

**GSA INFORMATION
TECHNOLOGY (IT)
SCHEDULE 70 CONTRACT**

**CONTRACT NUMBER
GS-35F-0814N**

**PERIOD COVERED
JULY 30, 2008
THROUGH
JULY 29, 2013**

**INFORMATION TECHNOLOGY
SCHEDULE PRICE LIST**

Last Revised: 29 November 2008



**Rome Research Corporation
314 South Jay Street
Rome, NY 13440**

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**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY
SCHEDULE PRICE LIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY,
EQUIPMENT, SOFTWARE, AND SERVICES**

SERVICES TO BE PERFORMED

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Rome Research Corporation
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Rome, New York 13440
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Contract Number: GS-35F-0814N

Period Covered by Contract: July 30, 2008 through July 29, 2013

General Services Administration
Federal Supply Service

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/>.

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!™ online shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination. For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of contract is the 48 contiguous states and the District of Columbia and includes Alaska, Hawaii, and the Commonwealth of Puerto Rico. Any US Federal Government facility overseas or OCONUS is also within the geographic scope of this contract.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

For Electronic Ordering: <http://www.romeresearch.com/>

or

tom_harding@partech.com

For Fax Ordering: (315) 356-2208

For Mail Ordering and Payment Address:

Rome Research Corporation

314 South Jay Street

Rome, N.Y. 13440

Attn: Tom Harding

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

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance: Mr. Thomas Lindsay, 315-356-2249 or e-mail at tom_lindsay@partech.com.

3. LIABILITY FOR INJURY OR DAMAGE

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

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: 075812966

Block 30: Type of Contractor – C. – Large Business

A. Small Disadvantaged Business

B. Other Small Business

C. Large Business

G. Other Nonprofit Organization

L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 16-1032496

a. CAGE Code: 7L329

b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

All completed performance will be made FOB destination within CONUS. An additional charge (applicable labor and JTR travel and per diem) will be included in the negotiations of each order, as requested by the government for RRC representation for on-site inspection, acceptance testing and/or installations CONUS and OCONUS shipments made FOB Destination to US Government designated shipping points.

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>As negotiated in each order</u>

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact RRC for the purpose of obtaining accelerated delivery. RRC shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by RRC in writing.) If RRC offers an accelerated delivery time acceptable to the ordering agency, 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: 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions are offered the same discounts as all other Government customers
- e. Other: RRC will negotiate a "spot reduction" discount with the ordering activities placing orders exceeding the maximum order value.

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

All items are US 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:

Export Packing is available and shall be as specified and negotiated in any order requiring Export Packing.

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is \$ 1,200.00.

11. MAXIMUM ORDER:

The Maximum Order value for Special Item Number 132-51 - Information Technology (IT) Professional Services is \$500,000 exclusive of any discount for prompt payment.)

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

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

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

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

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

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

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

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

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

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

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY / TELECOMMUNICATION STANDARDS REQUIREMENTS:

Federal departments and agencies 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 offices, shall be responded to promptly by RRC.

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 US 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 US 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 US 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: RRC will obtain/possess varying levels of security clearances in the performance of orders issued under this contract, when required. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: RRC 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.
- c. Certifications, Licenses and Accreditations: As a commercial practice, RRC 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, RRC 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: RRC 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, RRC's participation in such order may be restricted in accordance with FAR Part 9.5.

- g. Documentation/Standards: RRC may be required 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 OFFICES:

Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an online, 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:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. Product categories.

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Other Direct Costs (ODCs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering office 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-**

- a. 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);

- b. The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d. 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 RRC.

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

19. OVERSEAS ACTIVITIES:

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

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs):

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

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

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

21. CONTRACTOR TEAM ARRANGEMENTS:

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION:

The Davis-Bacon Act (40 USC. 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 requisitioning 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, de-installation, 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:

http://www.romereseach.com/RRC/RRC_GSA.htm

The EIT standard can be found at: <http://www.section508.gov/>.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES:

RRC (on cost reimbursement contracts) will place orders under Federal Supply Schedules, on behalf of a Federal Agency, will follow the terms of the applicable schedule and authorization and include with each order –

a. A copy of the authorization from the Agency with whom RRC 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. RRC 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, RRC 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 RRC gives written notice to the Contracting Officer, whichever period is longer.

c. RRC 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. RRC 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 in terms 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 Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
 - b. RRC shall provide services at RRC's facility and/or at the ordering location, as agreed to by RRC and the ordering office.
2. PERFORMANCE INCENTIVES:
 - a. Performance incentives may be agreed upon between RRC 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 RRC 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 RRC. 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 that 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. RRC shall commence performance of services on the date agreed to by RRC and the ordering activity.
 - b. RRC agrees to render services only during normal working hours, unless otherwise agreed to by RRC 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 RRC, require RRC 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 RRC, or 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, RRC 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 RRC, or within any extension of that period to which the parties agree, 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, RRC 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 RRC's cost properly allocable to, the performance of any part of this contract; and
- (2) RRC 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 Contract 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 RRC:

RRC 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 RRC access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by RRC 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 RRC, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving RRC, any entity into or with which RRC subsequently merges or affiliates, or any other successor or assignee of RRC.

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 RRC and its affiliates, may either (i) result in an unfair competitive advantage to RRC or its affiliates or (ii) impair RRC’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 RRC, 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:

RRC, 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 RRC, 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 RRC 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.

DESCRIPTION OF IT SERVICES

RRC offers the following Information Technology Services listed under this schedule. Ordering activities are encouraged to contact or work with a RRC GSA ordering representative to plan/specify their ordering requirements. The Information Technology Services may be ordered in whole or in part, requiring differing labor mixes and hours. Information Technology Services can also be combined in a single order for more comprehensive or longer-term on- or off-site services. Our representatives are available to help you specify your minimum requirements necessary to ensure complete and satisfactory performance.

LABOR CATEGORY DESCRIPTIONS

FPDS Code D301 IT Facility Operation and Maintenance

RRC manages the most cutting edge communications and information technology facilities available to the Department of Defense. We currently operate and maintain IT integrated facilities to include:

- Satellite Communications
- Technical Control
- Wideband Communication
- Radio Transmission
- Radio Receiving
- Research and Development
- Network Control and Management

Our operations and maintenance practices include coordination with responsible communications agencies. Our personnel coordinate system operations, develop network and system upgrades, perform scheduled maintenance, and correct system outages on a 24 hour per day, seven day per week schedule.

FPDS Code D302 IT Systems Development Services

RRC uses current state-of-the-art tools and methodologies to design and implement a wide variety of information systems. RRC develops:

- Algorithms for complex real-time data analysis
- Operational software for real data on real systems
- Interfaces to operational users in government and industry

Our development work encompasses software, databases, systems, architectures, networks, etc. Representative tasks include: requirements analysis, system design and engineering, internet/intranet development, data modeling, database design and implementation, rapid prototyping, simulation and modeling, and testing.

FPDS Code D306 IT Systems Analysis Services

RRC engineers perform studies, evaluations, and assessments of customer information technology requirements. Our services include: analytical studies, system feasibility studies, system design studies, system trade-off studies, prototype designs, integration assessments, hardware and software demonstrations, and experimental design efforts.

RRC designs systems for a large number of domains, including Moving Target Indicator/Synthetic Aperture Radar (MTI/SAR) processing, Electro-Optic/Infrared (EO/IR) processing, logistic management systems, environmental and Geographic Imaging Software (GIS) applications, image exploitation, and C3I. Our specialists have extensive knowledge in signal processing, simulation, remote sensing, high performance computing, and computer networking.

FPDS Code D307 Automated Information Systems Design and Integration Services

RRC provides engineering skills and experience to integrate component systems and subsystems, and technologies and disciplines to formulate new information systems. Representative tasks include: integration analysis, phased migration and installation planning, software development or conversion in support of integration services, government off-the-shelf/commercial off-the-shelf (GOTS/COTS) integration and testing, and configuration management.

RRC commonly uses Computer Aided Systems Engineering (CASE) tools in support of requirements analysis, software design, Graphical User Interface (GUI) development, web development, integrated development environment, run-time memory testing, regression testing, configuration management, and Program Evaluation Review Technique (PERT) and activity charting. RRC personnel develop formal test plans, participate in formal testing, and utilize COTS testing tools during software development.

FPDS Code D308 Programming Services

RRC implements software designs using current state-of-the-art software development languages, windowing software, graphics software, database packages, GIS packages, and networking technologies for integration into information technology systems. RRC supports software development on high performance computers, personnel computers, workstations, and distributed networks.

FPDS Code D310 IT Backup and Security Services

RRC'S Security Services concentrate on four primary aspects of security: physical security, information assurance, personnel security, and emergency response/management. Our initiatives create IT infrastructures, tools, and processes that protect information and support decision-making. RRC's IT infrastructure enables our customers to have the right information, at the right time, without jeopardizing security postures.

