

*TRAWICK & ASSOCIATES*  
An Information Technology Company

GENERAL SERVICES ADMINISTRATION (GSA)  
AUTHORIZED IT PROFESSIONAL SERVICES  
SCHEDULE PRICE LIST

Contract Number: **GS-35F-4995H**

*Period Covered By Contract*

**January 22, 2003 through January 21, 2008**  
**Revised July 15, 2005**

*Special Item Number: 132-51*

[www.trawick.com](http://www.trawick.com)

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■ (301) 654-6088 ■ (301) 656-2251 – fax ■

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,  
END USER COMPUTERS (NORMALLY MICROCOMPUTERS) AND  
EQUIPMENT USED PRIMARILY OFF-LINE, AND SOFTWARE**

IT Professional Services include, but are not limited to, Systems Analysis and Design, Systems Installation, Programming, Conversion and Implementation Support, Network Services, Project Management, Data/Records Management, Resources and Facilities Management, and Database Planning and Design.

Applicable Special Item Number, FPDS Code, and Category Code are as follows:

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

<u>IT Professional Services</u>	<u>Category Code</u>	
FPDS Code D308	Programming Services	S
FPDS Code D301	IT Facility Operation and Maintenance	S

Trawick & Associates  
6900 Wisconsin Avenue  
Suite 400  
Bethesda, MD 20815

Contract Number: GS-35F-4995H

Period Covered by Contract: January 22, 1998 through January 21, 2008

General Services Administration  
Federal Supply Service

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
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**INFORMATION FOR ORDERING OFFICES**

**SPECIAL NOTICE TO AGENCIES:**

**Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Programs. 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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.

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**1. Geographic Scope of Contract:**

The geographic scope of the contract is the 48 contiguous states and the District of Columbia, plus the States of Alaska and Hawaii and the Commonwealth of Puerto Rico.

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

Category Code S: IT Professional Services  
Trawick & Associates  
Attn: Mark Kleckner  
6900 Wisconsin Ave., Suite 400  
Bethesda, MD 20815

Government Commercial Credit Cards will be acceptable for payment equal to or less than the micro-purchase threshold for all written delivery orders. Government Commercial Credit Cards will also be acceptable for payment above the micro-purchase threshold (\$2500). In addition, bank account information for wire transfer payments will be shown on the invoice. Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

ORDERING ASSISTANCE  
Mark Kleckner  
Telephone Number 301-654-6088  
FAX Number 301-656-2251

TECHNICAL ASSISTANCE  
Mark Kleckner  
Telephone Number 301-654-6088  
FAX Number 301-656-2251

**3. Liability for Injury or Damage**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 16-157-9222  
Block 30: Type of Contractor - B. Other Small Business  
Block 31: Woman-Owned Small Business - Yes  
Block 36: Contractor's Taxpayer Identification Number (TIN) - 52-1388535  
4a. CAGE Code: A0B87

**5. FOB Destination**

Not applicable for IT Professional Services.

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**6. Commercial Delivery Schedule (Multiple Award Schedules)**

- a. Time of Delivery: Delivery will be within 30 days of delivery order receipt unless otherwise agreed upon.
- b. Urgent requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall repay 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: 1 % - 20\_ days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Are offered the same labor rates as Government Ordering Agencies.
- e. Other: None

**8. Trade Agreements Act of 1979, as amended:**

Non-applicable

**9. Statement Concerning Availability of Export Packing:**

Non-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.)**

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

The maximum dollar value per order will be \$5,000,000 for IT Professional Services.

**12. Use of Federal Supply Service Information Technology Schedule Contracts:**

(NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.)

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under

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

- a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal supply Schedule Contractor.
  
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider:
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;
  - (5) Maintenance availability;
  - (6) Past performance; and
  - (7) Environmental and energy efficiency considerations.
  
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:
  - (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
  - (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
  - (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

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- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (2) Offer the lowest price available under the contract; or
  - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

**13. Federal Information Technology/Telecommunication Standards Requirements**

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by 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 (704) 487-4650.

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**13.2 Federal Telecommunication Standards (FED-STDS):**

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

**14. Security Requirements**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

**15. Contract Administration For Ordering Offices**

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

**16. GSA Advantage!**

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule price with ordering information. The 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 Incidental, Non-Schedule Items**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**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;

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- (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**

Non-applicable.

**20. Year 2000 Warranty - Commercial Supply Items (I-FSS-550-A) (AUG 97)**

Non-applicable.

**21. Blanket Purchase Agreements (BPAs)**

Federal Acquisition Regulation (FAR) 13.201 (a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202 (c) (3), which reads, in part, as follows:

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

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

**22. Contractor Team Arrangements**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" to provide solutions when responding to customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

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

**1. Scope**

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

**2. Ordering Procedures**

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
  - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
  - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
  - (3) When ordering IT professional services ordering offices shall –
    - (i) Prepare a Request for quotation:
      - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
      - (B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and tie and material orders.

