

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

Information Technology Professional Services

SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Class D301	IT Facility Operation and Maintenance
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design and Integration Services
FPDS Class D308	Programming Services
FPDS Class D310	IT Backup and Security Services
FPDS Class D311	IT Data Conversion Services
FPDS Class D316	IT Network Management Services
FPDS Class D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

ASRC Aerospace Corporation
6303 Ivy Lane Suite 800
Greenbelt, MD 20770
www.akspace.com
Telephone: 301-837-5500

Contract Number: GS-00F-0059N
Period Covered by Contract: 6/16/03 – 6/15/08

General Services Administration Federal Supply Service

Pricelist Current through Modification # PA0002, dated 10/30/03

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

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. **Geographic Scope of Contract:**

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

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

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

2. **Contractor's Ordering Address and Payment Information:**

For Mailed Orders:

ASRC Aerospace Corporation
6303 Ivy Lane Suite 800
Greenbelt, MD 20770

For Facsimile Orders:

Fax No. 301-837-5502
ASRC Aerospace Corporation
6303 Ivy Lane Suite 800
Greenbelt, MD 20770

For e-Mail Orders:

Donald.hein@akspace.com

To e-Mail RFQs:

Donald.Hein@akspace.com

Payment Address:

Payment via Check/U.S. Mail:

ASRC Aerospace Corporation
Attn: Accounts Receivables Dept.
6303 Ivy Lane Suite 800
Greenbelt, MD 20770

For Payment via ACH/Wire:

Key Bank
Account no.
Routing no.

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will not** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Donald Hein
Phone: 301-837-5500
Facsimile: 301-837-5502
E-mail: Donald.hein@akspace.com

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 00-443-5470
Block 30: Type of Contractor – Small Disadvantage Business
Block 31: Woman-Owned Small Business – No
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2055828

4a. CAGE Code: ICZZ9

4b. ASRC Aerospace Corporation **has** registered with the Central Contractor Registration Database

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEMS NUMBER

DELIVERY TIME

132-51

To be mutually agreed to by ASRC Aerospace Corporation and the ordering agency.

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

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

a. Prompt Payment: 0% Net 30 days from receipt of invoice or date of acceptance, whichever is later.

- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions receive the same discount as the Federal Government
- e. Other: None

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing:

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

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

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

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

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

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

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

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

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

16. **GSA Advantage!**

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

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

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

17. **PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. **CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

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

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

19. **OVERSEAS ACTIVITIES**

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Commercial Job Title: Administrative Assistant I

Minimum/General Experience: One year of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Commercial Job Title: Administrative Assistant II

Minimum/General Experience: Two to five years of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Commercial Job Title: Administrative Assistant III

Minimum/General Experience: Seven years of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations.

Minimum Education: High School diploma.

Commercial Job Title: Applications System Programmer I

Minimum/General Experience: Up to two years directly related experience. Must have a working knowledge of computer systems, analysis, design, implementation, and documentation. Requires practical experience in various software applications such as spreadsheets, word processing, graphics, and networks.

Functional Responsibility: Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and database systems. Consults with user to identify current operating procedures and clarify program objective. Reads manuals, periodicals, and technical reports to learn ways to develop programs that meet user requirements. Formulates plan to develop program, using structured analysis and design. Submits plans to user for approval. Prepares diagrams to illustrate sequence of steps program must follow and to describe logical

operations involved. Converts project specifications, using diagrams, into sequence of detailed instructions and logical steps for coding into computer language, applying knowledge of programming techniques and computer languages. Enters program codes into computer system. Enters commands into computer to run and test program. Reads computer output to detect syntax or logic errors during program test, or uses diagnostic software to detect errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews, and alters program to increase operating efficiency or adapt to new requirements. Recreates steps taken by user to locate source of problem and rewrites program to correct errors.

Minimum Education: Bachelor's degree in Computer Science or Computer Science Technical diploma.

Commercial Job Title: Applications System Programmer II

Minimum/General Experience: Two to five years directly related experience. Must have a working knowledge of computer systems, analysis, design, implementation, and documentation. Requires practical experience in various software applications such as spreadsheets, word processing, graphics, and networks.

Functional Responsibility: Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and database systems. Evaluates user request for new or modified program, such as for telecommunications, testing, etc., or analyzing and developing specifications for a design, to determine feasibility, cost and time required, compatibility with current system, and database capabilities. Reads manuals, periodicals, and technical reports to learn ways to develop programs that meet user requirements. Formulates plan outlining steps required to develop program, using structured analysis and design. Submits plans to user for approval. Designs screen displays to accomplish goals of user request. Converts project specifications, using diagrams, into sequence of detailed instructions and logical steps for coding into computer language, applying knowledge of programming techniques and computer languages. Enters program codes into computer system. Enters commands into computer to run and test program. Reads computer output to detect syntax or logic errors during program test, or uses diagnostic software to detect errors. Replaces, deletes, or modified codes to correct errors. Writes documentation to describe program development, logic, coding, and corrections. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors.

Minimum Education: Bachelor's degree in Computer Science or Computer Science Technical diploma.

Commercial Job Title: Applications System Programmer III

Minimum/General Experience: In excess of five years directly related experience with a working knowledge of computer systems, analysis, design, implementation, and documentation. Requires practical experience in various software applications such as spreadsheets, word processing, graphics, and networks.

Functional Responsibility: Plans, develops, test, and documents computer programs, applying knowledge of programming techniques and database system. Evaluates user request for new or modified program, such as for telecommunications, testing, etc., or analyzing and developing specifications for a design, to determine feasibility, cost and time required, compatibility with current system, and database capabilities. Consults with user to identify current operating procedures and clarify program objectives. Formulates plan to develop program, using structured analysis and design. Submits plans to user for approval. Prepares diagrams to illustrate sequence of steps programs must follow and to describe logical operations involved. Converts project specifications, using diagrams, into sequence of detailed instructions and logical steps for coding into computer language, applying knowledge of programming techniques and computer languages. Enters program codes into computer system. Runs and tests programs to detect syntax or logic errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews, and alters program to increase operating efficiency or adapt to new requirements. Writes documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors. May give some direction and guidance to other database programmer/analysts.

Minimum Education: Bachelor's degree in Computer Science.

Commercial Job Title: Automated System Operator I

Minimum/General Experience: Minimum of two (2) years experience operating computers, including the use of a master console and other systems to operate and monitor large-scale computer systems and peripheral equipment.

Functional Responsibility: Proficient in operating hardware systems; performing equipment setup and run operations; monitoring system applications; maintaining logs; running batch and test jobs; monitoring HVAC systems, fire, safety, access, and security controls for computer facilities; and perform minor maintenance on equipment.

Minimum Education: High school diploma and computer operations training.