FPDS Code D311 IT Data Conversion Services

RRC engineers provide a full range of planning, design, and implementation services to convert data for access by information technology systems. RRC support includes preparing and transitioning data for:

- Access in a distributed system
- Migration to a relational database/object oriented database
- Integration with various COTS/GOTS applications
- Integration for new technology access

Data Conversion Planning - RRC engineers analyze overall system requirements, users' needs, and current architectures to prepare data model concepts and migration plans.

Data Conversion Design - RRC develops the end product database design as well as the design for any required transition software. Our staff is experienced in state-of-the-art relational and object oriented database packages.

Data Conversion Implementation - RRC supports implementation and testing of the data conversion process.

FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

RRC engineers are experts in using computer-automated design for communications systems and information networks. RRC Engineers obtain pertinent information from our customers and create desired results through the use of CAD/CAM programs. RRC prepares CAD drawings of the solution and provides them to the customer.

FPDS Code D316 IT Network Management Services

RRC offers a full range of services for secure or non-secure networks and/or distributed systems.

System/Network Analysis, Design, and Implementation - RRC engineers analyze and design network architectures, perform trade-off studies, prepare component selection, prototype, implement, and test network architectures for local and wide area networks. RRC supplies Internet and intranet solutions including security and firewalls; supports network migration planning and implementation; and develops and implements Internet web sites.

System/Network Operation and Administration - RRC personnel monitor system/network performance, troubleshoot network problems, install operating systems/application packages, maintain user accounts, and provide help desk support.

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

RRC Communication Technicians are well versed in Defense Messaging System Administration, Operation, and Maintenance. Our Satellite Communications Technicians are dual qualified in operations and maintenance of Satellite facilities. RRC Tech Control Communication Technicians are familiar with coordination efforts with DISA, Operations, and Maintenance of multiplexers, transmission and receiving systems, routing equipment, and other specific communications system.

LABOR CATEGORY DESCRIPTIONS

RRC will make available qualified personnel to perform the offeror's required work effort(s) in the above FPDS Codes. Labor categories proposed are:

Software Engineer I

Minimum/General Experience: One year of related experience in successful efforts involving any combination of: systems analysis and design, programming, systems integration, data conversion and implementation support, database planning and design, and network services. Performs technical project assignments to include assessing and resolving issues related to system design, computer software development, data analysis, report preparations and presentations, and implementation planning.

Functional Responsibility: Entry-level technical position, under supervision, responsible for one or more of the following areas: requirements analysis, programming, software integration, documentation, test and evaluation, and other technical tasks.

Minimum Education: Bachelor degree in computer science, engineering, or related field or equivalent experience.

Software Engineer II

Minimum/General Experience: Three years of related experience in successful efforts involving any combination of systems analysis and design, programming, systems integration, data conversion and implementation support, database planning and design, and network services. Performs technical project assignments to include assessing and resolving issues related to system design, computer software development, data analysis, report preparations and presentations, and implementation planning.

Functional Responsibility: Performs technical duties in one or more of the following areas: requirements analysis, software design, prototyping, programming, software integration, documentation, test and evaluation, and other technical tasks. Usually works with minimum supervision, conferring with superior on unusual matters.

Minimum Education: Bachelor degree in computer science, engineering, or related field or equivalent experience.

Software Engineer III

Minimum/General Experience: Five years of related experience in successful efforts involving any combination of systems analysis and design, programming, systems integration, data conversion and implementation support, database planning and design, and network services. Performs technical project assignments to include assessing and resolving issues related to system design, computer software development, data analysis, report preparations and presentations, and implementation planning.

Functional Responsibility: Performs technical duties in one or more of the following areas: requirements analysis, software design, prototyping, programming, software integration, documentation, test and evaluation, and other technical tasks. Usually works with minimum supervision, conferring with superior on unusual matters.

Minimum Education: Bachelor degree in computer science, engineering, or related field or equivalent experience.

Systems Engineer I

Minimum/General Experience: One year of related experience in successful efforts involving any combination of system architecture design and implementation, systems analysis and design, system feasibility studies, systems integration, data conversion and implementation support, database planning and design, programming, and network services. Performs technical project assignments to include assessing and resolving issues related to system design, system architecture conceptualization, computer software development, data analysis, report preparations and presentations, and implementation planning.

Functional Responsibility: Entry-level technical position, under supervision, responsible for one or more of the following areas: engineering design/analysis, requirements analysis, design analysis, programming, system integration, documentation, test and evaluation, and other technical tasks.

Minimum Education: Bachelor degree in engineering, computer science, or other related field or equivalent experience.

Systems Engineer II

Minimum/General Experience: Three years of related experience in successful efforts involving any combination of system architecture design and implementation, systems analysis and design, system feasibility studies, systems integration, data conversion and implementation support, database planning and design, programming, and network services. Performs technical project assignments to include assessing and resolving issues related to system design, system architecture conceptualization, computer software development, data analysis, report preparations and presentations, and implementation planning.

Functional Responsibility: Performs technical duties in one or more of the following areas: engineering design/analysis, requirements analysis, design analysis, system design, prototyping, programming, system integration, documentation, test and evaluation, and other technical tasks. Usually works with minimum supervision, conferring with superior on unusual matters.

Minimum Education: Bachelor degree in engineering, computer science, or other related field or equivalent experience.

Systems Engineer III

Minimum/General Experience: Five years of related experience in successful efforts involving any combination of system architecture design and implementation, systems analysis and design, system feasibility studies, systems integration, data conversion and implementation support, database planning and design, programming, and network services. Performs technical project assignments to include assessing and resolving issues related to system design, system architecture conceptualization, computer software development, data analysis, report preparations and presentations, and implementation planning.

Functional Responsibility: Performs technical duties in one or more of the following areas: engineering design/analysis, requirements analysis, design analysis, system design, prototyping, programming, system integration, documentation, test and evaluation, and other technical tasks. Usually works with minimum supervision, conferring with superior on unusual matters.

Minimum Education: Bachelor degree in engineering, computer science, or other related field or equivalent experience.

Test & Evaluation Engineer I

Minimum/General Experience: Three years of related experience in definition, documentation, analysis, performance and interpretation of developmental tests for new and/or modified products or product components. Investigates and resolves operational problems in conjunction with other engineering and technical personnel.

Functional Responsibility: Designs and executes software/component tests and evaluates results to ensure compliance with applicable regulations. Prepares test scripts and test documentation, designs and prepares test data, and reviews test results and evaluates for conformance to design.

Minimum Education: Bachelor degree in computer science, engineering, or other related field or equivalent experience.

Test & Evaluation Engineer II

Minimum/General Experience: Five years of related experience in definition, documentation, analysis, performance and interpretation of developmental tests for new and/or modified products or product components. Investigates and resolves operational problems in conjunction with other engineering and technical personnel.

Functional Responsibility: Designs and executes system level tests and evaluates results to ensure compliance with applicable regulations. Prepares test scripts and test documentation, designs and prepares test data, and reviews test results and evaluates for conformance to design.

Minimum Education: Bachelor degree in computer science, engineering, or other related field or equivalent experience.

Test & Evaluation Engineer III

Minimum/General Experience: Ten years of related experience in definition, documentation, analysis, performance and interpretation of developmental tests for new and/or modified products or product components. Investigates and resolves operational problems in conjunction with other engineering and technical personnel.

Functional Responsibility: Designs and executes system level tests and evaluates results to ensure compliance with applicable regulations. Prepares test scripts and test documentation, designs and prepares test data, and reviews test results and evaluates for conformance to design. Guides and directs lower level personnel on the set-up and performance of tests.

Minimum Education: Bachelor degree in computer science, engineering, or other related field or equivalent experience.

Scientist/Engineering Professional I

Minimum/General Experience: Five years of experience in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Possesses technical mastery of a complex discipline and thorough knowledge of theories and principles from several specialties. Also includes conducting research in new technologies, seeking new applications for existing methods, and participating in unique problem solving activities. Typically, will contribute to new designs or techniques, which are regarded as significant advances in the field. Provides explanation, guidance, or technical advice on complex information.

Functional Responsibility: Possesses and applies a comprehensive knowledge of principles, practices, and procedures of a particular field of specialization. Usually works with minimum supervision, conferring with superior on unusual matters.

Minimum Education: Bachelor degree in engineering, computer science, or related field or equivalent experience.

Scientific/Engineering Professional II

Minimum/General Experience: Eight years of experience in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Possesses technical mastery of a complex discipline and thorough knowledge of theories and principles from several specialties. Also includes conducting research in new technologies, seeking new applications for existing methods, and participating in unique problem solving activities. Typically, will contribute to new designs or techniques, which are regarded as significant advances in the field. May manage projects involving highly technical research and development and have demonstrated technical leadership. Provides explanation, guidance, or technical advice on complex information.