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- (C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii) (A) below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for quotation to Contractors:

- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- (B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' cost associated with responding to requests for quotations for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet Government's needs.

- (4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –
  - (i) Inform contractors in the request for quotation (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
    - (A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed

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price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- (B) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3) (ii) (B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
- (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.
- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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

- (1) Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by

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using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the service representing the best value, the ordering office may consider –

- (i) Special features of the service that are required in effective program performance and that are not provided by a comparable service; and
  - (ii) past performance.
- (3) Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall –
- (i) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
  - (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor (s) appearing to provide the best value (considering price and other factors); and
  - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (A) Offer a new lower price for this requirement ( the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (B) Offer the lowest price available under the contract; or
  - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) Blanket Purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) Small Business. For orders exceeding the micro-purchase threshold, ordering offices should

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give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

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

### **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 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 office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT services under the task order shall have the education, experience, and expertise as stated in the task order.
- 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. Inspection of Services**

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

### **6. Responsibilities of the Contractor**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

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**7. Responsibilities of the Government**

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

**8. Independent Contractor**

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

**9. 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 Government contract, without some restriction on 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 organization or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices 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.

**10. Invoices**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office 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.

**11. Payments**

For firm-fixed price orders the Government 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 material orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

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**12. Resumes**

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

**13. Incidental Support Costs**

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

**14. 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.

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**15. Description of IT Services and Pricing**

**A. FPDS CODE D308 - PROGRAMMING SERVICES**

**101. Commercial JobTitle: Senior Project Manager**

*Minimum/General Experience:*

Ten (10) years of intensive and progressive experience in management of broad-based information systems (IS) programs. Five (5) of the seven (7) years must reflect management of projects applying current technologies and must have occurred within the last seven (7) calendar years.

*Specialized Experience:*

Experience shall include management of system design, system integration, complex network design, network administration, telecommunications and data processing projects. This experience shall consist of at least three (3) years within the last five (5) years of direct management experience in the specific IT specialty for which Project Management is being proposed.

*Functional Responsibility:*

Provides direct customer liaison at the senior program management level and the senior user level. Develops and implements systems and performance strategies. Develops and maintains management controls to ensure projects are completed on time, within budget, and compliant with customer specifications. Develops personnel skill requirements, selects prospective candidates, and monitors performance to achieve project objectives. Typically manages several projects or multiple tasks on a single project.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which either: (1) provides substantial knowledge useful in managing large, complex IS projects, (2) is closely related to the project to be supported, or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of general experience.

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**102. Commercial JobTitle: Project Manager**

*Minimum/General Experience:*

Seven (7) years of intensive and progressive experience in management of broad-based information systems (IS) programs. Three (3) of the seven (7) years must reflect management of projects applying current technologies and must have occurred within the last five (5) calendar years.

*Specialized Experience:*

Experience shall include management of system design, system integration, complex network design, network administration, telecommunications and data processing projects. This experience shall consist of at least two (2) years within the last five (5) years of direct management experience in the specific IT specialty for which Project Management is being proposed.

*Functional Responsibility:*

Provides direct customer liaison at the program management level and the senior user level. Develops and implements systems and performance strategies. Develops and maintains management controls to ensure projects are completed on time, within budget, and compliant with customer specifications. Develops personnel skill requirements, selects prospective candidates, and monitors performance to achieve project objectives.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which either: (1) provides substantial knowledge useful in managing large, complex IS projects, (2) is closely related to the project to be supported, or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of general experience.

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**103. Commercial Job Title: Senior Subject Matter Specialist**

*Minimum/General Experience:*

Eight (8) years within the past twelve (12) calendar years of intensive and progressive experience in the individual's field of study and specialization.

*Specialized Experience:*

Four (4) years within the past six (6) calendar years of intensive and progressive experience in functional information systems (IS) analysis of subject matter closely related to the task to be performed.

*Functional Responsibility*

- (a) Provides expert knowledge and in-depth analysis of highly specialized applications and operational environments, high level functional systems analysis, design, integration, and implementation advice on complex problems which require knowledge of specific subject matter.
- (b) Applies principles, methods and knowledge of the functional area of expertise to specific Task/Delivery Order requirements.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Provides expertise technical report development skills and conducts high level presentations for senior client personnel.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which either: (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the project to be supported, or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of general experience.
- (d) Specific functional area experience in the subject matter expertise required by the Task/Delivery Order.

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**104. Commercial Job Title: Subject Matter Specialist**

*Minimum/General Experience:*

Six (6) years within the past eight (8) calendar years of intensive and progressive experience in the individual's field of study and specialization.

*Specialized Experience:*

Two (2) years within the past four (4) calendar years of intensive and progressive experience in functional information systems (IS) analysis of subject matter closely related to the task to be performed.

*Functional Responsibility*

- (a) Provides technical knowledge and analysis of highly specialized applications and operational environments, high level functional systems analysis, design, integration, and implementation advice on complex problems which require knowledge of specific subject matter.
- (b) Applies principles, methods and knowledge of the functional area of expertise to specific Task/Delivery Order requirements.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Technical support may include technical advice on security requirements for highly specialized IS applications, technical report preparation and high level presentations.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which either: (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the project to be supported, or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of general experience.
- (d) Specific functional area experience in the subject matter expertise required by the Task/Delivery Order.