Commercial Job Title: Automated System Operator II

Minimum/General Experience: Four (4) years experience operating computers, including the use of a master console and other systems to operate and monitor large-scale computer systems and peripheral equipment.

Functional Responsibility: Supervises other operators; operating hardware systems; implementing equipment setup and run operations; maintaining logs of downtime incidents; monitoring HVAC systems, fire, safety, access, and security controls for computer facilities; and perform minor maintenance on equipment.

Minimum Education: High school diploma and computer operations training.

Commercial Job Title: Automated System Operator III

Minimum/General Experience: Six (6) years experience operating computers, including the use of a master console and other systems to operate and monitor large-scale computer systems and peripheral equipment.

Functional Responsibility: Manages the day-to-day operations of a computer facility. Supervises personnel, schedules and assigns work to meet workload requirements, possess problem analysis skills, and must be able to work independently and in a team environment.

Minimum Education: High school diploma and computer operations training.

Commercial Job Title: Communications Specialist

Minimum/General Experience: Three years of experience providing guidance in organization-wide telecommunications activities. Requires knowledge of strategic communications operations and directions.

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

Minimum Education: Bachelor's degree.

Commercial Job Title: Computer System Analyst I

Minimum/General Experience: Two to four years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced training.

Functional Responsibility: Researches, installs, and evaluates state-of-the-art computer hardware, software, and software development tools and methods. Organizes data related to product performance and impact on overall system performance. Integrates hardware and software components into a seamless environment for programmers and end users. May develop software scripts or applications in performing daily tasks.

Minimum Education: Bachelor's degree in Computer Science.

Commercial Job Title: Computer System Analyst II

Minimum/General Experience: Seven to ten years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more unique specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced degrees.

Functional Responsibility: Directs program development or modifications in complex applications where existing programming techniques and preceding applications provide little guidance. Provides recommendations on the application of current and future technologies to solve complex problems. Evaluates state-of-the-art computer hardware, software, and software development tools. Serves as a technical specialist in charge of lower-level analysts and support staff on complex or enterprise-level development projects. Plans, develops, coordinates and directs technical research and implementation. Consults with user management and systems analysts to clarify program intent, identify problems, suggest changes, and determine extent of programming or technological change required. May develop software scripts or applications in performing daily tasks.

Minimum Education: Master's degree in Computer Science. A Bachelor's degree in Computer Science plus two years of additional specialized computer systems experience may be substituted.

Commercial Job Title: Consultant

Minimum/General Experience: Three years experience consulting on implementing organization's quality and process improvement initiatives and supporting agency's process improvement and quality training efforts.

Functional Responsibility: Provides consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Presents quality workshops, seminars, and training sessions. Conducts and assists with benchmarking and surveys. Facilitates process improvement efforts. Manages a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

Minimum Education: Bachelor's degree in computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Senior Consultant

Minimum/General Experience: Seven years of experience consulting with directors and senior managers on quality improvement, developing and conducting training and workshops relating to quality implementation and customer service.

Functional Responsibility: Provides consulting to directors and senior managers on implementation of agency-wide quality and process improvement initiatives. Develops, leads, and conducts quality workshops, seminars, training sessions, and facilitation. Tailors quality improvement workshops and courses for an organization and its specific needs. Leads and conducts benchmarking and surveys.

Facilitates process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generates papers and documents.

Minimum Education: Master's Degree computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Principal Consultant

Minimum/General Experience: Twelve years of experience consulting with directors and senior managers on quality improvement, developing and conducting training and workshops relating to quality implementation and customer service.

Functional Responsibility: Provides consulting to agency heads, directors, and senior managers on implementation of agency-wide quality and process improvement initiatives. Designs, organizes, leads, and conducts executive-level workshops, seminars, training, and facilitation. Tailors quality improvement courses for an agency. Designs, organizes, and leads benchmarking and surveys. Facilitates process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines. Manages a team of senior consultants and analysts in supporting an agency's process improvement and quality training efforts.

Minimum Education: Master's Degree computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Data Security Analyst

Minimum/General Experience: Four years of technical information technology experience, including two years of data security experience.

Functional Responsibility: Performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. May be involved with databases, networks, stand-alone microcomputers, mainframes, or minicomputers. Interfaces with the user community to understand their security needs and implements procedures to provide support. Ensures that the user community understands and adheres to necessary procedures to maintain security. Conducts evaluation of the level of security provided. Many conduct required security audits and certifications.

Minimum Education: Bachelor's degree in computer science or related field.

Commercial Job Title: Database Administrator I

Minimum/General Experience: Two to four years experience with database administration.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters.

Minimum Education: Bachelor's degree or certification in database technologies.

Commercial Job Title: Database Administrator II

Minimum/General Experience: Five to eight years experience with database administration.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters.

Minimum Education: Bachelor's degree or certification in database technologies.

Minimum Education: A degree in Computer Sciences or Journalism.

Commercial Job Title: Documentation Specialist II

Minimum/General Experience: Five to eight years of related experience in Information Technology. A degree or certificate in Computer Sciences or Journalism may be substituted for two years of experience.

Functional Responsibility: Under general direction, is responsible for preparation of operation and maintenance manuals and technical publications. Gathers technical information, prepares written text, and coordinates layout and

manual organization. Researches available development/engineering information such as drawing, design reports, equipment and test specifications. May also interview engineers and other technical personnel. Writes individualized copy of analytical, interpretive, documentary or promotional literature. May direct work of lower-level writers and work closely with editors and illustrators. Provides consistent and uniform written descriptions of personal/minicomputer generated reports in accordance with established documentation procedures. Continually monitors system changes to ascertain effects on system documentation. Participates in the development of documentation standards.

Minimum Education: A degree or certificate in Computer Sciences or Journalism.

Commercial Job Title: Engineer I

Minimum/General Experience: Two years of experience in development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design.

Functional Responsibility: Assists senior engineers with development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment.

Minimum Education: Associate degree or certification in general engineering.

Commercial Job Title: Engineer II

Minimum/General Experience: Four years of experience in Performing standard engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design.

Functional Responsibility: Performs standard engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Additionally, may perform systems engineering functions in defining system architecture and design flow. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment. Performs trade-off analyses. Gathers data related to requirements and system performance. Organizes data to assist in troubleshooting system failures and suboptimal system performance.

Minimum Education: Bachelor's degree in general engineering.

Commercial Job Title: Engineer III

Minimum/General Experience: Seven years of experience in Performing complex engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design.

Functional Responsibility: Performs complex engineering development and design work including (but not limited to) logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, mechanical design, and optical design. Additionally, may perform systems engineering functions in

defining system architecture and design flow. Tasks may include the fabrication, modification, evaluation, and analysis of components for use in sub-system. May be involved in all phases of product development including requirements definition, conceptual development design, integration and test, and operations assessment. Performs trade-off analyses. Gathers data related to requirements and system performance. Organizes data to assist in troubleshooting system failures and suboptimal system performance.