Functional Responsibility: Plans, conducts and directs research and/or development work on complex projects necessitating the origination and application of new and unique approaches. Plans and directs projects and supplies technical expertise, leadership and consultation to professional co-workers. Applies and/or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty area.

Minimum Education: Bachelor degree in engineering, computer science, related field, or equivalent experience.

Scientific/Engineering Professional III

Minimum/General Experience: Ten years of experience in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Possesses technical mastery of a complex discipline and thorough knowledge of theories and principles from several specialties. Also includes conducting research in new technologies, seeking new applications for existing methods, and participating in unique problem solving activities. Typically, will contribute to new designs or techniques that are regarded as significant advances in the field. May manage projects involving highly technical research and development and have demonstrated technical leadership. Provides explanation, guidance, or technical advice on complex information.

Functional Responsibility: Plans, conducts and directs research and/or development work on complex projects necessitating the origination and application of new and unique approaches. Plans and directs projects and supplies technical expertise, leadership and consultation to professional co-workers. Applies and/or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty area.

Minimum Education: Master's degree in engineering, computer science, related field, or equivalent experience.

Quality Assurance Engineer I

Minimum/General Experience: One year related work experience in any combination of evaluation and test of new or modified software programs, and software development procedures used to verify that programs function according to user requirements and conformance to established guidelines. Has demonstrated ability to analyze and evaluate program designs, code, and documentation, for compliance to customer requirements, standards, specifications and correctness. Writes, revises and verifies quality standards and test procedures for program design and product evaluation to meet requirements.

Functional Responsibility: Maintains a process for evaluating software and associated documentation. Evaluates software and associated documentation, participates in formal and informal reviews to determine quality, and participates in the development of software quality assurance plans.

Minimum Education: Bachelor degree in engineering, computer science, or other related field or equivalent experience.

Quality Assurance Engineer II

Minimum/General Experience: Five years related work experience in any combination of evaluation and test of new or modified software programs, and software development procedures used to verify that programs function according to user requirements and conformance to established guidelines. Has demonstrated ability to analyze and evaluate program designs, code, and documentation, for compliance to customer requirements, standards, specifications and correctness. Writes, revises and verifies quality standards and test procedures for program design and product evaluation to meet requirements.

Functional Responsibility: Maintains and establishes a process for evaluating software and associated documentation. Has demonstrated ability to analyze and evaluate program designs, code, and documentation, for compliance to customer requirements, standards, specifications and correctness. Evaluates software and associated documentation, participates in formal and informal reviews to determine quality, and participates in the development of software quality assurance plans.

Minimum Education: Bachelor degree in engineering, computer science, or other related field or equivalent experience.

Quality Assurance Engineer III

Minimum/General Experience: Ten years related work experience in any combination of evaluation and test of new or modified software programs, and software development procedures used to verify that programs function according to user requirements and conformance to established guidelines. Has demonstrated ability to analyze and evaluate program/system designs, code, and documentation, for compliance to customer requirements, standards, specifications and correctness. Writes, revises and verifies quality standards and test procedures for program design and product evaluation to meet requirements.

Functional Responsibility: Leads and establishes a process for evaluating software, systems, and associated documentation. Evaluates software/systems and associated documentation, participates in formal and informal reviews to determine quality, and participates in the development of software quality assurance plans.

Minimum Education: Bachelor degree in engineering, computer science, or other related field or equivalent experience.

Network Analyst/Administrator I

Minimum/General Experience: Minimum of two years of experience in design, maintenance, and operation of small to medium networks. This experience must include administrating corporate or business user accounts managing mail servers, printer servers, WWW servers, and/or firewalls. Must have experience in reviewing and recommending software applications as well as identifying hardware salient characteristics and any add on devices. It is highly desirable to have a certification of either MCSE or NCNE. Experience must also include a minimum of one year of military network support to include Microsoft Windows NT Server Operating Systems, and Microsoft mail applications (local and remote).

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

Minimum Education: Bachelor of Science degree in electrical/electronics engineering, computer/software engineering, computer science, math, physics; or Associate degree in Computer Science, Computer Science Technology, Engineering, or Engineering Technology; or Microsoft Certified Systems Engineer (MCSE), or Novell Certified Network Engineer (NCNE) or equivalent experience.

Network Analyst/Administrator II

Minimum/General Experience: Minimum of four years of experience in design, maintenance, and operation of small to medium networks. This experience must include administrating corporate or business user accounts managing mail servers, printer servers, WWW servers, and/or firewalls. Must have experience in reviewing and recommending software applications as well as identifying hardware salient characteristics and any add on devices. Experience must focus on analyzing and troubleshooting military networks to include the Microsoft Windows NT Server Operating System, Network router management and configuration, Microsoft Windows Operating Systems, Microsoft mail applications (local and remote), firewalls, switches, VPNs, and cryptographic devices. Must be a Microsoft Certified Systems Engineer (MCSE), or have equivalent experience.

Functional Responsibility: Responsible for the managerial and technical administration of a LAN/MAN/WAN to include security, communications, software applications, electronic mail, printing services, outside communication links, UPS service, license administration, file services, backup services and any other initial troubleshooting. Performs routine diagnostic testing and optimization of all elements of the network facilities. Repairs and/or replaces network hardware components. Performs component server and workstation connection, configuration, integration and testing. Works with other ADP staff to design, develop, install, test, debug, modify and maintain databases on the LAN.

Minimum Education: Bachelor of Science degree in electrical/electronics engineering, computer/software engineering, computer science, math, physics; or Associate degree in Computer Science, Computer Science Technology, Engineering, or Engineering Technology; or Microsoft Certified Systems Engineer (MCSE), or Novell Certified Network Engineer (NCNE) or equivalent experience.

Network Analyst/Administrator III

Minimum/General Experience: Minimum of six years of experience in design, maintenance, and operation of small to medium networks. This experience must include administrating corporate or business' user accounts, managing mail servers, printer servers, WWW servers, and/or firewalls. Must have experience in reviewing and recommending software applications as well as identifying hardware salient characteristics and any add on devices. Experience must focus on analyzing and troubleshooting military networks to include the Microsoft Windows NT Server Operating System, network router management and configuration, Microsoft Windows Operating Systems, Microsoft mail applications (local and remote), firewalls, switches, VPNs, and cryptographic devices. Must be a Microsoft Certified Systems Engineer (MCSE), or have equivalent experience.

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

Minimum Education: Bachelor of Science degree in electrical/electronics engineering, computer/software engineering, computer science, math, or physics, and Microsoft Certified Systems Engineer (MCSE), or Novell Certified Network Engineer (NCNE) or equivalent experience.

Engineering Technician I

Minimum/General Experience: One year of experience in performing technical work in support of engineering and/or development planning and control.

Functional Responsibility: Performs all technical support tasks such as those necessary to (1) install, basic troubleshoot and support LAN hardware, software and applications; or (2) follow procedures to extract or develop data to load into databases; or (3) follow procedures to execute software tests and record results; or (4) follow procedures to maintain system/software version control and associated documentation; or (5) construct, debug and document hardware subassemblies for special-purpose computer systems from hand-drawn engineering schematics.

Minimum Education: Associate degree in related field or equivalent experience.

Engineering Technician II

Minimum/General Experience: Five years of experience in performing technical work in support of engineering and/or development planning and control.

Functional Responsibility: Performs all technical support tasks such as those necessary to (1) install, basic troubleshoot and support LAN hardware, software and applications; or (2) follow procedures to extract or develop data to load into databases; or (3) follow procedures to execute software tests and record results; or (4) follow procedures to maintain system/software version control and associated documentation; or (5) construct, debug and document hardware subassemblies for special-purpose computer systems from hand-drawn engineering schematics.

Minimum Education: Associate degree in related field or equivalent experience.

Engineering Technician III

Minimum/General Experience: Ten years of experience in performing technical work in support of engineering and/or development planning and control.

Functional Responsibility: Performs all technical support tasks such as those necessary to (1) install, basic troubleshoot and support LAN hardware, software and applications; or (2) follow procedures to extract or develop data to load into databases; or (3) follow procedures to execute software tests and record results; or (4) follow procedures to maintain system/software version control and associated documentation; or (5) construct, debug and document hardware subassemblies for special-purpose computer systems from hand-drawn engineering schematics.

Minimum Education: Associate degree in related field or equivalent experience.

Technical Publications Specialist I

Minimum/General Experience: One year related work experience in preparing written material for publication, performing any combination of the following duties: reads copy to detect errors in spelling, punctuation, and syntax; verifies facts, dates, and statistics using standard reference sources; rewrites or modifies copy to conform to publication's style and editorial policy and marks copy for edit; and may select and crop photographs and illustrative materials to conform to space and subject matter requirements.

Functional Responsibility: Performs technical writing and editing; organizes and formats material in compliance with appropriate standards or data item descriptions; prepares needed graphics. Coordinates closely with technical, management, and security personnel.