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**105. Commercial Job Title: Senior Analyst**

*Minimum/General Experience:*

Six (6) years within the past eight (8) calendar years of intensive and progressive experience in performing computer programming and systems analysis in broad-based information systems (IS) settings including contemporary computer hardware and programming languages.

*Specialized Experience:*

Two (2) years within the past four (4) calendar years of intensive and progressive experience in complex projects involving IS software development.

*Specific Experience:*

If proposed as a Task Leader/Supervisor, eighteen (18) months experience supervising Analysts or Programmers on a significant systems development activity.

*Functional Responsibility*

- (a) Provides systems analysis, design, systems integration, and implementation support.
- (b) Directs and participates in all phases of development with emphasis on the analysis, integration, documentation, and acceptance phases.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Responsible for ensuring the quality and services delivered for particular jobs for which this skill is performing the Task Leader/Supervisor position.

*Microcomputer Applications*

- (a) Analyzes requirements; creates, designs, and develops requirements in required media.
- (b) May have responsibility for providing high level customer and assistance support.
- (c) Provides and/or directs user training for hardware/software products and identifies and resolves system level problems with hardware/software/network malfunctions.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which: (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.

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- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
  
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

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**106. Commercial Job Title: Analyst**

*Minimum/General Experience:*

Three (3) years within the last five (5) calendar years of experience in an environment of significant information systems (IS) development activity.

*Specialized Experience:*

Two (2) years within the past four (4) calendar years of intensive and progressive IS experience which is clearly related to the work to be automated.

*Specific Experience:*

If proposed as a Task Leader/Supervisor, twelve (12) months experience supervising Analysts or Programmers on a significant systems development activity.

*Functional Responsibility:*

- (a) Performs systems analysis, design, integration, and systems implementation support.
- (b) Participates in all phases of software development with emphasis on the integration, documentation, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.
- (d) May have responsibility for assisting in setting up microcomputers and installing software packages.

*Microcomputer Applications*

- (a) Analyzes requirements; creates, designs, and develops requirements in required media.
- (b) May have responsibility for providing customer assistance support in setting up microcomputers and/or installing software packages.
- (c) Provides user training in use of hardware/software products; identifies and resolves problems and with hardware/software/network malfunctions.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.

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- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
  
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

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**107. Commercial Job Title: Senior Software Engineer**

*Minimum/General Experience:*

Three (3) years within the last five (5) calendar years of experience in an environment of significant information systems (IS) development activity for S/E related computer programming and analysis.

*Specialized Experience:*

Two (2) years within the past four (4) calendar years of intensive and progressive software engineering experience which is clearly related to the work to be automated.

*Specific Experience:*

If proposed as Task Leader/Supervisor, twelve (12) months prior experience supervising Analysts or Programmers in an environment of significant systems development activity.

*Functional Responsibility:*

*Software Engineering*

- (a) Performs systems analysis, design, integration, programming, documentation, and implementation of applications.
- (b) Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard software engineering and data manipulation principles/methods to technical problems.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

*Microcomputer Applications*

- (a) Analyses requirements; creates, designs, and develops requirements in required media; and provides program support, tests, debugs, and writes documentation as required.
- (b) May have responsibility for providing customer assistance support in setting up microcomputers and/or installing software packages.
- (c) Provides user training in use of hardware/software products; identifies problems and effects resolution of hardware/software/network malfunctions; performs minor hardware/network maintenance such as board replacement, cable switching, communications assistance, hardware installation/replacement, interfaces with mainframe, CAD/CAM, digitizers, LANs, WANs; and provides analysis support for such requirements.

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*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

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**108. Commercial Job Title: Software Engineer**

*Minimum/General Experience:*

Two (2) years within the last four (4) calendar years of experience in an environment of significant information systems (IS) development activity for S/E related computer programming and analysis.

*Specialized Experience:*

One (1) year within the past two (2) calendar years of intensive and progressive software engineering experience which is clearly related to the work to be automated.

*Specific Experience:*

If proposed as Task Leader/Supervisor, six (6) months prior experience supervising Analysts or Programmers in an environment of significant systems development activity.

*Functional Responsibility:*

*Software Engineering*

- (a) Performs design, integration, programming, documentation, and implementation of applications.
- (b) Participates in software development with emphasis on the programming, testing, documentation, and acceptance phases. Applies standard software engineering and data manipulation principles/methods to technical problems.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

*Microcomputer Applications*

- (a) Analyses requirements; creates, designs, and develops requirements in required media; and provides program support, tests, debugs, and writes documentation as required.
- (b) May have responsibility for providing customer assistance support in setting up microcomputers and/or installing software packages.
- (c) Provides user training in use of hardware/software products; identifies problems and effects resolution of hardware/software/network malfunctions; performs minor hardware/network maintenance such as board replacement, cable switching, communications assistance, hardware installation/replacement, interfaces with mainframe, CAD/CAM, digitizers, LANs, WANs; and provides analysis support for such requirements.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is
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closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.

- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

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**109. Commercial Job Title: Junior Software Engineer**

*Minimum/General Experience:*

Six (6) months experience in a related environment is desired.

*Functional Responsibility:*

*Software Engineering*

- (a) Performs assigned portions of systems analysis, design, integration, programming, documentation, and implementation of applications.
- (b) Participates in software development with emphasis on the programming, testing and documentation. Applies standard software engineering practices and data manipulation principles/methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

*Microcomputer Applications*

- (a) Analyzes requirements; creates, designs, and develops requirements in required media; and provides program support, tests, debugs, and writes documentation as required.
- (b) May provide customer assistance support in setting up microcomputers and/or installing software packages.
- (c) May assist with several of the following duties: provide user training for hardware/software products; identify and resolve problems with hardware/software/network malfunctions; perform minor hardware/network maintenance such as board replacement, cable switching, communications assistance, hardware installation/replacement, interface with mainframe, CAD/CAM, digitizers, LANs, WANs; and provide analysis support for such requirements.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.

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**110. Commercial Job Title: Senior Enterprise Engineer**

*Minimum/General Experience:*

Eight (8) years within the past twelve (12) calendar years of intensive and progressive experience in performing computer programming and systems analysis in broad-based information systems (IS) settings including contemporary computer hardware, programming languages and internet development systems.

*Specialized Experience:*

Four (4) years within the past six (6) calendar years of intensive and progressive experience in complex projects involving enterprise software development in a lead engineering position.

*Specific Experience:*

If proposed as Task Leader/Supervisor, three (3) years experience supervising Enterprise Engineers, Analysts or Programmers on a significant systems development activity.

*Functional Responsibility:*

*Software Engineering*

- (a) Performs lead design management for enterprise applications typically using Internet resources.
- (b) Performs high level systems analysis, design, integration, programming, documentation, and implementation of applications.
- (c) Directs and participates in all phases of software development with emphasis on the analysis, integration, programming, testing, documentation, and acceptances phases. Applies software engineering and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (d) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.

*Microcomputer Applications*

- (a) Analyzes requirements; creates, designs, and develops requirements in required media; provides program support, tests, debugs; and writes documentation as required.
- (b) May have responsibility for providing customer assistance support in setting up microcomputers and/or installing software packages.

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**111. Commercial Job Title: Enterprise Engineer**

*Minimum/General Experience:*

Six (6) years within the past eight (8) calendar years of intensive and progressive experience in performing computer programming and systems analysis in broad-based information systems (IS) settings including contemporary computer hardware and programming languages.

*Specialized Experience:*

Two (2) years within the past four (4) calendar years of intensive and progressive experience in complex projects involving enterprise software development in a lead engineering position.

*Specific Experience:*

If proposed as Task Leader/Supervisor, eighteen (18) months experience supervising Analysts, Junior Enterprise Engineers or Programmers on a significant systems development activity.

*Functional Responsibility:*

*Software Engineering*

- (a) Performs high level systems analysis, design, integration, programming, documentation, and implementation of applications.
- (b) Directs and participates in all phases of software development with emphasis on the analysis, integration, programming, testing, documentation, and acceptances phases. Applies software engineering and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.

*Microcomputer Applications*

- (a) Analyzes requirements; creates, designs, and develops requirements in required media; provides program support, tests, debugs; and writes documentation as required.
- (b) May have responsibility for providing customer assistance support in setting up microcomputers and/or installing software packages.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful in managing large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.

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- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
  
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

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**112. Commercial Job Title: Junior Enterprise Engineer**

*Minimum/General Experience:*

Two (2) within the past five (5) calendar years of intensive and progressive experience in performing computer programming and systems analysis in broad-based information systems (IS) settings including contemporary computer hardware and programming languages.

*Specialized Experience:*

One (1) year within the past three (3) calendar years of intensive and progressive experience in complex projects involving enterprise software development in a lead engineering position.

*Specific Experience:*

If proposed as Task Leader/Supervisor, six (6) months experience supervising Programmers on a systems development activity.

*Functional Responsibility:*

*Software Engineering*

- (a) Performs high level systems analysis, design, integration, programming, documentation, and implementation of applications.
- (b) Directs and participates in all phases of software development with emphasis on the analysis, integration, programming, testing, documentation, and acceptances phases. Applies software engineering and data manipulation principles and methods to technical problems to arrive at automated solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Responsible for ensuring the quality and services delivered for particular task(s) for which this skill is performing the Task Leader/Supervisor position.

*Microcomputer Applications*

- (a) Analyzes requirements; creates, designs, and develops requirements in required media; and provides program support, tests, debugs, and writes documentation as required.
- (b) May have responsibility for providing customer assistance support in setting up microcomputers and/or installing software packages.

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*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful in managing large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of experience.