Minimum Education: Bachelor's degree general engineering.

Commercial Job Title: Graphic Designer

Minimum/General Experience: Two to three years experience developing art using computer graphic packages or software.

Functional Responsibility: Develop, design, and produce a variety of graphics products for integration into projects developed in support of internal and external clients. Graphics must be developed in a format that can be easily integrated into various media including: Internet/Intranet, CD-ROM, Video, and Print Media. Developing stills, 2D animations, and 3D animations as required.

Minimum Education: Bachelor's Degree in Design, Fine Arts, Media Development.

Commercial Job Title: Help Desk Specialist I

Minimum/General Experience: One to two years directly related experience. Hardware experience including IBM compatible machines, with Intel processors. Experience at the component level diagnostics. Experience with various types of printers, network components, and other peripheral components. Experience with a variety of business software (specific packages to be determined).

Functional Responsibility: Assist users in hardware and software needs. Teach hardware and software concepts to customers who have little or no background in computers.

Minimum Education: High School diploma.

Commercial Job Title: Help Desk Specialist II

Minimum/General Experience: Two to four years directly related experience. Hardware experience including IBM compatible machines, with Intel processors. Experience at the component level diagnostics. Experience with various types of printers, network components, and other peripheral components. Experience with a variety of business software (specific packages to be determined).

Functional Responsibility: Assist users in hardware and software needs. Teach hardware and software concepts to customers who have little or no background in computers.

Minimum Education: High School diploma.

Commercial Job Title: Information Aide I

Minimum/General Experience: Clerical or information work experience. Typing skill of at least 35 words per minute and, preferably, some skill in word processing equipment.

Functional Responsibility: The Information Aide labor category provides clerical and other support services under the supervision of a Records/Information Manager or Librarian. Assists in opening and sorting incoming mail and responds to routine requests for publications. Handles telephone calls or, if necessary, refers them to appropriate staff. May provide pick-up and delivery service as well as on an as needed basis, between the contractor's site and the EPA Headquarters records site, and to other agencies for pick-up and delivery of interlibrary loan items. Performs miscellaneous clerical duties as assigned. Specific clerical duties may vary according to the needs of the work site and include, but are not limited to, response to distribution tasks, and copying, shelving, filing, and

shifting documents. Maintains equipment such as audiovisual equipment, microfilm reader/printers, and photocopiers.

Minimum Education: High school diploma.

Commercial Job Title: Information Specialist II

Minimum/General Experience: Three years experience working in a library or records management program. Typing skill of at least 35 words per minute is also required, along with proficiency with word processing equipment.

The ISII labor category is used for providing services that do not require extensive knowledge of records management principles and techniques or library experience. These series are used to support the more routine functions in records programs.

Functional Responsibility: The Information Specialist labor category provides information and document management services in records centers and dockets, such as answering ready-reference questions regarding documents, and assist in use of bibliographic tools, such as periodicals indexes. Answers routine inquiries, and refers persons requiring professional assistance to appropriate staff. Shelves new and returned material in stacks. Maintains automated circulation system and circulation desk. Greets and assists walk-in-visitors, researchers, and other patrons and oversees file/reading room. Sorts and distributes mail to appropriate units. Maintains equipment and arranges for equipment repairs. Produces current awareness reports, bibliographies, and other items as directed. Responds to requests for information on documents from Agency staff, other government agencies, or the public. Sorts and responds to incoming mail and telephone request in a timely, courteous and accurate manner. Provides the manager with the information required for weekly and monthly reports.

Minimum Education: High school diploma.

Commercial Job Title: Information Specialist III

Minimum/General Experience: Experience in program development and maintenance of programs developed on off-the-shelf database management and/or records management software + Bachelor's degree. The IS III category assumes that eligible persons will have knowledge and experience in electronic records keeping, the WWW and basic Web page use, development and maintenance, but may have achieved this through educational experiences other than the attainment of Bachelor's Degrees.

Three years experience in use of the types of software listed in the job description with specific experiences in placing materials on, and retrieving information from, the Internet and/or in the creation of Web pages.

Functional Responsibility: The Information Specialist (IS) labor category is used for positions that require expertise related to Internet and Electronic Records experiences including but not limited to writing programs and maintaining programs within software such as dBaseV, InMagic, Lotus Domino, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard webserver programs; technical abilities in designing, creating, maintaining, inputting, retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext Markup Language (HTML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.

Minimum Education: Bachelor's degree in computer sciences.

Commercial Job Title: Information Specialist IV

Minimum/General Experience: Five years experience in program development and maintenance in off-the-shelf database management and/or records management software as listed in the following description; with specific experiences in the use of the Internet and/or in the creation and maintenance of Home pages/Web pages.

The IS IV category requires persons of greater skills in the use and maintenance of Electronic Recordkeeping through the utilization of Records Management Software (RMAs), and in the various tools available through the Internet/Intranet. More detailed use of the World Wide Web will be necessary as well as advanced technical abilities in designing/implementing/maintenance and use of Web pages.

Functional Responsibility: The Information Specialist (IS) labor category is used for positions that require expertise related to Internet and Electronic Records experiences including but not limited to writing programs and maintaining programs within software such as dBaseV, InMagic, Lotus Domino, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard webserver programs; technical abilities in designing, creating, maintaining, inputting, retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext Markup Language (HTML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.

Minimum Education: Bachelor's degree in computer science or Management Information Systems, MIS.

Commercial Job Title: Information Specialist V

Minimum/General Experience: Four years experience in program development and maintenance in off-the-shelf database management and/or records management software such as dBase V, InMagic, Advance Revelation, FoxPro, Excel, Versatile, Trim, Provenance, HTML Editor, ZyImage, experience with the Internet/Intranet and web site management + Masters degree.

The ISV labor category requires persons of extensive experience in the technological aspect of electronic recordkeeping; use of the Internet/Intranet/World Wide Web; development, maintenance and use of Web sites and protocols necessary to fulfill the requirements of the contract. The category requires a person skilled in developing and leading training in the various aspects of electronic recordkeeping and use of the WWW. Complex and special projects in electronic recordkeeping and use of the WWW will be assigned to persons in this category.

Functional Responsibility: The Information Specialist (IS) labor category is used for positions that require expertise related to Internet and Electronic Records experiences including but not limited to writing programs and maintaining programs within software such as dBaseV, InMagic, Lotus Domino, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard webserver programs; technical abilities in designing, creating, maintaining, inputting, retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext Markup Language (HTML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.

Minimum Education: Master's degree in Computer Science or Management Information Systems.