Minimum Education: Bachelor or Technical School degree or equivalent experience.

Technical Publications Specialist II

Minimum/General Experience: Five years related work experience in preparing written material for publication, performing any combination of the following duties: reads copy to detect errors in spelling, punctuation, and syntax; verifies facts, dates, and statistics, using standard reference sources; rewrites or modifies copy to conform to publication's style and editorial policy and marks copy for edit; and may select and crop photographs and illustrative materials to conform to space and subject matter requirements.

Functional Responsibility: Performs technical writing and editing; organizes and formats material in compliance with appropriate standards or data item descriptions; prepares needed graphics. Coordinates closely with technical, management, and security personnel.

Minimum Education: Bachelor degree in English or related field or equivalent experience.

Technical Publications Specialist III

Minimum/General Experience: Ten years related work experience in preparing written material for publication, performing any combination of the following duties: reads copy to detect errors in spelling, punctuation, and syntax; verifies facts, dates, and statistics, using standard reference sources; rewrites or modifies copy to conform to publication's style and editorial policy and marks copy for edit; and may select and crop photographs and illustrative materials to conform to space and subject matter requirements.

Functional Responsibility: Performs technical writing and editing; organizes and formats material in compliance with appropriate standards or data item descriptions; prepares needed graphics. Coordinates closely with technical, management, and security personnel.

Minimum Education: Bachelor degree in English or related field or equivalent experience.

Administrative/Clerical I

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: One year work related experience in performing administrative tasks under supervision of project/program manager. Performs any combination of the following duties: types and proofreads correspondence, reports, and documentation; maintains filing system; answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, and distributes mail; and may maintain security records.

Functional Responsibility: Performs administrative duties in direct support of project management tasks related to word processing, data management, project library, document production, technical aide, data entry, and/or security administration.

Minimum Education: High school diploma.

Administrative/Clerical II

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: Five years related work experience in performing administrative tasks under general supervision of project/program manager. Performs any combination of the following duties: types and proofreads correspondence, reports, and documentation; maintains filing system; answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, and distributes mail; and may maintain security records.

Functional Responsibility: Performs administrative duties in direct support of project management tasks related to word processing, data management, project library, document production, technical aide, data entry, and security administration.

Minimum Education: High school diploma.

Administrative/Clerical III

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: Ten years related work experience in performing administrative tasks under general supervision of project/program manager. Performs any combination of the following duties: types and proofreads correspondence, reports, and documentation; maintains filing system; answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, and distributes mail; and may maintain security records.

Functional Responsibility: Performs administrative duties in direct support of project management tasks related to word processing, data management, project library, document production, technical aide, data entry, and security administration.

Minimum Education: High school diploma or GED.

Program Coordinator I

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: One year related work experience in procurement or subcontract activities in a Government contracting environment.

Functional Responsibility: In direct support of the program manager, assists in determining qualifications of potential subcontractors as to facilities, manpower, reliability, quality control, financial status and previous conformance records. Arranges facility surveys, processing of security clearances and prepares subcontract files. Analyzes, compares and selects proposals or bids received as to quality, schedule, price and terms. Assists in the negotiation of subcontracts, consulting agreements and any subsequent amendments regarding delivery dates, prices and other contractual conditions subject to final review. Establishes and maintains effective working relationships with suppliers and subcontractors.

Minimum Education: Bachelor degree or equivalent experience.

Program Coordinator II

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: Five years related work experience in procurement or subcontract activities in a Government contracting environment.

Functional Responsibility: In direct support of the program manager, determines qualifications of potential subcontractors as to facilities, manpower, reliability, quality control, financial status and previous conformance records. Arranges facility surveys, processing of security clearances and prepares subcontract files. Analyzes, compares and selects proposals or bids received as to quality, schedule, price and terms. Negotiates subcontracts and consulting agreements and any subsequent amendments regarding work delivery dates, prices and other contractual conditions subject to final review. Establishes and maintains effective working relationships with suppliers and subcontractors.

Minimum Education: Bachelor degree or equivalent experience.

Program Coordinator III

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: Ten years related work experience in procurement or subcontract activities in a Government contracting environment.

Functional Responsibility: In direct support of the program manager, determines qualifications of potential subcontractors as to facilities, manpower, reliability, quality control, financial status and previous conformance records. Arranges facility surveys, processing of security clearances and prepares subcontract files. Analyzes, compares and selects proposals or bids received as to quality, schedule, price and terms. Negotiates subcontracts and consulting agreements and any subsequent amendments regarding work delivery dates, prices and other contractual conditions subject to final review. Establishes and maintains effective working relationships with suppliers and subcontractors.

Minimum Education: Bachelor degree or equivalent experience.

Subject Matter Expert I

Minimum/General Experience: Eight years of experience as an expert in one of the following areas: engineering, physics, computer science, physics, math, operations research, business, behavioral science or related areas. Possesses technical mastery of a complex discipline and thorough knowledge of theories and principles from several specialties. May have published articles or books in field of expertise and/or made presentations at professional conferences.

Functional Responsibility: Provides consulting in developing programs and implementing creative and innovative solutions. Researches and analyzes customer's problems. Applies expert knowledge to determine the accuracy and reasonableness of the data. Also includes conducting research in new technologies, seeking new applications for existing methods, and participating in unique problem solving activities.

Minimum Education: Master's degree in area of expertise or equivalent experience.

Subject Matter Expert II

Minimum/General Experience: Fifteen years of experience as an expert in one of the following areas: engineering, physics, computer science, physics, math, operations research, business, behavioral science or related areas. Possesses technical mastery of a complex discipline and thorough knowledge of theories and principles from several specialties. May have published articles or books in field of expertise and/or made presentations at professional conferences.

Functional Responsibility: Provides consulting in developing programs and implementing creative and innovative solutions. Researches and analyzes customer's problems. Applies expert knowledge to determine the accuracy and reasonableness of the data. Also includes conducting research in new technologies, seeking new applications for existing methods, and participating in unique problem solving activities.

Minimum Education: Ph.D. in area of expertise or equivalent experience.

Project Manager I

Minimum/General Experience: Eight years of operations/maintenance experience with communication systems and/or technical control facilities including at least three years of management. Capable of leading efforts involving any combination of satellite, GBS, telephone, LMR, CATV, LAN, WAN, or microwave communications. Capable of leading efforts involving any combination of system architecture design and implementation, systems analysis and design, system trade-off studies, system feasibility studies, systems integration, data conversion and implementation support, database planning and design, programming, and network services.

Functional Responsibility: Defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Demonstrates written and oral communications skills.

Minimum Education: Bachelor degree in computer science, engineering, or related field or equivalent experience.

Project Manager II

Minimum/General Experience: Ten years of operations/maintenance experience with communication systems and/or technical control facilities including five years of management. Capable of leading efforts involving any combination of satellite, GBS, telephone, LMR, CATV, LAN, WAN, or microwave communications. Capable of leading efforts involving any combination of system architecture design and implementation, systems analysis and design, system trade-off studies, system feasibility studies, systems integration, data conversion and implementation support, database planning and design, programming, and network services.

Functional Responsibility: Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates proven skills in technical areas addressed by the project. Demonstrates written and oral communications skills.

Minimum Education: Bachelor degree in computer science, engineering, or related field or equivalent experience.

Consulting Manager/Program Manager

Minimum/General Experience: Fifteen years of operations/maintenance experience with communication systems and/or technical control facilities including at least eight years of management. Capable of leading efforts involving any combination of satellite, GBS, telephone, LMR, CATV, LAN, WAN, or microwave communications. Capable of leading efforts involving any combination of system architecture design and implementation, systems analysis and design, system trade-off studies, system feasibility studies, systems integration, data conversion and implementation support, database planning and design, programming, and network services.

Functional Responsibility: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Senior-level technical management position assuming responsibility for planning, organizing and directing multiple engineering programs, large systems development programs, and activities of significant importance. Demonstrates written and oral communication skills.

Minimum Education: Bachelor degree in Computer Science, Engineering, or related field or equivalent experience.

Visual Information Specialist I

Minimum/General Experience: Two years experience in photography, or illustration artwork. Experience in website development and HTML programming skills desirable. Should be proficient in the use of required media and in executing acceptable drawings and photographs in various styles. Proficient in digital camera configuration, set-up and use. Able to setup and configure digital PC camera systems for MAC or PC based systems including configuration of IT system interfaces. FLASH programming experience is desirable.

Functional Responsibility: Selects from a range of equipment to make exact renditions. Customizes treatment for each situation according to requests. Uses common media to work on prepared drawings. Acquires basic knowledge for work to be illustrated. When working in the general fields of visual information acquires necessary information and applies general knowledge to the subject. Must be up-to-date with new and emerging technologies used to create cutting edge graphics and develop websites.

Minimum Education: Two-year multi-media or equivalent degree or two-year graphic arts or equivalent degree or equivalent experience.

