through (b)(3) of this clause must adhere to implementation conventions provided by GSA.

(c) If any of the conditions in paragraph (b) of this clause do not occur, the 10-day payment due dates in paragraph (a)(1) of this clause become 30-day payment due dates.

(d) Notwithstanding paragraph (g) of the clause at FAR 52.212-4, Contract Terms and Conditions—Commercial Items, if the Contractor submits hard-copy invoices, submit only an original invoice. No copies of the invoice are required.

(e) All other provisions of the Prompt Payment Act (31 U.S.C. 3901 et seq.) and Office of Management and Budget (OMB) Circular A- 125, Prompt Payment, apply.

(End of clause)

I.23 GSAM 552.252-6 Authorized Deviations in Clauses (Sept 1999)

(a) *Deviations to FAR clauses.* (1) This solicitation or contract indicates any authorized deviation to a Federal Acquisition Regulation (48 CFR Chapter 1) clause by the addition of "(DEVIATION)" after the date of the clause, if the clause is not published in the General Services Administration Acquisition Regulation (48 CFR Chapter 5). (2) This solicitation indicates any authorized deviation to a Federal Acquisition Regulation (FAR) clause that is

published in the General Services Administration Acquisition Regulation by the addition of “(DEVIATION (FAR clause no.))” after the date of the clause.

- (b) *Deviations to GSAR clauses.* This solicitation indicates any authorized deviation to a General Services Administration Acquisition Regulation clause by the addition of “(DEVIATION)” after the date of the clause.
- (c) “*Substantially the same as*” clauses. Changes in wording of clauses prescribed for use on a “substantially the same as” basis are not considered deviations.

(End of clause)

I.24 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of the contract by written notice to the contractor within 30 days of the expiration of the contract provided, that the Government shall give the contractor a preliminary notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option provision.
- (c) The total duration of this contract, including the exercise of options under this clause, shall not exceed 10 years.

(End of Clause)

I.25 Year 2000 Warranty – Commercial Supply Items

The contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the contractor’s standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within ninety (90) calendar days after acceptance. Nothing in this warranty shall be

construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

I.26 Year 2000 Warranty – Non-Commercial Supply Items

The contractor warrants that each non-commercial item of hardware, software, and firmware delivered or developed under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculation, when used in accordance with the item documentation provided by the contractor, provided that all listed or unlisted items (e.g. hardware, software, firmware) used in combination with such listed item properly exchange date data with it. If the contract requires that specific listed items must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed items as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of any general warranty provisions of this contract, provided that notwithstanding any provision to the contrary in such warranty provision(s), or in the absence of any such warranty provision(s), the remedies available to the Government under this warranty shall include repair or replacement of any listed item whose non-compliance is discovered and made known to the contractor in writing within ninety (90) calendar days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

I.27 Clause 52.217-8, Option to Extend Services (Nov 1999) as Prescribed in FAR 17.208(f). Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor before the contract expires.

I.28 52.204-9 – Personal Identity Verification of Contractor Personnel (JAN 2006)

The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a Federally controlled facility or access to a Federal information system.

(End of clause)

SECTION J

LIST OF ATTACHMENTS

<u>ATTACHMENT NUMBER</u>	<u>TITLE</u>	.
J-1	Service Contract Act Requirements	
J-2	Personnel Resume Format	
J-3	Monthly Financial Summary Report Format	
J-4	Task Order Proposal Summary Format	
J-5	Contract Labor Ceiling Rates	
J-6	Reserved	
J-7	Reserved	
J-8	Subcontracting Plan	

Attachment J-1
Service Contract Act Requirements

The Skill Levels in the table below are non-exempt wage determination positions as defined in the Service Contract Act.

SKILL LEVEL	SKILL TITLE	AS CLASSIFIED IN WAGE DETERMINATIONS
20	Task Administrative Assistant	General Clerk IV (01118)
21	Task Service Support	General Clerk I (01115)
22	Documentation Specialist	Technical Writer (29480)
55	Computer Operator (Senior)	Computer Operator IV (03044)
56	Computer Operator (Intermediate)	Computer Operator II (03042)
57	Electronic Input Operator (Lead)	Word Processor II (01612)
58	Electronic Input Operator	Word Processor I (01611)

Pursuant to FAR Clause 52.222-43 Fair Labor Standards Act and Service Contract Act – Price Adjustment (May 1989):

Department of Labor (DOL) Wage Determinations previously incorporated effective 1 January 2005 at the Prime Contract level, applicable to current task orders, will remain in effect until expiration of the task orders current period of performance or current option year. These Wage Determinations can be located at <http://www.wdol.gov>.