Commercial Job Title: Information Technician

Minimum/General Experience: Minimum of two years experience working in a library is required. Typing skills of at least 35 words per minute, along with word processing experience. Experience with Word Perfect is preferable.

Functional Responsibility: In a library setting, the Information Technician will be responsible for providing information services that are repetitive in nature, such as answering ready-reference questions regarding catalogs, and using bibliographic tools, such as periodical indexes. Answers routine inquiries and refers requests for professional assistance to the librarian. Shelves new and returned material in stacks. Maintains automated circulation system and the circulation desk. Sorts and distributes mail addressed to the library to appropriate units within the Library. Maintains equipment such as audiovisual equipment, microform reader/printers, and photocopiers by changing toner cartridges, keeping paper trays filled and utilizing head cleaners in the audiovisual equipment and arranging for equipment repairs through service contracts obtained by EPA. Types current awareness reports, bibliographies and other items as directed and uses desktop publishing to input text for library

publications. Responds to requests for information on environmental topics from INFOTERRA Headquarters, foreign governments and other institutions.

Minimum Education: High school diploma.

Commercial Job Title: Internet Communications Specialist I

Minimum/General Experience: One year of experience with Internet communications and maintenance.

Functional Responsibility: Designs, installs and maintains servers and protocols associated with a client's Internet or Intranet. Installs and maintains index servers, domain name servers, manages addresses, and maintains users configurations. Develops and supports Web sites, and coordinates the maintenance of information and associated databases to support Internet operations. Develops security procedures. Monitors use of Internet/Intranet sites and recommends changes to support client requirements and performance demands. Provides user training for better access and timely maintenance of information published on the network. Recommends and coordinates policies related to security and use of advanced technologies (Java, ActiveX, etc.).

Minimum Education: One year of related course work, or one additional year of experience.

Commercial Job Title: Internet Communications Specialist II

Minimum/General Experience: Two to four years of experience with Internet communications and maintenance.

Functional Responsibility: Designs, installs and maintains servers and protocols associated with a client's Internet or Intranet. Installs and maintains index servers, domain name servers, manages addresses, and maintains users configurations. Develops and supports Web sites, and coordinates the maintenance of information and associated databases to support Internet operations. Develops security procedures. Monitors use of Internet/Intranet sites and recommends changes to support client requirements and performance demands. Provides user training for better access and timely maintenance of information published on the network. Recommends and coordinates policies related to security and use of advanced technologies (Java, ActiveX, etc.).

Minimum Education: Bachelor's degree in computer Science.

Commercial Job Title: LAN/WAN Support Technician

Two years experience in data communications troubleshooting. Knowledge of network management software and LAN/WAN communications hardware and software in a multi-protocol environment.

Functional Responsibility: Monitors and responds to technical hardware and software problems utilizing a variety of testing tools and techniques. Provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.

Minimum Education: High School diploma

Commercial Job Title: LAN/WAN Support Technician II

Minimum/General Experience: Four years experience in data communications troubleshooting. Extensive knowledge of network management software and LAN/WAN communications hardware and software in a multi-protocol environment.

Functional Responsibility: Monitors and responds to complex technical hardware and software problems utilizing a variety of testing tools and techniques. Acts as the primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.

Minimum Education: High School diploma.

Commercial Job Title: LAN/WAN Support Technician III

Minimum/General Experience: six years experience in data communications troubleshooting. Extensive knowledge of network management software and LAN/WAN communications hardware and software in a multi-protocol environment.

Functional Responsibility: Monitors and responds to complex technical hardware and software problems utilizing a variety of testing tools and techniques. Acts as the primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.

Minimum Education: High School diploma.

Commercial Job Title: Computer Specialist I

Minimum/General Experience: One to two years specialized experience in microcomputer applications.

Functional Responsibility: Works under supervision of functional leader in support of client technical areas. Has responsibility for providing one or more of the following:

Receives instruction on the evaluation, analyzing, and planning of the testing and installation of new or enhanced hardware and software for microcomputers. Assists in client training requirements in the use of hardware, software, and network products, and develops the training applicable to those requirements;

Under supervision, configures software interfaces for microcomputers to be used in conjunction with other computer hardware and various systems such as networks, CAD, digitizing devices, etc.;

Identifies problems and resolves minor hardware/software/network malfunctions; provides minor hardware maintenance such as board replacement, cable switching, communications, assistance, hardware replacement, installing CRTs, printers, etc.; and

Performs preventive maintenance for hardware and software such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity.

Minimum Education: High School diploma.

Commercial Job Title: Computer Specialist II

Minimum/General Experience: Two to five years specialized experience in microcomputer applications.

Functional Responsibility: Works independently or as a functional leader in support of client technical areas. Has responsibility for providing one or more of the following:

Evaluates, analyzes, and plans the testing and installation of new or enhanced hardware and software for microcomputers. Evaluates client training requirements in the use of hardware, software, and network products, and develops the training applicable to those requirements;

Configures software interfaces for microcomputers to be used in conjunction with other computer hardware and various systems such as networks, CAD, digitizing devices, etc.;

Identifies problems and resolves minor hardware/software/network malfunctions; provides minor hardware maintenance such as board replacement, cable switching, communications, assistance, hardware replacement, installing CRTs, printers, etc.; and

Performs preventive maintenance for hardware and software such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity.

Minimum Education: High School diploma.

Commercial Job Title: Network Administrator I

Minimum/General Experience: One year of technical experience in local and wide area network administration. Requires competence in network administration principles and techniques; also requires knowledge of hardware, system software, and management practices.

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

Minimum Education: Training in related area of expertise.

Commercial Job Title: Network Administrator II

Minimum/General Experience: Two to four years of technical experience in local and wide area network administration. Requires competence in network administration principles and techniques; also requires knowledge of hardware, system software, and management practices.

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

Minimum Education: Bachelor's degree. Computer Science or Management Information Systems

Commercial Job Title: Network Engineer I

Minimum/General Experience: Two years of technical experience with local and wide area network operations. Requires competence in network engineering principles and techniques; also requires knowledge of available hardware and system software.

Functional Responsibility: Assists in the configuring, testing, implementing, and the maintaining of LAN and WAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact

Minimum Education: Associate's degree in Computer Science.

Commercial Job Title: Network Engineer II

Minimum/General Experience: Two to five years of technical experience with local and wide area network operations. Requires competence in network engineering principles and techniques; also requires knowledge of available hardware and system software.

Functional Responsibility: Configures, tests, implements, and maintains LAN and WAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact

Minimum Education: Associate's degree in Computer Science.

Commercial Job Title: Network Engineer III

Minimum/General Experience: Seven to ten years of computer systems experience with three years of technical experience in local and wide area network operations. Requires competence in all phases of network engineering principles and techniques; also requires knowledge of available hardware, system software, and management practices.

Functional Responsibility: Designs, configures, tests, implements, and maintains LAN and WAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.