Visual Information Specialist II

Minimum/General Experience: Four years experience in photography or illustration artwork. Experience in web development programming skills desirable. Should be proficient in the use of required media and in executing acceptable drawings and photographs in various styles. Experience in website development, layout and HTML programming skills desirable. Must be proficient using Adobe Photoshop and the Adobe CS web programming suite. Able to setup and configure digital PC camera systems for MAC or PC based systems including configuration of IT system interfaces. FLASH Animation experience desired. Must be able to work in both PC and MAC operating systems.

Functional Responsibility: Customizes treatment according to requests. Varies camera processes and techniques to produce esthetics and accurate results. Proficient in the use of different media and executing drawings in many styles. Experienced in the use of IT equipment, interfaces and programs to produce desired results. Executes drawings presented in the form of rough sketches. Acquires information about the subject assigned to illustrate or photograph and develops a background of subject matter knowledge through carrying out assignments. Must be up-to-date with new and emerging technologies used to create cutting edge graphics and develop websites. Able to setup and configure digital PC camera systems for MAC or PC based systems including configuration of IT system interfaces.

Minimum Education: Two-year multi-media or equivalent degree or two-year graphic arts or equivalent degree or equivalent experience.

Visual Information Specialist III

Minimum/General Experience: Possess five years experience in visual information support role. Should have knowledge of a specialized subject matter field. Two years management experience of a visual information department required. Must be proficient using Adobe Photoshop and the Adobe CS web programming suite. Experienced in the use of IT equipment, interfaces and programs to produce desired results. FLASH Animation experience desired. Must be able to work in both PC and MAC operating systems. Able to setup and configure digital PC camera systems for MAC or PC based systems including configuration of IT system interfaces. Must be experienced in the implementation of desktop video systems and use.

Functional Responsibility: Proficient in the use of different media and executing drawings in many styles. Executes drawings presented in the form of rough sketches. Develops and adapts photographic equipment and processes. Creates desired illusions or effects with various graphics editing suites. Develops a method of reproduction in situations requiring exceptional care and skill to achieve the desired results of the chosen medium. Manages visual information department.

Minimum Education: Four year multimedia or equivalent degree or four year graphic arts or equivalent degree or equivalent experience.

Logistics Specialist

Minimum/General Experience: Minimum of three years of progressive experience in the following areas:

- ✓ Contract logistic support.
- ✓ Preparing, editing, and reviewing logistic documentation in support of electronic systems or equipment according to specifications and standards
- ✓ Development of logistics support data
- ✓ Development of logistics documentation for COTS equipment

Functional Responsibility: Responsible for procurement and inventory of equipment, supplies and associated materials. Performs material coordination duties for special programs, maintenance or production shops. Creates item descriptions for new items supporting a particular agency or field establishment. Deals with a variety of operating officials regarding all aspects of program needs of the organization serviced. Responsible to contact representatives to obtain information regarding new items of supply, item characteristics or procurement lead times.

Minimum Education: Bachelor degree in any discipline from a nationally accredited institution with Integrated Logistics Support (ILS) training; or Associate degree in any discipline with ILS training and with additional three years; or completion of formal resident trade school or apprentice program in electronics with ILS training and with an additional three years.

Database Technician

Minimum/General Experience: Minimum of four years of experience showing a high proficiency in using Microsoft Office Suite (Professional Edition) or equivalent with at least three years of experience in designing, managing, and updating databases. Must be a qualified database technician or have equivalent experience.

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

Minimum Education: Bachelor of Science degree in Electrical/electronics Engineering, Computer/Software Engineering, Computer Science, Math, Physics; or Associate degree in Computer Science, Computer Science Technology, Engineering, or Engineering Technology, or equivalent experience.

Satellite Technician I

Minimum/General Experience: Minimum of three years of hands-on work experience in support of installations, repair, and troubleshooting or maintenance of satellite communications systems or equipment with two of those years maintenance/troubleshooting of equipment.

Functional Responsibility: Provides guidance for satellite communications systems activities. Evaluates and recommends action on requirements and specifications for data communication equipment systems and or networks. Experienced with setup of IT routers and switches with networking protocols by PC remote control. Provides entry level Systems Engineering support in the development of both satellite-based and terrestrial telecommunication systems. Specific responsibilities include systems design and calculations, specification of technical requirements, development of systems documentation, test procedures, and training manuals. Executes

procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US military school electronic communications equipment or systems, Grade E-5 or equivalent.

Satellite Technician II

Minimum/General Experience: Minimum of six years of hands-on work experience in support of satellite communications electronic systems or equipment that also involves training and assisting lower level technicians. Experienced with setup of IT routers and switches with networking protocols by PC remote control. Experienced in troubleshooting of IT networks. Must have the technical knowledge to solve unusually complex problems, understand the interrelationships of circuits, and be able to exercise independent judgment in performing tasks in support of satellite communications systems or equipment. Additionally, must have a minimum of three years of hands-on experience in maintenance/ troubleshooting of equipment.

Functional Responsibility: Uses advanced knowledge to analyze system failures and other unusual system occurrences to isolate the source of the problem and determine failure causes. Provides in-depth guidance for telecommunications systems activities. Responsible for operation, maintenance, routine testing, and troubleshooting of satellite communication systems. Monitors the health and status of the satellite communication links and related networks on a daily basis. Ensures satellite communication systems are well maintained. Implement upgrades to communication systems. Evaluates and recommends action on requirements and specifications for data communication equipment systems and or networks. Provides technical advisory assistance concerning the design, development and installation of unique data transmission systems. Develops procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US Military school electronic communications equipment or systems, Grade E-6 or equivalent. IT certifications, such as MSCE, MSCP desired.

Satellite Technician III

Minimum/General Experience: Minimum of 10 years of hands-on work experience in support of satellite communications electronic systems or equipment that also involves training and assisting lower level technicians. Experienced with setup of IT routers and switches with networking protocols by PC remote control. Experienced in troubleshooting of IT networks. Must have the technical knowledge to solve unusually complex problems, understand the interrelationships of circuits, and be able to exercise independent judgment in performing tasks in support of communications systems or equipment. Additionally, must have a minimum of five years hands-on experience in maintenance/ troubleshooting of equipment.

Functional Responsibility: Establishes guidance for satellite communications systems activities. Responsible for concept development, system analysis, detail design, integration, test & evaluation activities of digital hardware (routers/switches) and systems requirements in an overall engineering effort producing electronic satellite receiver systems. Individual will be responsible for the design, analysis, schematic capture, layout and test of digital processing modules. Experience with processors, memory, bus protocols, ADC/DAC devices, digital logic

and laboratory test equipment is required. Familiarity with gigabit interfaces, backplane design, signal integrity analysis and space electronics would be advantageous. Develops methods to evaluate and recommend action on requirements and specifications for data communication equipment systems and or networks. Creates technical advisory assistance methods concerning the design, development and installation of unique data transmission systems. Reviews and approves procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US Military school electronic communications equipment or systems, Grade E-7 or equivalent. IT certifications, such as MSCE, MSCP desired.

Technical Control Facility Technician I

Minimum/General Experience: Minimum of three years hands-on work experience in support of installations, repair, and troubleshooting or maintenance of technical control facility communications systems or equipment with two of those years maintenance/troubleshooting of equipment.

Functional Responsibility: Provides guidance for telephone communications systems activities. Evaluates and recommends action on requirements and specifications for data communication equipment systems and or networks. Configures telecommunications PBX equipment, IP based routers and associated communications protocols. Experienced with setup of IT routers and switches with networking protocols by PC remote control. Experienced in troubleshooting of IT networks. Implements technical advisory assistance concerning the design, development and installation of unique data transmission systems. Executes procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US military school electronic communications equipment or systems, Grade E-5, or equivalent. IT certifications, such as MSCE, MSCP desired.

Technical Control Facility Technician II

Minimum/General Experience: Minimum of six years hands-on work experience in support of technical control facility communications electronic systems or equipment that also involves involve training and assisting lower level technicians. Must have extensive IT router and switch configuration experience. Must have the technical knowledge to solve unusually complex problems, understand the interrelationships of circuits, and be able to exercise independent judgment in performing tasks in support of telephone communications systems or equipment. Additionally, must have a minimum of three years of hands-on experience in maintenance/troubleshooting of equipment.

Functional Responsibility: Uses advanced knowledge to analyze system failures and other unusual system occurrences to isolate the source of the problem and determine failure causes. Configures telecommunications PBX equipment, IP based routers and associated communications protocols. Provides in-depth guidance for telecommunications systems activities problem identification and resolution support. Evaluates and recommends action on requirements and specifications for data communication equipment systems and or networks devices. Provides technical advisory assistance concerning the design, development and

installation of unique data transmission systems. Develops procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US Military school electronic communications equipment or systems, Grade E-6, or equivalent. IT certifications, such as MSCE, MSCP desired.

