



"The Right Approach. The Right Solution."

GSA Schedule GS-35F-0480K

Modification: TBD

Period Covered: 21 June 2005 – 20 June 2015

Ordering Office

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

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 D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

JACER Corporation
10640 Page Avenue, Suite 120
Fairfax, VA 22030
Tel. 703-624-3822
<http://www.jacer.com>

Contract Number: GS-35F-0480K
Period Covered by Contract: June 21, 2005 to June 20, 2015

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PS-0008 dated June 17, 2010

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 Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

Services Summary:

JACER CORPORATION is a professional consulting service company that specializes in providing complete solutions to our clients. We focus on providing our clients with the right people and approach in order to ensure they effectively achieve their mission.

Incorporated in April 1999, JACER quickly distinguished itself as a quality provider of IM/IT Solutions and has since expanded its service offerings to include comprehensive support in Program/Project Management, Financial & Business Management, Logistics & Resource Management, as well as many other areas. JACER's quality support brings together exceptional personnel with our proven management approach and guarantees desired results.

We believe that every Customer, Employee and Business Partner should be a Winner in every transaction they have with JACER and this Four-Win approach is first and foremost in the way we do business. We work diligently to provide our clients with solutions that work right the first time.

JACER is a Veteran-Owned Small Business.

Our Core Competencies: Our Core Competencies have expanded as we have grown and we now excel in providing support in all of the following areas:

- **Total IM/IT Solutions**
- **Program/Project Management**
- **Financial & Business Management**
- **Logistics & Resource Management**
- **Strategic Consulting**

Total IM/IT Solutions

- IM/IT Consulting Services
- Strategic IT Planning
- Information Systems Management
- Website Development & Maintenance
- Internet Web Server Design & Installation
- IT Security/Information Assurance/PKI
- Data Modeling, Database Design, Development & Implementation
- Software/System Design, Development & Specification
- Software/System Integration
- System Testing, Installation, & Implementation
- Software/System Verification & Validation
- Configuration Management
- Software/System Integration
- Programming
- Technical Systems Analysis
- IT Systems Engineering

- IT Systems Integration
- Legacy Systems Management
- Enterprise Customer Management
- PC/Network Development & Administration
- PC/Network Maintenance Support
- Software/Hardware Technical Support
- Helpdesk Support
- Data Management & Data Warehousing
- Life Cycle Management & Costing
- Business Architecture & Performance Metrics
- Enterprise Architecture
- Applied Information Economics (AIE) Methodology
- E-Commerce
- Training

Program/Project Management

- Military Healthcare Project Management Support
- Military Healthcare Consulting Services
- Military Healthcare Resource Management Services
- Defense Medical Facility Management
- Hospital Administration
- Medical Information Systems
- Clinical Information Technology Program Support
- Medical Combat Support – Plans & Programs
- Executive Information System
- Occupational Health & Safety Program Support
- Financial & Human Resources Information Technology Program
- Military Healthcare Project Management Support
- Executive Information/Decision Support (EI/DS)
- Product/Customer Representation and Exhibition
- Resource Management (Manpower and Financial)
- Environmental Management

Financial & Business Management

- Financial Management Solutions
- Military Accounting Systems
- Budget Analysis & Execution Support
- Capital Planning & Asset Management
- Business Process Reengineering (BPR)
- Business Case Analysis
- Enterprise Architecture
- Functional Economic Analysis (FEA) and metric Formation Analysis
- Probability and Statistical Analysis

- Decision Analysis
- Applied Information Economics (AIE)
- Quality Assurance & Control
- Managerial Cost Accounting
- Cost Engineering

Logistics & Resource Management

- Logistics Program Management
- Resource Management Support
- Medical Logistics Support
- Dental Logistics Support
- Decision Support Solutions
- Inventory Management Support
- Warehouse Operation Support
- Staging, Shipping and Receiving
- Distribution Systems Support
- Resource Systems Management
- Performance Measures
- Information Processing Systems Support
- Supply and Value Chain Management