Minimum Education: Bachelor's degree in Computer Science.

Commercial Job Title: Program Manager

Minimum/General Experience: Seven to ten years of progressively responsible experience, including five years of experience managing programs of similar size and complexity. Demonstrated ability to plan and execute program-level responsibilities effectively.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Establishes the program management structure, and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls.

Minimum Education: A Bachelor's degree in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Project Coordinator

Minimum/General Experience: Three (3) years of supervisory management experience in information technology development, assessment, and implementation projects, including web-based systems; customer service operations; and administrative support personnel functions.

Functional Responsibility: Assess on a daily basis the status of the workload, and, if required, recommend or take appropriate measures to correct any emergency developments, which may impede timely performance of the contract. The Project Coordinator shall recommend personnel assignments and changes to ensure satisfactory performance. The Project Coordinator shall interface with the COTR or his/her appointed designee on a daily basis regarding performance issues. The Project Coordinator shall sort and log quality control error slips, assign document control numbers to the errors for the Project Director's review, and ensure that corrective actions are implemented. The Project Coordinator shall prepare daily, weekly and semimonthly project status reports and shall assist the Project Director in the analysis of statistical data relating to staff productivity, accuracy rates and staff attendance.

Minimum Education: Associate's degree in computer Science.

Commercial Job Title: Programmer I

Minimum/General Experience: One year of experience in software development.

Functional Responsibility: Assists in the design, coding, testing, and documentation of software applications, modules, or firmware according to provided specifications. Modifies and debugs software packages for developmental and maintenance purposes. Assists in the testing and debug of software. Has knowledge of contemporary operating systems and computing platforms as well as relevant programming languages.

Minimum Education: Associate's degree, computer Science.

Commercial Job Title: Programmer II

Minimum/General Experience: Two to four years of computer programming and analysis experience.

Functional Responsibility: Designs, codes, tests, and documents software applications, modules, and firmware according to provided specifications.. Modifies and debugs software packages for developmental and maintenance purposes. Installs and maintains software products on the computer system. Analyzes and fixes problems associated with products and interacts with vendors for problem resolution. Monitors system operation and corrects errors and inconsistencies.

Minimum Education: Bachelor's degree. Computer Science.

Commercial Job Title: Programmer III

Minimum/General Experience: Seven to ten years of computer programming and analysis experience. At least two years of experience as a lead programmer/analyst on software development and/or maintenance.

Functional Responsibility: Responsible for programming functions dealing with the overall application or complex subsystems of the application. Designs and codes complex applications, modules, and firmware. Develops specifications for complex systems programming activities. Provides high-level technical leadership; determines the techniques to be applied to technical problems. Designs detailed programs, flow charts, and diagrams showing computations and sequences of machine operations necessary to satisfy system requirements. Verifies accuracy and completeness of programs and/or systems by preparing sample representative data and applying formal test procedures. Prepares recommendations for system improvement, and presents information to management and users. Serves as a consultant to the technical staff and user community.

Minimum Education: Bachelor's degree in Computer Science.

Commercial Job Title: Project Manager

Minimum/General Experience: Seven to fifteen years of applicable experience, including five years of specialized experience in supervision of projects of similar size and complexity.

Functional Responsibility: Provides competent leadership and responsible program direction through successful performance of a variety of detailed and diverse elements of a project's lifecycle. Plans, organizes, and controls the overall activities of the project -- i.e., project management, staffing, requirements definition, technical work, quality of products, and costs associated with the project. Ensures that all activities conform to the terms and conditions of the contract. Provides administrative oversight, handles contractual matters, and serves as liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Consults with COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Schedules and assigns duties to subordinates and subcontractors, and ensures that assignments are completed as directed. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and the Government project manager.

Minimum Education: A Bachelor's degree in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Commercial Job Title: Quality Assurance Analyst

Minimum/General Experience: One to two years or less related experience.

Functional Responsibility: Evaluates and tests new or modified software programs to verify that programs function according to user requirements and conform to established guidelines. Writes, revises, and verifies quality standards and test procedures for program design and product evaluation to attain quality software economically and efficiently. Reviews new or modified programs, including documentation, diagrams, and models, to determine if the program will perform according to user requirements and conform to standards. Recommends program

improvements or corrections to programs. Enters instructions into computer to test programs for validity, accuracy, reliability, and conformance to established standards. Sets up tests at request of user to locate and correct errors following installation of the program. Conducts compatibility tests with vendor-provided programs. Monitors program performance after implementation to prevent recurrence of problems and to ensure efficiency of operation. Writes documentation to describe program evaluations, test plans and test results, and corrections. Responsible for configuration control of software, hardware, and documentation being tested.

Minimum Education: Bachelor's of Science degree in Computer Science or Information Systems.

Commercial Job Title: Software Engineer I

Minimum/General Experience: One to two years of computer systems/programming experience including three years of specialized experience in software engineering.

Functional Responsibility: Performs software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Implements or evaluates software tools and subsystems to support software reuse and domain analysis. Performs the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Manages and performs software configuration management. Conducts integration and test activities. Evaluates and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge in one or more of the following areas: 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's Computer Science.

Commercial Job Title: Software Engineer II

Minimum/General Experience: Four to seven years of computer systems/programming experience including six years of specialized experience in software engineering. A Master's degree and 8 years of relevant experience may be substituted.

Functional Responsibility: Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Assists in defining architecture and standards for design and development. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities. Develops, evaluates, and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's Computer Science.

Commercial Job Title: Software Engineer III

Minimum/General Experience: seven to ten years of computer systems/programming experience including six years of specialized experience in software engineering. A Master's degree and 10 years of relevant experience may be substituted. With 12 years of general experience of which 10 years is specialized, a degree is not required.

Functional Responsibility: Manages software development and support using formal specifications, data flow diagrams, object-oriented methods, or other commonly accepted design techniques, generally making use of computer aided software engineering (CASE) tools. Assists in defining architecture and standards for design and development. Designs and manages the implementation and design of software tools and subsystems to support software reuse and domain analysis. Manages the validation and certification of reusable software components and other software artifacts along with a software reuse repository. Estimates software development costs and schedules. Oversees and sets policy for software configuration management. Manages integration and test activities. Develops, evaluates, and recommends tools which support analysis and development.

Specialized experience in software engineering includes specific knowledge of 3GL and 4GL programming languages (e.g., Ada, C, C++, Object Pascal), 4GL object-oriented client-server development tools (e.g., Visual Basic, Delphi, PowerBuilder), database technology, network operating systems, and Internet Web technology. May write embedded processor-based software in addition to PC-hosted application software.

Minimum Education: Bachelor's Computer Science.

Commercial Job Title: Subject Matter Expert III

Minimum/General Experience: Ten to fifteen years of experience Providing expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise.