Technical Control Facility Technician III

Minimum/General Experience: Minimum of 10 years hands-on work experience in support of technical control facility communications electronic systems or equipment that also involves training and assisting lower level technicians. Experienced with setup of IT routers and switches with networking protocols by PC remote control. Experienced in troubleshooting of IT networks. Must have the technical knowledge to solve unusually complex problems, understand the interrelationships of circuits, and be able to exercise independent judgment in performing tasks in support of communications systems or equipment. Additionally, must have a minimum of five years of hands-on experience in maintenance/troubleshooting of equipment.

Functional Responsibility: Establishes guidance for telephone communications systems activities. Has an expert level ability to configure telecommunications PBX equipment, IP based routers/switches and associated communications protocols. Develops methods to evaluate and recommend action on requirements and specifications for data communication equipment systems and or networks. Creates technical advisory assistance methods concerning the design, development and installation of unique data transmission systems. Reviews and approves procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US Military school electronic communications equipment or systems, Grade E-7 or equivalent. IT certifications, such as MSCE, MSCP desired.

Telephone Technician I

Minimum/General Experience: Must have technical knowledge of computer-based, office telephone exchanges and systems. Minimum of three years hands-on work experience in support of installations, repair, and troubleshooting or maintenance of telephone communications systems or equipment with two of those years maintenance/troubleshooting of equipment.

Functional Responsibility: Provides support for telephone communications systems activities. Provides hands-on experience surveying, installing and maintaining new or upgraded traditional telephone PBX systems. Evaluates and recommends action on requirements and specifications for data communication equipment systems and or networks. Experience with IT telephones systems and equipment, such Voice over IP (VOIP). Understand and experience using network protocols. Implements technical advisory assistance concerning design, development and installation of unique data transmission systems. Executes procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US military school electronic communications equipment or systems, Grade E-5, or equivalent. IT certifications, such as A+ or Security+, desired.

Telephone Technician II

Minimum/General Experience: Must have in-depth technical knowledge of computer-based, office telephone exchanges and systems. Minimum of six years hands-on work experience in support of telephone communications electronic systems or equipment that also involves training and assisting lower level technicians. Experience with IT telephones systems and equipment, such Voice over IP (VOIP). Understand and experience using network protocols. Must have the technical knowledge to solve unusually complex problems, understand the interrelationships of circuits, and be able to exercise independent judgment in performing tasks in support of telephone communications systems or equipment. Additionally, must have a minimum of three years hands-on experience in maintenance/ troubleshooting of equipment.

Functional Responsibility: Uses advanced knowledge to analyze system failures and other unusual system occurrences to isolate the source of the problem and determine failure causes. Provides in-depth guidance for telecommunications systems activities. Provides in-depth experience surveying, installing and maintaining new or upgraded traditional telephone PBX systems. Evaluates and recommends action on requirements and specifications for data communication equipment systems and or networks. Provides technical advisory assistance concerning the design, development and installation of unique data transmission systems. Develops procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US Military school electronic communications equipment or systems, Grade E-6 or equivalent. IT certifications, such as A+ or Security+, desired.

Telephone Technician III

Minimum/General Experience: Must have expert level technical knowledge of computer-based, office telephone exchanges and systems. Minimum of 10 years hands-on work experience in support of telephone communications electronic systems or equipment that also involves training and assisting lower level technicians. Experience with IT telephones systems and equipment, such Voice over IP (VOIP). Understand and experience using network protocols. Must have the technical knowledge to solve unusually complex problems, understand the interrelationships of circuits, and be able to exercise independent judgment in performing tasks in support of communications systems or equipment.. Additionally, must have a minimum of five years of hands-on experience in maintenance/ troubleshooting of equipment.

Functional Responsibility: Establishes guidance for telephone communications systems activities. Develops methods to evaluate and recommend action on requirements and specifications for data communication equipment systems and or networks. Provides expert level experience surveying, installing and maintaining new or upgraded traditional telephone PBX systems. Creates technical advisory assistance methods concerning the design, development and installation of unique data transmission systems. Reviews and approves procedures governing the operation and management of data communications program and systems.

Minimum Education: Associate degree in Engineering or Engineering Technology; or completion of formal resident trade school or apprentice program in electronics; or completion of US Military school electronic communications equipment or systems, Grade E-7 or equivalent. IT certifications, such as A+ or Security+, desired.

Computer Operations Manager

Minimum/General Experience: This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes supervision and operations experience on a large-scale computer system, knowledge of hardware, software and operating systems. General experience includes operations experience on a large-scale computer system or a multi-server LAN.

Functional Responsibility: Manages computer operations. Plans, directs, and manages the daily operations of a computer operations department. Establishes department policies and procedures. Responsible for operation of mainframe and peripheral information system equipment and for developing schedules for equipment usage. Ensures production schedules are met and computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of IT services. Provides users with computer output. Supervises staff operators.

Minimum Education: Bachelor degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With 10 years of general experience of which at least eight years must be specialized experience, a degree is not required. With a Master's Degree five years general experience of which at least three years must be specialized experience is required.

Computer Technician I

Minimum/General Experience: This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems including systems analysis and programming. Must demonstrate the ability to work independently or under general direction.

Functional Responsibility: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Provides technical assistance to system users. Responds to user requests for assistance by phone and in person. May staff a help desk or information center. Installs and modifies computer hardware and software. Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy user requirements.

Minimum Education: Associate degree in Computer Science, Information Systems, Engineering, Business, or related technical discipline, or equivalent experience.

Computer Technician II

Minimum/General Experience: Ten years experience. Requires extensive knowledge of employer or client computer equipment, software, and application processes. Requires experience in providing technical assistance and on-the-job training. Generally requires extensive knowledge of one or more operating systems and environments.

Functional Responsibility: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Performs IT material management, including planning of installations, determination of requirements, acquisition, distribution, accountability, and disposal. Determines current and future equipment requirements to meet customer needs. Reviews and analyzes schedules to ensure readiness and availability of equipment for installation. Responds to user requests for assistance by phone and in person. Installs and modifies computer hardware and software. Diagnoses hardware, software, and operator problems and recommends remedial actions or procedural changes. May load and configure software such as operating systems, environments, and applications. Provides technical assistance and training to system users.

Minimum Education: Associate degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline, or equivalent experience.

Computer Technician III

Minimum/General Experience: This position requires a minimum of eight years experience of which at least six years must be specialized. Specialized experience includes: supervision of installation technicians, analysis, design, and installation of computer based systems; analysis, design, and installation of LANs; and analysis and installation of communication systems. General experience includes increasing responsibilities in technical management.

Functional Responsibility: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected. Evaluates, tests, installs, and modifies networked and single user computer and workstation systems and applications. Evaluates and tests application software packages to determine compatibility with existing systems, ease of use and maintenance, and suitability for organization's overall needs and requirements. Develops and validates user documentation. Organizes and directs hardware installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation technical design packages. Develops hardware installation schedules. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

Minimum Education: Bachelor degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline, or equivalent experience.

Data Entry Clerk I

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: One year experience in data entry and verification.

Functional Responsibility: Operates a data entry device to record and/or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education: High school diploma or GED.

Data Entry Clerk II

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Functional Responsibility: Operates a data entry device to record and/or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Relies on experience and judgment to plan and accomplish goals.

Minimum Education: High school diploma or GED with two to five years of experience in the field or a related area.

Data Entry Clerk III

This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

Minimum/General Experience: Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department.

Functional Responsibility: Operates a data entry device to record and/or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. May direct and lead the work of others. Typically reports to a manager or head of a unit/department.

Minimum Education: High school diploma or GED with at least five years experience in the field or a related area.

Database Analyst I

Minimum/General Experience: Three years related experience performing difficult and complex software engineering activities relative to the design and development of existing software and new or existing systems or subsystems. Task leader of complex technical efforts in their specialty.

Functional Responsibility: Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of a company's database. Implements data models and database designs, data access and table maintenance codes; resolves database

performance and capacity issues, replication, and other distributed data issues. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under limited supervision in performing difficult and complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software development, design, coding, and documentation. Understands and has implemented web technology. Evaluates subcontractor software activities so as to ensure compliance with software engineering standards.
Minimum Education: Bachelor Degree in Science or Engineering or equivalent experience.

Database Analyst II

Minimum/General Experience: Six years of related experience, of which at least four years must be in areas specializing in use of current database management technologies, application design utilizing various systems and experience with database internals. General experience includes increasing responsibilities in database management systems analysis and programming. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Provides highly technical expertise in the use of database management systems. Evaluates and recommends available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: Bachelor degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or equivalent experience.

Database Analyst III

Minimum/General Experience: This position requires a minimum of 10 years experience, of which at least eight years must be specialized. Specialized experience includes database design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of database systems.

Functional Responsibility: Manages the development of database projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems concepts. Provides daily supervision and direction to support staff.

Minimum Education: Bachelor degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or equivalent experience.