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**113. Commercial Job Title: Senior Engineer (Electrical)**

*Minimum/General Experience:*

Six (6) years within the last ten (10) calendar years of intensive and progressive experience in the individual's field of study and specialization.

*Specialized Experience:*

Four (4) years within the last six (6) calendar years of intensive and progressive experience in applying electrical engineering practices on project activities closely related to the work to be performed.

*Functional Responsibility:*

- (a) Provides high level functional engineering support and implementation assistance on problems that require a thorough knowledge of the related technical subject matter for effective implementation.
- (b) Participates in all phases of development with emphasis on the planning, configuration management, verification, and acceptance phases. Applies principles and methods of the functional area to difficult problems to arrive at appropriate solutions.
- (c) Develops and prepares technical reports and related documentation, and develops metrics to support report findings. Prepares and delivers presentations and briefings as required to support senior client personnel.
- (d) Provides engineering guidance and direction to Electrical Engineers and others in complimentary disciplines.

*Minimum Education:*

Bachelor's degree in Electrical Engineering or Electrical Engineering Technology from an accredited college or university.

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**114. Commercial Job Title: Engineer (Electrical)**

*Minimum/General Experience:*

Four (4) years within the last seven (7) calendar years of intensive and progressive experience in the individual's field of study and specialization.

*Specialized Experience:*

Two (2) years within the last four (4) calendar years of intensive and progressive experience in applying electrical engineering practices on project activities closely related to the work to be performed.

*Functional Responsibility:*

- (a) Provides high level functional engineering support and implementation assistance on problems that require a thorough knowledge of the related technical subject matter for effective implementation.
- (b) Participates in all phases of development with emphasis on the planning, configuration management, verification, and acceptance phases. Applies principles and methods of the functional area to difficult problems to arrive at appropriate solutions.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.

*Minimum Education:*

Bachelor's degree in Electrical Engineering or Electrical Engineering Technology from an accredited college or university.

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PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**115. Commercial Job Title: Technical Writer**

*Minimum/General Experience:*

Three (3) years or more of technical writing and documentation experience.

*Specialized Experience:*

One (1) year of specialized technical writing experience supporting information systems (IS) processes on projects closely related to the work to be performed.

*Functional Responsibility:*

- (a) Develops, writes, and edits materials for IS related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation.
- (b) Interfaces with users, specialists, Analysts, Programmers, or operations personnel to obtain background information on IS technologies, methods, and standards. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- (c) Reviews technical material and recommends revisions or changes in scope, format, content and methods of reproduction and binding.
- (d) May maintain records and files of technical documents.
- (e) May arrange for typing, duplication, and distribution of material.
- (f) May edit, standardize, or make changes to material prepared by other writers.
- (g) Must be capable of working independently but will normally be under the supervision of the Task Leader/Supervisor.

*Minimum Education:*

Must be a high school graduate or equivalent.

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**116. Commercial Job Title: Word Processor**

*Minimum/General Experience:*

One (1) year within the last three (3) calendar years of intensive and progressive experience with word processing systems. Must be capable of entering the equivalent of sixty (60) words per minute. Must be capable of entering technical narrative and data. Must be capable of using various types of word processing equipment.

*Functional Responsibility:*

Will be used when the Task/Delivery Order identifies special formatting or documentation requirements.

- (a) Prepares draft and final form technical documents that become Task/Delivery Order deliverable items.
- (b) Responsible for spelling, grammar, proper format, and proofreading the finished documents.

*Minimum Education:*

Must be a high school graduate or equivalent.

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**117. Commercial Job Title: Senior Security Analyst**

*Minimum/General Experience:*

Six (6) years in performing analyses and audits in broad-based information systems (IS) settings with “hands-on” involvement in the physical security of personnel, facilities and/or information.

*Specialized Experience:*

Five (5) years total experience, including two (2) years supervisory experience in security and experience in at least three (3) of the following areas:

- Computer facility security
- Security of computer center operations
- Risk assessment methods and procedures
- Personnel Security
- Security of computer hardware, operating system, utility/support software Disaster and contingency planning
- Preparation of security documentation
- Telecommunications security
- Sensitive/Critical application reviews
- Development of security policies and procedures

*Specific Experience:*

Experience in security applications in Department of Defense (DOD) environments is required for DOD Task/Delivery Orders. Independent development of at least five (5) Risk Analysis Reports, Reviews, or other products.

*Functional Responsibility:*

Independently performs or leads a team in performing risk analysis and security audit services. Independently develops or supervises the development of analytical reports and security.

*Minimum Education:*

- (a) Bachelor’s degree from an accredited college or university with a curriculum or major field of study which (1) provides substantial knowledge useful in managing large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master’s or Doctorate degree from an accredited college or university with a major in a field of study closely related to the work to be automated may be substituted for one (1) year of experience.

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PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**118. Commercial Job Title: Security Analyst**

*Minimum/General Experience:*

Five (5) years in performing analyses and audits in broad-based information systems (IS) settings with “hands-on” involvement in the physical security of personnel, facilities and/or information.