Functional Responsibility: Provides expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise. Areas of expertise may include, for example: systems architecture, video teleconferencing, robotics, computer security, user interface design, decision support, artificial intelligence, command and control, risk management, speech processing, modeling and simulation, and program evaluation.

Minimum Education: Master's Degree computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Commercial Job Title: Systems Administrator

Minimum/General Experience: Two to four years experience in Systems Administration. Experience shall include optimizing servers for performance, and configuring for users. Shall have managed and administered a LAN of at least five workstations or larger for a period of one year utilizing a modern off-the-shelf operating system. The systems administration experience must have occurred with the past two years.

Functional Responsibility: Responsible for the technical administration of a server-based computer system. Oversees the day-to-day activities for the system and is responsible for all applications present on the system. Administers related systems including security, communications, software applications, electronic mail, bulletin boards, printing services, outside communications links (WAN connectivity), UPS service scheduling services, license and any other initial trouble shooting. Corrects minor hardware problems. Optimizes the server and FTS services. Maintains server management records and assists in using the computer system. Creates scripts needed to automate system operations as appropriate. May be a task leader.

Minimum Education: Associate's degree in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Systems Engineer I

Minimum/General Experience: One to two years of systems analysis and Systems Integration experience.

Functional Responsibility: Analyzes software and system requirements to determine current capabilities and system functions. Interviews end-users and reviews business process documentation to determine system requirements. Uses current information system technology to generate detailed sets of system requirements in graphical and textual format suitable for use by programmers.

Minimum Education: Bachelors in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Systems Engineer II

Minimum/General Experience: Two to five years of systems analysis and systems integration experience.

Functional Responsibility: Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, reviews business process documentation, and performs studies as needed to evaluate system architecture and system interfaces and to determine system requirements. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. Interacts with the client engineers and customers in order to exercise good judgment in achieving project goals.

Minimum Education: Bachelors in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Systems Engineer III

Minimum/General Experience: Five to seven years of systems analysis and systems integration experience.

Functional Responsibility: Analyzes system requirements to determine current capabilities and system functions. Analyzes high-level mission requirements, interviews end-users, reviews business process documentation, and performs studies as needed to evaluate system architecture and system interfaces and to determine system requirements. Uses current information about system technology to generate detailed sets of system requirements in graphical and textual format. May serve as lead analyst, providing supervision and technical guidance to other project members for particular tasks. Interacts with the client engineers and customers in order to exercise good judgment in achieving project goals.

Minimum Education: Master's degree in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Commercial Job Title: Technical Information Specialist

Minimum/General Experience: Two years of library information services experience.

Functional Responsibility: Responsible for maintaining a collection of library materials in a specific subject areas, particularly the environmental and earth sciences. Typical of these subject areas are chemistry, biology, and geology, physics, computer science, law, language specialties or as otherwise defined within individual delivery order requirements. Will provide assistance in the use of reference sources, such as manual and automated catalogs and periodical indexes, to locate information. Search commercial automated databases, such as DIALOG and LEXIS/NEXIS to locate information requested by patrons. Indexes, develops and maintains thesauri, and prepares metadata directories and abstracts. Responsible for maintaining circulation of collection. Assembles and arranges displays of library materials. Drafts correspondence on special reference subjects. Compiles and distributes lists of newly acquired items. Assists Librarians in preparation of current awareness bibliographies.

Minimum Education: Bachelor's degree in either chemistry, biology, and geology, physics, computer science, law, language

Commercial Job Title: Technical Writer I

Minimum/General Experience: One to two years of experience managing and developing documentation of all aspects of the system development life cycle. Requires knowledge of systems development life cycle; also requires knowledge of technical writing tools and techniques.

Functional Responsibility: Manages and coordinates documentation of the system development life cycle for projects. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively verbally and in writing.

Minimum Education: Bachelor's degree in Business, Computer Science, Social Science

Commercial Job Title: Technical Writer II

Minimum/General Experience: Two to four years of experience planning, managing, and developing documentation of all aspects of the system development life cycle. Requires knowledge of system development life cycle and knowledge of technical writing tools and techniques.

Functional Responsibility: Plans, manages and coordinates documentation of all aspects of the system development life cycle for projects. Establishes documentation guidelines and practices. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively orally and in writing.

Minimum Education: Bachelor's degree in Business, Computer Science, Social Science

Commercial Job Title: Training Specialist I

Minimum/General Experience: One year of training experience in a classroom setting. Experience with adult learning and self teaching.

Functional Responsibility: Conducts courses with prepared or developed instructional materials to educate technical and non-technical personnel. Provides one-on-one training as necessary. Evaluates results of self teaching.

Minimum Education: A Bachelors degree (B.S. or B.A.) from an accredited college or university.

Commercial Job Title: Training Specialist II

Minimum/General Experience: Two to five years of training experience in a classroom setting. Experience with adult learning and self teaching.

Functional Responsibility: Conducts courses with prepared or developed instructional materials to educate technical and non-technical personnel. Provides one-on-one training as necessary. Evaluates results of self teaching.

Minimum Education: A Bachelors degree (B.S. or B.A.) from an accredited college or university.

Commercial Job Title: Web-Based Application Developer I

Minimum/General Experience: One year of web-based application development using at least two different development tools/environments.

Functional Responsibility: Assists in all aspects of web-based application development and application operation and maintenance on either the Internet or on a client's Intranet.

Minimum Education: Training in web-based technologies.

Commercial Job Title: Web-Based Application Developer II

Minimum/General Experience: Two to four years of web-based application development using at least five different development tools/environments.

Functional Responsibility: Responsible for all aspects of web-based applications and their operation on either the Internet or on a client's Intranet. Works with clients to define their requirements, determines how to optimize the client's existing resources in order to meet their requirements, designs web-based applications using advanced web design tools and techniques, and significantly increases the client's operating efficiency via web-based data centralization and data accessibility.

Minimum Education: Bachelor's degree in computer Science.