Help Desk Manager

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

Functional Responsibility: Manages a team of support personnel who troubleshoot IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected. Ensures maximum issue resolution in minimum time. Evaluates new information systems products or services and suggests changes to existing products or services to better aid the end user. Relies on extensive experience and judgment to plan and accomplish goals. Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed.

Minimum Education: Bachelor degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or equivalent experience.

Help Desk Specialist I

Minimum/General Experience: This position requires a minimum of three years experience of which at least two years must be specialized. Specialized experience includes knowledge of computer operating systems as well as networking; mail standards, and work on a helpdesk. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Functional Responsibility: Provides support to end users on a variety of issues and is the initial point of contact for troubleshooting hardware/software and printer problems. Provides telephone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications. Identifies, researches, and resolves technical problems. Responds to telephone calls, e-mail and personnel requests for technical support. Documents, tracks and monitors problems to ensure timely resolution. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

Minimum Education: Associate degree in Computer Science, Information Systems, Engineering, Business, or other related technical discipline or equivalent experience.

Help Desk Specialist II

Minimum/General Experience: This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes knowledge of computer operating systems as well as networking; mail standards, and work on a helpdesk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems associated with e-mail, directories, standard Windows desktop applications, and applications. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors problems to ensure a timely resolution. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Associate degree in Computer Science, Information Systems, Engineering, Business, or other related technical discipline or equivalent experience.

Help Desk Specialist III

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

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems associated with e-mail, directories, and standard Windows desktop applications. Responds to telephone calls, e-mail and personnel requests for technical support. Documents, tracks and monitors the problem to ensure timely resolution. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Typically reports to a supervisor or manager. Serves as the initial point of contact for troubleshooting hardware/software and printer problems.

Minimum Education: Associate degree in Computer Science, Information Systems, Engineering, Business, or other related technical discipline or equivalent experience.

Information Assurance Specialist I

Minimum/General Experience: This position requires a minimum of four years experience, of which at least three years must be specialized experience in defining information or IT security requirements for high level programs, networks, systems, applications, or products.

Functional Responsibility: Work involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, equipment and tools. Evaluates information and information systems and operating procedures in accordance with established government/corporate standards for

efficiency, accuracy and security. Gathers and organizes information about an organization's mission goals and needs, existing security products, and ongoing programs in the computer security arena. Conducts assessments of planned and installed information systems to identify threats, vulnerabilities, risks, mission impact and protection requirements. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Designs, develops, engineers, and implements solutions for IT security requirements. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

Minimum Education: Associate degree or equivalent years of experience in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline, or be a Certified Comp TIA Security + or similar.

Information Assurance Specialist II

Minimum/General Experience: This position requires a minimum of eight years experience, of which at least six years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions computer security problems.

Functional Responsibility: Work involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, equipment and tools. Evaluates information and information systems and operating procedures in accordance with established government/corporate standards for efficiency, accuracy and security. Gathers and organizes information about an organization's mission goals and needs, existing security products, and ongoing programs in the computer security arena. Conducts assessments of planned and installed information systems to identify threats, vulnerabilities, risks, mission impact and protection requirements. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Designs, develops, engineers, and implements solutions for IT security requirements. Relies on limited experience and judgment to plan and accomplish goals. Typically reports to a supervisor or manager.

Minimum Education: Bachelor degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline, or be a Certified Information System Security Professional (CISSP) or equivalent years of experience.

Information Assurance Specialist III

Minimum/General Experience: This position requires a minimum of 10 years experience, of which at least eight years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities and resolution of computer security problems.

Functional Responsibility: Work involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, equipment and tools. Evaluates information and information systems and operating procedures in accordance with established government/corporate standards for efficiency, accuracy and security. Gathers and organizes information about an organization's

mission goals and needs, existing security products, and ongoing programs in the computer security arena. Conducts assessments of planned and installed information systems to identify threats, vulnerabilities, risks, mission impact and protection requirements. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Designs, develops, engineers, and implements solutions for IT security requirements. Familiar with a variety of the field's concepts, practices, and procedures. Provides daily supervision and direction to staff.

Minimum Education: Bachelor degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline, or be a Certified Information System Security Professional (CISSP) or Certified Information System Security Manager (CISSM) or equivalent years of experience.

Instructor/Trainer I

Minimum/General Experience: Two years task related experience. Experience in creative and adaptive program planning, design, implementation, and maintenance of training programs. Experienced in using IT systems for development and deployment of E-Learning training programs. Experienced identify training and development needs within the organization through job analysis, appraisal schemes and regular consultation with management. Must be highly skilled in Microsoft Office Products (PowerPoint, Excel and Word). Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects Experience coordinating and managing in-house training programs

Functional Responsibility: Conducts company technical training programs. Monitors and reports the effectiveness of technical training on employees during the orientation period and for career development. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Integrates information systems with training skills to provide current and relevant course materials and facilitation. Responsible for delivering Technical Training by utilizing various forums, such as formal classroom training courses, course facilitation, on-line facilitation, computer-based training, web-based instruction, workshops, exercises, and seminars. Prepares all training material, such as but not limited to course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids. Works under immediate supervision.

Minimum Education: Bachelor degree or equivalent experience in appropriate technical field related to area of instruction.

Instructor/Trainer II

Minimum/General Experience: Five years experience of which a minimum of two years must be specialized in the delivery of training instruction and services. Experience in creative and adaptive program planning, design, implementation, and maintenance of training programs. In-depth experience using IT systems for development and deployment of E-Learning training programs. Experienced identify training and development needs within the organization through job analysis, appraisal schemes and regular consultation with management. Must be highly skilled in Microsoft Office Products (PowerPoint, Excel and Word) and other industry training development applications. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training

effects Experience coordinating and managing in-house training programs. Experience includes the implementation and improvement of training programs.

Functional Responsibility: Conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Integrates information systems with training skills to provide current and relevant course materials and facilitation. Responsible for delivering Technical Training by utilizing various forums, such as formal classroom training courses, course facilitation, on-line facilitation, CBTs, web-based instruction, workshops, exercises, and seminars. Prepares all training material, such as but not limited to course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids. Primary job functions do not typically require exercising independent judgment Responsible for the following job functions. They are defined as but not limited to the following areas:

Develops, organizes and conducts training programs for installation, programming, safety, maintenance, repair of equipment, and other technical positions for technical personnel..

Minimum Education: Bachelor degree or equivalent experience in appropriate technical field related to area of instruction.

Instructor/Trainer III

Minimum/General Experience: Seven years experience of which a minimum of five years must be specialized in the delivery of training instruction and services. Expert level experience in creative and adaptive program planning, design, implementation, and maintenance of training programs. Expert level experience using IT systems for development and deployment of E-Learning training programs. Experienced identify training and development needs within the organization through job analysis, appraisal schemes and regular consultation with management. Specialized experience includes developing and providing technical and end-user training Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Integrates information systems with training skills to provide current and relevant course materials and facilitation. Responsible for delivering technical training by utilizing various forums, such as formal classroom training courses, course facilitation, on-line facilitation, computer-based training, web-based instruction, workshops, exercises, and seminars. Prepares all training material, such as but not limited to course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids. Provides daily supervision and direction to staff.

Minimum Education: Bachelor degree or equivalent experience in appropriate technical field related to area of instruction.

Web Developer I

Minimum/General Experience: Two years of intensive and progressive experience in a computer related field including development and design of software systems and web

development. Knowledgeable in web development methodology to include configuration management and testing.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of a website in support of IT projects. Works with graphic designers and other members of a project team to develop site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts.

Minimum Education: Bachelor degree in Computer Science, Mathematics, or Engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution or equivalent experience.

Web Developer II

Minimum/General Experience: Four years of intensive and progressive experience in a computer related field including development and design of software systems and web development. Knowledgeable in web development methodology to include configuration management and testing.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of IT projects. Works with graphic designers and other members of a project team to develop site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts.

Minimum Education: Bachelor degree in Computer Science, Mathematics, or Engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Web Developer III

Minimum/General Experience: Eight years of intensive and progressive experience in a computer related field including development and design of software systems and web development. Requires understanding of web-based technologies and thorough knowledge of HTML, Photoshop, Illustrator, and/or other design related applications.

Functional Responsibility: Designs and builds web sites in support of IT projects using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group efforts to enhance the look and feel of on-line offerings and is considered an expert in graphic design elements and the presentation of contents. Designs the website to support the organization's strategies and goals relative to external communications.

Minimum Education: Bachelor degree in Fine Arts, Graphic Design, Computer Science, Mathematics, or Engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Rome Research Corporation

ON-SITE LABOR RATES (at Government Facility)

Pricing for all IT Services is in accordance with RRC's customary practices; e.g., hourly rates, monthly rates, term rates, and or fixed prices.