*Specialized Experience:*

Three (3) years total experience, including one (1) years supervisory experience in security and experience in at least three (3) of the following areas:

- Computer facility security
- Security of computer center operations
- Risk assessment methods and procedures
- Personnel Security
- Security of computer hardware, operating system, utility/support software Disaster and contingency planning
- Preparation of security documentation
- Telecommunications security
- Sensitive/Critical application reviews
- Development of security policies and procedures

*Specific Experience:*

Experience in security applications in Department of Defense (DOD) environments is required for DOD Task/Delivery Orders. Independent development of at least three (3) Risk Analysis Reports, Reviews, or other products.

*Functional Responsibility:*

Independently performs or leads a team in performing risk analysis and security audit services. Independently develops or supervises the development of analytical reports and security .

*Minimum Education:*

Must be a high school graduate or equivalent with five (5) years specialty training in security techniques.

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PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**119. Commercial Job Title: Junior Security Analyst**

*Minimum/General Experience:*

Two (2) years in performing analyses and audits in broad-based information systems (IS) settings with “hands-on” involvement in the physical security of personnel, facilities and/or information.

*Specialized Experience:*

One (1) year total experience in security and experience in at least two (2) of the following areas:

- Computer facility security
- Security of computer center operations
- Risk assessment methods and procedures
- Personnel Security
- Security of computer hardware, operating system, utility/support software Disaster and contingency planning
- Preparation of security documentation
- Telecommunications security
- Sensitive/Critical application reviews
- Development of security policies and procedures

*Specific Experience:*

Experience in security applications in Department of Defense (DOD) environments is required for DOD Task/Delivery Orders. Independent development of at least one (1) significant Risk Analysis Reports, Reviews, or other products.

*Functional Responsibility:*

Independently performs or leads a team in performing risk analysis and security audit services. Independently develops or supervises the development of analytical reports and security .

*Minimum Education:*

Must be a high school graduate or equivalent with three(3) years specialty training in security techniques.

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**120. Commercial Job Title: Senior DBMS Specialist**

*Minimum/General Experience:*

Five (5) years within the past eight (8) calendar years of experience in an environment of significant information systems (IS) development activities.

*Specialized Experience:*

Three (3) years within the past four (4) calendar years of intensive and progressive RDBMS experience which is clearly related to the work to be automated.

*Functional Responsibility:*

- (a) Performs systems analysis, design, integration, programming, documentation, and implementation of applications using one or more RDBMS as a development tools.
- (b) Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard data manipulation principles and methods to technical problems to arrive at automated solutions involving use of the RDBMS.
- (c) Performs functional and data requirements analyses, database and record design, and consults with user personnel and other technical specialists to clarify system issues and program intent.
- (d) Designs and prepares technical reports and related documentation, develops applications software specifications, and makes charts and graphs to record results.
- (e) Provides formal and informal user training and provides technical guidance to other technical specialists assigned to database and computer system tasks.
- (f) May have responsibility for the installation and/or maintenance of RDBMS software applications.
- (g) Participates as an independent consultant for senior client management as required.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which either: (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for education cannot be used to qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of general experience.

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*Substitution:*

Substitution of experience for college/university education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Six (6) months of experience using Lotus Notes as an application development tool may be substituted for specific Lotus Notes training. Years of experience which are used to substitute for education cannot be used to otherwise qualify under the skill category description.

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**121. Commercial Job Title: DBMS Specialist**

*Minimum/General Experience:*

Three (3) years within the past five (5) calendar years of experience in an environment of significant information systems (IS) development activities.

*Specialized Experience:*

Two (2) years within the past four (4) calendar years of intensive and progressive RDBMS experience which is clearly related to the work to be automated.

*Specific Experience:*

If proposed as a Task Leader/Supervisor, twelve (12) months experience supervising Analysts or Programmers in an environment of significant systems development activity.

*Functional Responsibility:*

- (a) Performs systems analysis, design, integration, programming, documentation, and implementation of applications using one or more RDBMS as a development tool.
- (b) Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard data manipulation principles and methods to technical problems to arrive at automated solutions involving use of the RDBMS.
- (c) Performs functional and data requirements analyses, database and record design, and consults with user personnel and other technical specialists to clarify system issues and program intent.
- (d) Designs and prepares technical reports and related documentation, develops applications software specifications, and makes charts and graphs to record results.
- (e) Provides formal and informal user training and provides technical guidance to other technical specialists assigned to database and computer system tasks.
- (f) May have responsibility for assisting in installing RDBMS software packages.
- (g) Participates as an independent consultant for senior client management as required.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which either: (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, and/or (3) is a computer science, a physical science, or a mathematics-intensive discipline.

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- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for education cannot be used to qualify under the skill category description.
  
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one (1) year of general experience.

*Substitution:*

Substitution of experience for college/university education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Six (6) months of experience using Lotus Notes as an application development tool may be substituted for specific Lotus Notes training. Years of experience which are used to substitute for education cannot be used to otherwise qualify under the skill category description.