LABOR RATES – GOVERNMENT SITE

Information Technology Labor Categories	6/16/03-6/15/04	6/16/04-6/15/05	6/16/05-6/15/06	6/16/06-6/15/07	6/16/08-6/15/09	
Government Site	Rate	Rate	Rate	Rate	Rate	
1	Administrative Assistant I	\$34.44	\$35.82	\$37.26	\$38.75	\$40.30
2	Administrative Assistant II	\$41.11	\$42.75	\$44.46	\$46.24	\$48.09
3	Administrative Assistant III	\$48.15	\$50.08	\$52.08	\$54.16	\$56.33
4	Applications System Programmer I	\$42.09	\$43.77	\$45.52	\$47.34	\$49.23
5	Applications System Programmer II	\$49.11	\$51.07	\$53.12	\$55.24	\$57.45
6	Applications System Programmer III	\$56.19	\$58.44	\$60.78	\$63.21	\$65.74
7	Automated System Operator I	\$26.86	\$27.94	\$29.06	\$30.22	\$31.43
8	Automated System Operator II	\$32.15	\$33.44	\$34.77	\$36.16	\$37.61
9	Automated System Operator III	\$39.09	\$40.66	\$42.28	\$43.97	\$45.73
10	Communications Specialist	\$62.63	\$65.14	\$67.75	\$70.46	\$73.27
11	ComputerSystem Analyst I	\$37.69	\$39.19	\$40.76	\$42.39	\$44.09
12	ComputerSystem Analyst II	\$50.31	\$52.32	\$54.41	\$56.59	\$58.85
13	Consultant	\$111.86	\$116.34	\$120.99	\$125.83	\$130.86
14	Senior Consultant	\$123.32	\$128.26	\$133.39	\$138.72	\$144.27
15	Principal Consultant	\$237.45	\$246.95	\$256.83	\$267.10	\$277.78
16	Data Security Analyst	\$68.08	\$70.80	\$73.64	\$76.58	\$79.65
17	Database Administrator I	\$47.48	\$49.38	\$51.36	\$53.41	\$55.55
18	Database Administrator II	\$69.02	\$71.78	\$74.65	\$77.64	\$80.74
19	Documentation Specialist II	\$60.70	\$63.13	\$65.65	\$68.28	\$71.01
20	Engineer I	\$57.47	\$59.77	\$62.16	\$64.64	\$67.23
21	Engineer II	\$95.54	\$99.36	\$103.34	\$107.47	\$111.77
22	Engineer III	\$100.43	\$104.45	\$108.63	\$112.97	\$117.49
23	Graphic Designer	\$45.66	\$47.48	\$49.38	\$51.36	\$53.41
24	Help Desk Specialist I	\$46.21	\$48.05	\$49.98	\$51.97	\$54.05
25	Help Desk Specialist II	\$50.07	\$52.07	\$54.15	\$56.32	\$58.57
26	Information Aide I	\$25.93	\$26.96	\$28.04	\$29.16	\$30.33
27	Information Specialist II	\$32.30	\$33.59	\$34.94	\$36.33	\$37.79
28	Information Specialist III	\$42.75	\$44.46	\$46.24	\$48.09	\$50.02
29	Information Specialist IV	\$48.33	\$50.26	\$52.27	\$54.36	\$56.54
30	Information Specialist V	\$60.33	\$62.74	\$65.25	\$67.86	\$70.58
31	Information Technician	\$24.54	\$25.52	\$26.54	\$27.60	\$28.71
32	Internet Communications Specialist I	\$54.75	\$56.94	\$59.22	\$61.59	\$64.05
33	Internet Communications Specialist II	\$60.24	\$62.65	\$65.16	\$67.76	\$70.47
34	LAN/WAN Support Technician I	\$50.81	\$52.85	\$54.96	\$57.16	\$59.45
35	LAN/WAN Support Technician II	\$62.63	\$65.14	\$67.75	\$70.46	\$73.27
36	LAN/WAN Support Technician III	\$71.87	\$74.75	\$77.74	\$80.85	\$84.08
37	Computer Specialist I	\$46.21	\$48.05	\$49.98	\$51.97	\$54.05
38	Computer Specialist II	\$52.22	\$54.31	\$56.48	\$58.74	\$61.09
39	Network Administrator I	\$55.09	\$57.30	\$59.59	\$61.97	\$64.45
40	Network Administrator II	\$62.29	\$64.78	\$67.37	\$70.06	\$72.87
41	Network Engineer I	\$49.00	\$50.96	\$53.00	\$55.12	\$57.32

Information Technology Labor Categories		6/16/03-6/15/04	6/16/04-6/15/05	6/16/05-6/15/06	6/16/06-6/15/07	6/16/08-6/15/09
Government Site		Rate	Rate	Rate	Rate	Rate
42	Network Engineer II	\$65.24	\$67.85	\$70.56	\$73.38	\$76.32
43	Network Engineer III	\$82.09	\$85.37	\$88.78	\$92.34	\$96.03
44	Program Manager	\$117.84	\$122.55	\$127.45	\$132.55	\$137.85
45	Programmer I	\$50.06	\$52.06	\$54.14	\$56.31	\$58.56
46	Programmer II	\$58.44	\$60.78	\$63.21	\$65.74	\$68.37
47	Programmer III	\$63.47	\$66.01	\$68.65	\$71.40	\$74.25
48	Project Coordinator	\$77.00	\$80.08	\$83.28	\$86.61	\$90.08
49	Project Manager	\$117.00	\$121.68	\$126.55	\$131.61	\$136.87
50	Quality Assurance Analyst	\$38.29	\$39.82	\$41.41	\$43.07	\$44.79
51	Software Engineer I	\$52.90	\$55.01	\$57.22	\$59.50	\$61.88
52	Software Engineer II	\$73.50	\$76.44	\$79.50	\$82.67	\$85.98
53	Software Engineer III	\$82.21	\$85.49	\$88.91	\$92.47	\$96.17
54	Subject Matter Expert III	\$118.01	\$122.73	\$127.64	\$132.74	\$138.05
55	Systems Administrator	\$86.58	\$90.04	\$93.64	\$97.39	\$101.28
56	Systems Engineer I	\$56.38	\$58.64	\$60.98	\$63.42	\$65.96
57	Systems Engineer II	\$81.21	\$84.46	\$87.84	\$91.35	\$95.00
58	Systems Engineer III	\$88.73	\$92.28	\$95.97	\$99.81	\$103.80
59	Technical Information Specialist	\$48.74	\$50.69	\$52.72	\$54.82	\$57.02
60	Technical Writer I	\$37.86	\$39.37	\$40.95	\$42.58	\$44.29
61	Technical Writer II	\$56.42	\$58.68	\$61.02	\$63.46	\$66.00
62	Training Specialist I	\$36.03	\$37.47	\$38.97	\$40.53	\$42.15
63	Training Specialist II	\$60.05	\$62.45	\$64.95	\$67.55	\$70.25
64	Web Support Specialist	\$59.41	\$61.79	\$64.26	\$66.83	\$69.50
65	Web Administrator	\$71.24	\$74.09	\$77.06	\$80.14	\$83.34