Strategic Consulting

- Strategic Planning
- Information Technology Planning
- Plans, Policies, Processes & Procedures Development
- Executive Level Facilitation
- Functional and Requirements Definition
- Managed Care Planning & Integration Services
- Migration Planning & Operations Services
- System Definition and Concepts
- System Design Process
- Operational Feasibility Design
- Systems Analysis and Design Evaluation
- Information Theory
- Quality Control

JACER's GSA Schedule

Our GSA Schedule is considered a “Priority Source of Supply.” It is an Indefinite Delivery/Indefinite Quantity (ID/IQ) contract that offers JACER's commercially available services under standard prices, terms, and conditions. It is available for use by federal agencies, contractors under cost reimbursement type contracts, and quasi-government organizations. The rates have already been pre-competed and are inclusive of all fees. JACER files all reports and forwards the agency-use fees.

Agency benefits from using Jacer’s GSA Schedule include:

- No further competition is required
- There is no need to submit requirements to Commerce Business Daily
- No Requirement Fair/Reasonable Price Determination SIN
- Direct Supplier Relationship
- Price Re-negotiation
- Helps fulfill set-aside Requirements
- Blanket Purchase Agreements

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SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Name: JACER CORPORATION
Address: 10640 Page Avenue, Suite 120
Fairfax, VA 22030
Attn: Edgar Caburian (President)

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Payment by Electronic Funds Transfer:

Financial Institution and information will be provided in each proposal submission

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: **Tel: 703-624-3822**

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATICAL 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: 061-77-5347

Block 30: Type of Contractor – Other Small Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1940732

4a. CAGE Code: 1LCG7

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

FOB point is destination for all locations within the 48 contiguous states and Washington DC. For users located outside the Continental US, Alaska, Hawaii, and the Commonwealth of Puerto Rico, the FOB point is destination to the port of embarkation within the continental US or FOB origin if JACER is required to effect shipment directly to locations outside the continental United States (OCONUS).

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>SIN 132-51</u>	<u> </u> * Days

* Will provide required Staffing to meet Contract requirements.

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

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

No other Discounts are applicable

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** Not Applicable

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

11. **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

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

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

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

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

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

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or

mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

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

<http://www.jacer.com>

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

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

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

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

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

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

26. **SOFTWARE INTEROPERABILITY.** Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent

organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)****1. SCOPE**

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

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with

its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture

involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

Attachment A provides:

- a. Labor Category descriptions offered under Special Item Numbers 132-51.**
- b. Pricelist**

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Company Point of contact: Edgar Caburian

Phone number: (703) 624-3822

E-mail address: edgar.caburian@jacer.com

Fax number: (703) 352-5057

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

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

(h) Date of Shipment.

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

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

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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

Attachment A

Products and Services Pricelist

a. Labor Category descriptions offered under Special Item Numbers 132-51.

1. Program Manager

Capabilities: Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Required Experience: Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

Required Education: Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

2. Project Manager

Capabilities: Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

3. Task Manager

Capabilities: Serves as the central point of contact for a particular delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience : Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

4. Subject Matter Expert I

Capabilities: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration.

Required Experience: Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

5. Subject Matter Expert II

Capabilities: Performs analytical work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

Required Experience: Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

6. Subject Matter Expert III

Capabilities: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

7. Subject Matter Expert IV

Capabilities: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or

other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

8. Subject Matter Expert V

Capabilities: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

9. Quality Assurance Analyst

Capabilities: Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

10. Project Control Specialist

Capabilities: Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

Required Experience: Four years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

11. Senior Systems Architect

Capabilities: Applies knowledge of computer concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Evaluates and recommends optimum solutions balancing specific project needs with economic constraints. Interfaces with and uses micro, mini, and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and

equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

12. Jr. Information Engineer

Capabilities: Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to support conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving IT problems, evaluates and recommends that which will provide the optimum solution based on the economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

13. Information Engineer

Capabilities: Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

14. Principal Data Base Systems Administrator

Capabilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

15. Data Base Systems Administrator

Capabilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Three years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. One-year specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

16. Senior Data Base Management Specialist

Capabilities: Provides database support to all members of the project team. Performs database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.