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**122. Commercial Job Title: Management Requirements Analyst**

*Minimum/General Experience:*

Ten (10) years within the past fifteen (15) calendar years of intensive and progressive experience in the analysis, review and development of information system requirements

*Functional Responsibility*

- (a) Provides technical knowledge, experience and insights in the analysis and generation of requirements in highly specialized applications and operational environments requiring the unique understanding a clients subject matter.
- (b) Applies principles, methods and knowledge of the functional area of expertise to specific Task/Delivery order requirements.
- (c) Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task/Delivery Order.
- (d) Technical support may include technical advice on highly specialized information systems applications, report preparation and high level presentations.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study which either: (1) provides substantial knowledge useful in the requirements analysis of large, complex IS projects or (2) is closely related to the project to be supported.
- (b) Substitution of experience for education may be made when four (4) years of specialized IT or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.
- (c) A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one (1) year of general experience.

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**B. FPDS CODE D301 - IT FACILITY OPERATION AND MAINTENANCE**

**201. Commercial Job Title: Supervisory Systems Technician**

*Minimum/General Experience:*

Five (5) years of progressive network experience with supervisory experience. At least three (3) years of additional experience in information systems and telecommunications operations.

*Specialized Experience:*

Three (3) years experience in implementing and maintaining complex telecommunication systems, including developing and testing communications software interface programs, developing specifications, and using protocol interfaces for multiple environments.

Experience shall have included diagnostics and troubleshooting of related network components. Management and administration of a LAN for a period of one (1) year utilizing a current off-the-shelf Network Operating System (NOS) within the past four (4) years.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, eighteen (18) months experience supervising activities similar to those included in the specific task to which assigned.

*Functional Responsibility*

Directs and manages network operation, maintenance analysts, technicians, and engineers.

- (a) Responsible for the managerial and technical administration of a LAN to include security, communications, software applications, electronic mail, printing services, outside communication links, UPS service, scheduling services, license administration, file services, NOS service, backup services, and any other initial troubleshooting.
- (b) Analyzes and communicates the corrective actions required to resolve network operation problems. Performs complex diagnostic testing, analysis, and optimization of all hardware elements of the network facilities (including power, communications machinery, lines, modems, and terminals), and systems testing and optimization of software components. Performs on-site engineering when required.
- (c) Provides technical guidance pertaining to engineering efforts, front end devices, communications simulation, and queuing analysis.
- (d) Other duties may include analysis and maintenance of complex LAN systems; planning, evaluation, and testing of system augmentations; operation of FIP and data communications equipment; performing component server and workstation connection, configuration, integration, and testing; the design and installation of cabling; and maintenance of system files.

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*Minimum Education:*

A Bachelor's degree in Computer Science or related field; or a high school graduate with technical certification in electronic maintenance or communication networks.

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**202. Commercial Job Title: Senior Systems Technician**

*Minimum/General Experience:*

Four (4) years of progressive information systems and/or network experience within the last five (5) years.

*Specialized Experience:*

Two (2) years of progressive specialized technical management experience on LAN systems is required. Experience shall include optimizing networks for performance and configuring and connecting workstations to a system. This experience shall have included diagnostics and troubleshooting of related network components. Management and administration of a LAN for a period of one (1) year utilizing a current off-the-shelf Network Operating System (NOS) within the past four (4) years.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, twelve (12) months experience supervising computer or network operations personnel.

*Functional Responsibility:*

- (a) Responsible for the managerial and technical administration of a LAN to include security, communications, software applications, electronic mail, printing services, outside communication links, UPS service, scheduling services, license administration, file services, NOS service, backup services, and any other initial troubleshooting.
- (b) Performs all phases of LAN projects to provide maintenance and upgrading of networks and their related components. Analyzes vendor products to recommend those which best meet user needs. Installs network software. Maintains LAN management records and assists users.
- (c) Performs routine diagnostic testing and optimization of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Repairs and/or replaces network hardware components. Performs component server and workstation connection, configuration, integration, and testing.
- (d) Performs preventive maintenance for hardware and software such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity.
- (e) Monitors and controls the performance, security, and status of network resources; identifies and diagnoses problems and factors affecting network performance. Other duties may include the design and installation of cabling changes; maintenance of system files; operation of FIP and data communications equipment; and upgrading of system components.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field; or a high school graduate with 120 classroom hours of technical training in LAN administration and maintenance.

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*Substitutions:*

Three (3) years of IT or network experience, in addition to the four (4) years required above, may be substituted for education (excluding high school). No substitution of education for experience is permitted.

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**203. Commercial Job Title: Systems Technician**

*Minimum/General Experience:*

Four (2) years of progressive IT and/or network experience within the last five (5) years.

*Specialized Experience:*

Two (2) years of progressive specialized technical experience on LAN systems and LAN system components such as workstations. Experience shall include configuring networks and installing and repairing workstations.

Experience shall have included diagnostics and troubleshooting of related network components utilizing a current off-the-shelf Network Operating System (NOS) within the past four (4) years.