LABOR RATES – CONTRACTOR SITE

Information Technology Labor Categories	6/16/03-6/15/04	6/16/04-6/15/05	6/16/05-6/15/06	6/16/06-6/15/07	6/16/08-6/15/09	
Contractor Site	Rate	Rate	Rate	Rate	Rate	
1	Administrative Assistant I	\$42.48	\$44.18	\$45.95	\$47.79	\$49.70
2	Administrative Assistant II	\$47.24	\$49.13	\$51.10	\$53.14	\$55.27
3	Administrative Assistant III	\$56.08	\$58.32	\$60.66	\$63.08	\$65.61
4	Applications System Programmer I	\$48.36	\$50.29	\$52.31	\$54.40	\$56.57
5	Applications System Programmer II	\$57.43	\$59.72	\$62.11	\$64.60	\$67.18
6	Applications System Programmer III	\$65.37	\$67.98	\$70.70	\$73.53	\$76.47
7	Automated System Operator I	\$31.29	\$32.54	\$33.85	\$35.20	\$36.61
8	Automated System Operator II	\$37.45	\$38.94	\$40.50	\$42.12	\$43.81
9	Automated System Operator III	\$45.54	\$47.36	\$49.25	\$51.22	\$53.27
10	Communications Specialist	\$72.96	\$75.88	\$78.91	\$82.07	\$85.35
11	ComputerSystem Analyst I	\$46.48	\$48.34	\$50.28	\$52.29	\$54.38
12	ComputerSystem Analyst II	\$62.05	\$64.53	\$67.11	\$69.79	\$72.59
13	Consultant	\$111.86	\$116.34	\$120.99	\$125.83	\$130.86
14	Senior Consultant	\$141.72	\$147.39	\$153.28	\$159.41	\$165.79
15	Principal Consultant	\$237.45	\$246.95	\$256.83	\$267.10	\$277.78
16	Data Security Analyst	\$79.01	\$82.17	\$85.46	\$88.88	\$92.44
17	Database Administrator I	\$55.91	\$58.15	\$60.47	\$62.89	\$65.41
18	Database Administrator II	\$79.31	\$82.49	\$85.79	\$89.22	\$92.79
19	Documentation Specialist II	\$70.61	\$73.44	\$76.38	\$79.43	\$82.61
20	Engineer I	\$66.14	\$68.78	\$71.53	\$74.39	\$77.37
21	Engineer II	\$112.88	\$117.40	\$122.09	\$126.97	\$132.05
22	Engineer III	\$123.12	\$128.05	\$133.17	\$138.50	\$144.04
23	Graphic Designer	\$52.47	\$54.57	\$56.75	\$59.02	\$61.38
24	Help Desk Specialist I	\$53.82	\$55.97	\$58.21	\$60.54	\$62.96
25	Help Desk Specialist II	\$58.32	\$60.65	\$63.07	\$65.60	\$68.22
26	Information Aide I	\$29.80	\$30.99	\$32.23	\$33.52	\$34.86
27	Information Specialist II	\$37.12	\$38.60	\$40.15	\$41.75	\$43.42
28	Information Specialist III	\$49.13	\$51.09	\$53.14	\$55.26	\$57.47
29	Information Specialist IV	\$55.54	\$57.76	\$60.07	\$62.48	\$64.98
30	Information Specialist V	\$69.33	\$72.10	\$74.99	\$77.98	\$81.10
31	Information Technician	\$28.20	\$29.33	\$30.50	\$31.72	\$32.99
32	Internet Communications Specialist I	\$62.84	\$65.36	\$67.97	\$70.69	\$73.52
33	Internet Communications Specialist II	\$69.23	\$72.00	\$74.88	\$77.87	\$80.99
34	LAN/WAN Support Technician I	\$59.18	\$61.55	\$64.01	\$66.57	\$69.24
35	LAN/WAN Support Technician II	\$72.96	\$75.88	\$78.91	\$82.07	\$85.35
36	LAN/WAN Support Technician III	\$83.71	\$87.06	\$90.54	\$94.16	\$97.93
37	Computer Specialist I	\$53.82	\$55.97	\$58.21	\$60.54	\$62.96
38	Computer Specialist II	\$60.83	\$63.26	\$65.79	\$68.42	\$71.16
39	Network Administrator I	\$64.17	\$66.74	\$69.41	\$72.18	\$75.07
40	Network Administrator II	\$72.55	\$75.45	\$78.47	\$81.61	\$84.87

	Information Technology Labor Categories	6/16/03-6/15/04	6/16/04-6/15/05	6/16/05-6/15/06	6/16/06-6/15/07	6/16/08-6/15/09
	Contractor Site	Rate	Rate	Rate	Rate	Rate
41	Network Engineer I	\$57.00	\$59.28	\$61.65	\$64.12	\$66.68
42	Network Engineer II	\$75.89	\$78.93	\$82.08	\$85.37	\$88.78
43	Network Engineer III	\$95.49	\$99.31	\$103.29	\$107.42	\$111.71
44	Program Manager	\$145.34	\$151.15	\$157.20	\$163.49	\$170.03
45	Programmer I	\$58.24	\$60.56	\$62.99	\$65.51	\$68.13
46	Programmer II	\$67.99	\$70.71	\$73.54	\$76.48	\$79.54
47	Programmer III	\$78.29	\$81.42	\$84.67	\$88.06	\$91.58
48	Project Coordinator	\$88.49	\$92.03	\$95.71	\$99.54	\$103.52
49	Project Manager	\$136.28	\$141.73	\$147.40	\$153.30	\$159.43
50	Quality Assurance Analyst	\$44.00	\$45.76	\$47.59	\$49.49	\$51.47
51	Software Engineer I	\$64.02	\$66.58	\$69.25	\$72.02	\$74.90
52	Software Engineer II	\$90.11	\$93.71	\$97.46	\$101.36	\$105.41
53	Software Engineer III	\$100.78	\$104.81	\$109.00	\$113.36	\$117.90
54	Subject Matter Expert III	\$149.86	\$155.85	\$162.09	\$168.57	\$175.31
55	Systems Administrator	\$100.84	\$104.87	\$109.07	\$113.43	\$117.97
56	Systems Engineer I	\$69.54	\$72.32	\$75.21	\$78.22	\$81.35
57	Systems Engineer II	\$97.65	\$101.55	\$105.62	\$109.84	\$114.23
58	Systems Engineer III	\$109.00	\$113.36	\$117.89	\$122.61	\$127.51
59	Technical Information Specialist	\$55.94	\$58.18	\$60.51	\$62.93	\$65.44
60	Technical Writer I	\$44.04	\$45.80	\$47.63	\$49.54	\$51.52
61	Technical Writer II	\$64.84	\$67.43	\$70.13	\$72.94	\$75.85
62	Training Specialist I	\$41.92	\$43.59	\$45.34	\$47.15	\$49.04
63	Training Specialist II	\$74.07	\$77.03	\$80.11	\$83.31	\$86.65
64	Web Support Specialist	\$69.20	\$71.97	\$74.84	\$77.84	\$80.95
65	Web Administrator	\$82.98	\$86.30	\$89.76	\$93.35	\$97.08

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **(Insert Company Point of contact, phone number, e-mail address, fax number)**.

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

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

(h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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