The applicable DOL Wage Determinations for years 2007 and 2008 will be those in effect as of July 1, 2006. The Contractor shall notify the ANSWER CO of any increases claimed under this clause for contract labor ceiling rates as a result of the revised Wage Determinations. Revised ceiling rate proposal attributable to the incorporation of the applicable July DOL Wage Determinations shall be received not later than August 31, 2006. The proposal shall contain the Contractor's list of applicable Wage Determinations and pricing rationale. Modifications to ceiling rates will be effective January 1, 2007 and will be valid for a period of 2 years.

The Contractor shall submit applicable Wage Determinations with all new task order proposals.

Attachment J-2

Personnel Resume Format

Resume Cover Sheet

From: Company Certifying Official

To: GSA ITM

Subj: Company abbreviation/task order number/skill level number/ last name, first name initial

General:

Contractor:

Contract No.:

Manager:

Task Order:

Task Skill Level No.:

Candidate Name: (first, middle initial, last)

Employee I.D. No.:

Start Date:

Replacement For:

Full Time [] Part Time [] (Information Only)

Security Clearance:

Resume

Education:

High School Graduate: [] Yes [] No

(Degrees (highest to lowest): type of degree, year degree received, school bestowing degree, major field of study) (List certifications, if required for the task; name, date received, expiration date, certifying agency/Co./individual)

Experience:

(In reverse chronological sequence starting with current and going back up to 10 years; only indicate over 10 years if task related, required or significant)

(Dates of employment-Mo/Yr) (Co. employed by) (name and phone no. of contact)

(Position title) (City and state where employed)

(Summary of relevant (direct and related) experience)

Attachment J-3

Monthly Financial Summary Report Format

Reporting Period: 5/98

TASK ORDER NUMBER: PDX478001

Period of Performance: 10/1/97 - 9/30/98

1. Current Period Charges

A. Current Period Labor

Employee	Employee ID	Skill Level	Rate Year	Rate Area	On-Site Hours		Off-Site Hours	
					Reg	O/T	Reg	O/T
G.S. Adenture	12345	99	1	1	160.0	0.0	0.0	0.0
Totals:					160.0	0.0	0.0	0.0

B. Current Period ODCs

Paid To	Purpose	Date Paid	Amount Paid
The Computer Store	Modem	05/01/98	99.00
Total:			99.00

C. Prior Period Adjustments:

(1) Labor

Employee	Employee ID	Skill Level	Rate Year	Rate Area	On-Site Hours		Off-Site Hours		Prior Period
					Reg	O/T	Reg	O/T	
G.S. Adenture	12345	99	1	1	8.0	0.0	0.0	0.0	9803
Totals:					8.0	0.0	0.0	0.0	

(2) ODCs:

Paid To	Purpose	Date Paid	Amount Paid	Prior Period
The Computer Store	Print Cartridge	4/15/98	30.00	9803
Total:			30.00	

2. Billing Summary

A. Labor

Skill Level	Rate Year	Reg O/T	On\Off Site	Billing Rate	Current Hours	Period Cost	Task to Date Hours	Task to Date Cost	Negotiated Hours	Negotiated Cost	Remaining Hours	Remaining Cost	Remaining Percent
99	1	R	On	40.00	168.0	6720.00	168.0	6720.00	320.0	12800.00	152.0	6080.00	48%
Total Cost to Government:						6720.00	6720.00						
GSA Discount @ %:													
Labor Total:						6720.00	6720.00		12800.00	6080.00		48%	

B. ODCs

ODCs:	129.00	129.00	200.00	71.00	36%
Total Cost to Government:	129.00	129.00			
Deferred:	50.00				
Available: (Remaining ODCs less total deferred)		21.00	11%		

C. Grand Total Billing Section

	Current Period Costs	Task to Date Costs	Negotiated Costs	Remaining Costs
Total Labor:	6720.00	6720.00	12800.00	6080.00
Total ODCs:	129.00	129.00	200.00	71.00
Total Cost to Government:	6849.00	6849.00	13000.00	6151.00

3. Deferred

A. Labor

Emp ID	Billing Rate	Hours	Cost	Period	Explanation
12345	40.00	8.0	320.00	9804	Late billing

B. ODCs

50.00	9804	Late billing
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4. Staffing History

A. Current Positions

Skill Level	Employee Name	Authorized		Actual		Days Vacant	Estimated Fill Date
		Start	Finish	Start	Finish		
99	G. S. Adventure	10/1/97	9/30/98	10/1/98			

B. Previous Employees

Skill Level	Employee Name	Authorized Start	Authorized Finish	Actual Start	Actual Finish
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Attachment J-5

Contract Labor Ceiling Rates

Contract Labor Ceiling Rate Tables for Contract Years 1 – 10 and Task Order Years 11 – 15
(Specific to each Contractor)

Attachment J-6

RESERVED

Attachment J-7

RESERVED

Attachment J-8

Subcontracting Plan
(Specific to each Contractor)