	Labor Category	7/30/08-7/29/09	7/30/09-7/29/10	7/30/10-7/29/11	7/30/11-7/29/12	7/30/12-7/29/13
1	Software Engineer I	\$76.33	\$78.85	\$81.45	\$84.14	\$86.91
2	Software Engineer II	\$101.78	\$105.14	\$108.61	\$112.19	\$115.90
3	Software Engineer III	\$127.22	\$131.42	\$135.76	\$140.24	\$144.87
4	Systems Engineer I	\$76.33	\$78.85	\$81.45	\$84.14	\$86.91
5	Systems Engineer II	\$101.78	\$105.14	\$108.61	\$112.19	\$115.90
6	Systems Engineer III	\$127.22	\$131.42	\$135.76	\$140.24	\$144.87
7	Test & Evaluation Engineer I	\$63.61	\$65.71	\$67.88	\$70.12	\$72.43
8	Test & Evaluation Engineer II	\$80.22	\$82.87	\$85.60	\$88.43	\$91.35
9	Test & Evaluation Engineer III	\$96.69	\$99.88	\$103.18	\$106.58	\$110.10
10	Scientist Engineering Professional I	\$101.78	\$105.14	\$108.61	\$112.19	\$115.90
11	Scientist/Engineering Professional II	\$127.22	\$131.42	\$135.76	\$140.24	\$144.87
12	Scientist/Engineering Professional III	\$152.67	\$157.71	\$162.91	\$168.29	\$173.84
13	Quality Assurance Engineer I	\$58.52	\$60.45	\$62.45	\$64.51	\$66.63
14	Quality Assurance Engineer II	\$69.98	\$72.28	\$74.67	\$77.13	\$79.68
15	Quality Assurance Engineer III	\$89.05	\$91.99	\$95.03	\$98.17	\$101.40
16	Network Analyst/Administrator I	\$70.27	\$72.59	\$74.99	\$77.46	\$80.02
17	Network Analyst/Administrator II	\$82.69	\$85.42	\$88.24	\$91.15	\$94.16
18	Network Analyst/Administrator III	\$99.23	\$102.50	\$105.89	\$109.38	\$112.99
19	Engineering Technician I	\$39.18	\$40.47	\$41.81	\$43.19	\$44.62
20	Engineering Technician II	\$47.43	\$48.99	\$50.61	\$52.28	\$54.00
21	Engineering Technician III	\$57.25	\$59.14	\$61.09	\$63.11	\$65.19
22	Technical Publications Specialist I	\$39.84	\$41.16	\$42.52	\$43.92	\$45.37
23	Technical Publications Specialist II	\$49.13	\$50.75	\$52.43	\$54.16	\$55.94
24	Technical Publications Specialist III	\$55.27	\$57.09	\$58.97	\$60.92	\$62.93
25	Administrative/Clerical I *	\$34.91	\$36.06	\$37.25	\$38.48	\$39.75
26	Administrative/Clerical II *	\$38.99	\$40.27	\$41.60	\$42.97	\$44.39
27	Administrative/Clerical III *	\$47.68	\$49.26	\$50.88	\$52.56	\$54.30
28	Program Coordinator I *	\$63.61	\$65.71	\$67.88	\$70.12	\$72.43
29	Program Coordinator II *	\$89.05	\$91.99	\$95.03	\$98.17	\$101.40
30	Program Coordinator III *	\$114.50	\$118.28	\$122.18	\$126.21	\$130.38
31	Subject Matter Expert I	\$145.03	\$149.82	\$154.76	\$159.87	\$165.15
32	Subject Matter Expert II	\$157.78	\$162.99	\$168.37	\$173.92	\$179.66
33	Project Manager I	\$122.13	\$126.16	\$130.33	\$134.63	\$139.07
34	Project Manager II	\$132.31	\$136.67	\$141.18	\$145.84	\$150.65
35	Consulting Manager/Program Manager	\$177.43	\$183.28	\$189.33	\$195.58	\$202.03
36	Visual Information Specialist I	\$41.78	\$43.16	\$44.59	\$46.06	\$47.58
37	Visual Information Specialist II	\$49.95	\$51.59	\$53.30	\$55.06	\$56.87
38	Visual Information Specialist III	\$58.12	\$60.03	\$62.02	\$64.06	\$66.18
39	Logistics Specialist	\$49.77	\$51.41	\$53.11	\$54.86	\$56.67
40	Database Technician	\$70.27	\$72.59	\$74.99	\$77.46	\$80.02

* This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

ON-SITE LABOR RATES (at Government Facility)

Pricing for all IT Services is in accordance with RRC's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

Labor Category		7/30/08-7/29/09	7/30/09-7/29/10	7/30/10-7/29/11	7/30/11-7/29/12	7/30/12-7/29/13
41	Satellite Technician I	\$58.40	\$60.32	\$62.31	\$64.37	\$66.49
42	Satellite Technician II	\$63.61	\$65.71	\$67.88	\$70.12	\$72.43
43	Satellite Technician III	\$69.98	\$72.28	\$74.67	\$77.13	\$79.68
44	Technical Control Facility Technician	\$58.40	\$60.32	\$62.31	\$64.37	\$66.49
45	Technical Control Facility Technician	\$63.61	\$65.71	\$67.88	\$70.12	\$72.43
46	Technical Control Facility Technician	\$69.98	\$72.28	\$74.67	\$77.13	\$79.68
47	Telephone Technician I	\$58.40	\$60.32	\$62.31	\$64.37	\$66.49
48	Telephone Technician II	\$63.61	\$65.71	\$67.88	\$70.12	\$72.43
49	Telephone Technician III	\$69.98	\$72.28	\$74.67	\$77.13	\$79.68
50	Computer Operations Manager	\$78.74	\$81.34	\$84.02	\$86.80	\$89.66
51	Computer Technician I	\$42.67	\$44.08	\$45.54	\$47.04	\$48.59
52	Computer Technician II	\$52.96	\$54.71	\$56.51	\$58.38	\$60.30
53	Computer Technician III	\$61.45	\$63.48	\$65.58	\$67.74	\$69.98
54	Data Entry Clerk I *	\$31.21	\$32.24	\$33.31	\$34.41	\$35.54
55	Data Entry Clerk II *	\$37.99	\$39.24	\$40.54	\$41.87	\$43.26
56	Data Entry Clerk III *	\$47.68	\$49.25	\$50.88	\$52.56	\$54.29
57	Database Analyst I	\$57.34	\$59.24	\$61.19	\$63.21	\$65.30
58	Database Analyst II	\$70.28	\$72.60	\$74.99	\$77.47	\$80.02
59	Database Analyst III	\$99.23	\$102.50	\$105.89	\$109.38	\$112.99
60	Help Desk Manager	\$68.56	\$70.82	\$73.16	\$75.57	\$78.07
61	Help Desk Specialist I	\$29.73	\$30.72	\$31.73	\$32.78	\$33.86
62	Help Desk Specialist II	\$41.95	\$43.33	\$44.76	\$46.24	\$47.76
63	Help Desk Specialist III	\$52.96	\$54.71	\$56.51	\$58.38	\$60.30
64	Information Assurance Specialist I	\$73.66	\$76.09	\$78.60	\$81.20	\$83.88
65	Information Assurance Specialist II	\$86.66	\$89.52	\$92.47	\$95.52	\$98.68
66	Information Assurance Specialist III	\$97.09	\$100.30	\$103.61	\$107.03	\$110.56
67	Instructor/Trainer I	\$54.65	\$56.45	\$58.31	\$60.24	\$62.22
68	Instructor/Trainer II	\$64.03	\$66.14	\$68.32	\$70.58	\$72.90
69	Instructor/Trainer III	\$78.74	\$81.34	\$84.02	\$86.80	\$89.66
70	Web Developer I	\$62.38	\$64.44	\$66.57	\$68.76	\$71.03
71	Web Developer II	\$73.05	\$75.46	\$77.95	\$80.52	\$83.18
72	Web Developer III	\$81.58	\$84.27	\$87.05	\$89.92	\$92.89

* This labor category falls under the Service Contract Act - therefore it can not be sold separately, and must be sold in conjunction with a Professional Labor category.

COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION

PREAMBLE

RRC provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact:

Mr. Thomas P. Harding
Phone/Voice Mail: 315-356-2226
Facsimile: 315-356-2208
Email: tom_harding@partech.com

**BEST VALUE BLANKET PURCHASE AGREEMENTS (BPAs)
FEDERAL SUPPLY SCHEDULE**

Rome Research Corporation (RRC)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and RRC 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 Government that works better and costs less.

Signatures:

Agency

Date

RRC

Date

BPA NUMBER _____

**ROME RESEARCH CORPORATION
BLANKET PURCHASE AGREEMENT**

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

(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 Government 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: **Rome Research Corporation;**
- (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 RRC's invoice, the provisions of this BPA will take precedence.

CONTRACTOR TEAM ARRANGEMENTS

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 customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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