Required Experience: Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

17. Data Base Management Specialist

Capabilities: Provides database support to all members of the project team. Performs database analyze, conversions loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.

Required Experience: Four years experience in logical and physical database design; two years experience writing structure software; and two years experience in structured analysis and design.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

18. Principal Systems Analyst

Capabilities: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical

activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Ten years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

19. Senior Systems Analyst

Capabilities: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

20. Systems Analyst

Capabilities: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

21. Senior Application Programmer

Capabilities: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications.

Documents programs according to Government standards and procedures.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

22. Junior Application Programmer

Capabilities: Applies basic knowledge of programming techniques. Supports the development of program specifications for writing and testing programs. Develops, modifies and maintains software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

23. Application Programmer

Capabilities: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

24. Principal Programmer

Capabilities: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Ten years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

25. Senior Systems Programmer

Capabilities: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the

Bachelors Degree.

26. Systems Programmer

Capabilities: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

27. Senior Communications Network Engineer

Capabilities: Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short and long-term planning to meet communications requirements.

Required Experience: Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

28. Communications Network Engineer

Capabilities: Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short and long-term planning to meet communications requirements.

Required Experience: Three years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

29. Communications Network Manager

Capabilities: Leads development and maintenance teams in resolving complex telecommunication problems. Monitors operation and performance of File Server Network systems and evaluates and makes recommendations for enhancements. Implements enhancements as approved by the Government. Supports the development of test plans, test descriptions, and test procedures. Reviews results of testing to ensure

compliance with specifications. Proposes economical and efficient solutions as part of developing hardware and telecommunications solutions to user requirements.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

30. Communications Specialist

Capabilities: Provides direction on complex telecommunication problems. Monitors operation and performance of File Server Network systems and evaluates and makes recommendations for enhancements. Implements enhancements as approved by the Government. Supports the development of test plans, rest descriptions, and test procedures. Reviews results of testing to ensure compliance with specifications. Proposes economical and efficient solutions as part of developing hardware and telecommunications solutions to user requirements.

Required Experience: Four years experience in the installation or maintenance of Local Area Networks with experience in two or more of the following: Unisys (CMS-1100), Digital (VMS/Pathworks), Microsoft (OS/2, LAN Manager, or Windows NT), Novell (Netware), PCs (DOS, WordPerfect, Lotus 123, Harvard Graphics, dBASE, or MS Office).

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

31. Senior Network Installation Technician

Capabilities: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

32. Network Installation Technician

Capabilities: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

33. Senior Hardware/Software Installation Technician

Capabilities: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

34. Hardware/Software Installation Technician

Capabilities: Applies computer techniques, principles, and precedents to develop, design, modify, install, test,

evaluate, or operate data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Two years experience performing the functions described above.

Required Education: Associate Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

35. Hardware/Software Specialist

Capabilities: Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Addresses scientific engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrated database or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces, and documentation or hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional application of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

Required Experience: Four years total experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

36. Senior Training Specialist

Capabilities: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Four years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

37. Training Specialist

Capabilities: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Two years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

38. Data Entry Clerk

Capabilities: Uses computer terminals or PCs to convert hard copy data into electronic format. Applies knowledge of common data capture software packages (e.g. Microsoft Excel) and various keyboards and keypads.

Required Experience: Two years experience in data entry and the use of common software packages.

Required Education: High School diploma or equivalency certificate.

39. Technical Writer/Editor

Capabilities: Writes and prepares technical documentation using outlines and resource material provided by functional analysts and computer personnel. Consolidates, formats, requires and edits documentation written by technical personnel. Interprets documentation standards and instructions listed in the Statement of Work and produces documents that conform to instructions. Applies knowledge of required standards and verifies that documentation conforms to standards.

Required Experience: Two years professional experience in a position requiring development of structured written materials and visual aids.

Required Education: High school diploma or equivalency certificate, Associates of Arts degree desirable.

40. Administrative Assistant

Capabilities: Provides clerical and administrative services and applies appropriate technology to support office operations. Provides graphics and editorial support plus desktop publishing services.

Required Experience: Two years experience in the support of office operations including the use of appropriate desktop technology.

Required Education: High school diploma or equivalency certificate, Associates of Arts degree desirable.

41. Help Desk Manager

Capabilities: Has overall responsibility for help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities; reviews and evaluates their work and prepares performance reports.

Required Experience: Familiarity with appropriate desktop systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

42. Help Desk Technician

Capabilities: Serve as a primary contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client's business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support.

Required Experience: Experience in problem resolution of systems, electronic commerce and web hosting is preferred. Also, requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Must have knowledge of the office suite and desktop applications required.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

43. Senior Systems Engineer

Capabilities: Performs professional engineering assignments in support of systems engineering efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, interoperability analysis, system standards, military operations (ground, sea, and air), program analysis, program planning, cost analysis.

Required Experience: One year experience in the support of systems design including the use of appropriate IT technology.

Required Education: Possesses a bachelor's degree in electrical or electronic engineering computer science, computer engineering or system engineering related area with at least 1 year of experience in that field. Alternate qualification: an associate degree in electrical or electronic engineering with at least eight years experience of which at least four years are related.

44. IT Program Oversight

Capabilities: provides leadership and direction for the effective implementation of IT projects. Supports the development of program strategies, coordinates the execution of approved strategies, and ensures the necessary tools, processes, procedures are in-place for implementation. Performs assessments and analysis of information technology systems and provide recommendations for performance improvements. Studies will address life-cycle management support, performance support, and general system consulting to assist in program planning, management analysis, and decision-making.

Required Experience: Four years experience in providing system consulting and supporting management in the decision making process.

Required Education: Bachelors Degree in a recognized technical, engineering, information management systems, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

45. IT Financial Analyst & Contracts Admin.

Capabilities: Provides financial and contractual advisory services to support the development, deployment, and sustainment for a multitude of IT systems. Develop and coordinate mid- and long- term strategies based on the organizational goals. Assist in strategic planning and analysis of organizational issues and prepare action plans for implementation.

Required Experience: Two years experience in strategic planning and financial/contract analysis in an IT environment.

Required Education: Bachelors Degree in a recognized technical, engineering, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

b. Pricing for all IT Services.

Labor Category	GSA Rate/Hour
Program Manager	\$95.90
Project Manager	\$75.95
Task Manager	\$68.67
Subject Matter Expert I	\$111.96
Subject Matter Expert II	\$126.57
Subject Matter Expert III	\$141.18
Subject Matter Expert IV	\$217.42
Subject Matter Expert V	\$279.52
Quality Assurance Analyst	\$43.82
Project Control Specialist	\$40.05
Senior Systems Architect	\$63.29
Jr. Information Engineer	\$50.24
Information Engineer	\$58.40
Principal Data Base Systems Administrator	\$91.84
Data Base Systems Administrator	\$63.12
Senior Data Base Management Specialist	\$73.02
Data Base Management Specialist	\$58.40
Principal Systems Analyst	\$75.79
Senior Systems Analyst	\$57.88
Systems Analyst	\$48.23
Senior Application Programmer	\$63.88
Jr. Application Programmer	\$61.47
Application Programmer	\$43.82
Principal Programmer	\$75.86
Senior Systems Programmer	\$62.80
Systems Programmer	\$48.69
Senior Communications Network Engineer	\$83.32
Communications Network Engineer	\$68.38
Communications Network Manager	\$73.02
Communications Specialist	\$53.54
Senior Network Installation Technician	\$46.72
Network Installation Technician	\$34.08
Senior Hardware/Software Installation Specialist	\$43.82
Hardware/Software Installation Technician	\$34.08
Hardware/SW Specialist	\$34.79
Senior Training Specialist	\$53.54
Training Specialist	\$36.99
Data Entry Clerk	\$19.47
Technical Writer/Editor	\$34.08
Administrative Assistant	\$25.76
Help Desk Manager	\$57.06
Help Desk Technician	\$44.89
Senior Systems Engineer	\$87.91
IT Program Oversight	\$91.95
IT Fin. Anal. & Contracts Admin.	\$88.73