*Functional Responsibility:*

Works independently to install and provide maintenance of LAN and LAN related components. Performs diagnostic testing and system troubleshooting of LAN equipment. Repairs and replaces LAN components and maintains hardware performance as required. Performs server and workstation connection, configuration, integration, and testing. Schedules and performs preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required. Upgrades system components as required.

*Minimum Education:*

Must be a high school graduate or equivalent and have at least 80 classroom hours of technical instruction in LAN administration/maintenance.

*Substitutions:*

No substitution of education for experience is permitted.

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**204. Commercial Job Title: Supervisory Network Engineer**

*Minimum/General Experience:*

Ten (10) years of progressive LAN or network engineering experience. Experience shall include comprehensive end user support in network design, hardware/software selection, integration, inter/intra-network data communications, troubleshooting, and problem resolution. Five (5) of the ten (10) years must reflect current technologies and have occurred within the last seven (7) calendar years.

*Specialized Experience:*

Experience shall include LAN engineering support to a minimum of six (6) complex networks over the last ten (1) years.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, five (5) years experience supervising Network Engineers and/or Network Technicians in a complex network engineering environment.

*Functional Responsibility:*

Provides functional guidance and direction in LAN administration, hardware and software technical support analysis, operating system programming, communications and network systems analysis, configuration management, general end user support and training, Microsystems analysis, data security analysis, software quality analysis, office automation, and network operations.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study that either (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Must be a Certified Network Engineer (Banyan, Novell or NT).

*Substitutions:*

Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience that are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.

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**205. Commercial Job Title: Senior Network Engineer**

*Minimum/General Experience:*

Ten (10) years of progressive LAN or network engineering experience. Experience shall include comprehensive end user support in network design, hardware/software selection, integration, inter/intra-network data communications, troubleshooting, and problem resolution. Four (4) of the ten (10) years must reflect current technologies and have occurred within the last five (5) calendar years.

*Specialized Experience:*

Experience shall include LAN engineering support to a minimum of six (6) complex networks over the last ten (10) years.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, twenty-four (24) months experience supervising systems technicians or network analysts in an environment of significant network engineering activity.

*Functional Responsibility:*

Provides functional guidance and direction in LAN administration, hardware and software technical support analysis, operating system programming, communications and network systems analysis, configuration management, general end user support and training, Microsystems analysis, data security analysis, software quality analysis, office automation, and network operations.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study that either (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Must be a Certified Network Engineer (Banyan, Novell or NT).

*Substitutions:*

Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience that are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.

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**206. Commercial Job Title: Network Engineer**

*Minimum/General Experience:*

Seven (7) years of progressive LAN or network engineering experience. Experience shall include comprehensive end user support in network design, hardware/software selection, integration, inter/intra-network data communications, troubleshooting, and problem resolution. Three (3) of the seven (7) years must reflect current technologies and have occurred within the last five (5) calendar years.

*Specialized Experience:*

Experience shall include LAN engineering support to a minimum of five (5) complex networks over the last seven (7) years.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, twenty-four (24) months experience supervising systems technicians or network analysts in an environment of significant network engineering activity.

*Functional Responsibility:*

Provides functional guidance and direction in LAN administration, hardware and software technical support analysis, operating system programming, communications and network systems analysis, configuration management, general end user support and training, Microsystems analysis, data security analysis, software quality analysis, office automation, and network operations.

*Minimum Education:*

- (a) Bachelor's degree from an accredited college or university with a curriculum or major field of study that either (1) provides substantial knowledge useful for performance on large, complex IS projects, (2) is closely related to the work to be automated, or (3) is a computer science, a physical science, or a mathematics-intensive discipline.
- (b) Must be a Certified Network Engineer (Banyan, Novell or NT).

*Substitutions:*

Substitution of experience for education may be made when four (4) years of specialized IS or applications subject matter knowledge and experience will be equivalent to a four (4) year degree. Years of experience that are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.

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**207. Commercial Job Title: Supervisory Network Administrator**

*Minimum/General Experience:*

Three (3) years of progressive technical experience in the administration of network based systems. Experience may include the administration of systems using cable (fiber, coax, twisted-pair), workstation component (Interface Cards, floppy and hard disks, drivers); (Multiple Access Units [MAUs], Attachment Unit Interfaces [AUIs], hubs, gateways, routers, bridges); and network software (operating systems, office automation applications).

*Specialized Experience:*

Experience shall include performance as a LAN Administrator a minimum of three (3) years during the last five (5) years.

*Functional Responsibility:*

Works independently to administer LAN based operating environments. Performs first level diagnostic testing and system troubleshooting of LAN equipment. Identifies network problems and works with System Technician personnel to correct problems and restore network normal operations. May schedule and perform preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required while working with System Technician personnel. Upgrades and installs workstation software as required.

Works independently to install and provide maintenance of LAN and LAN related components. Performs diagnostic testing and system troubleshooting of LAN equipment. Repairs and replaces LAN components and maintains hardware performance as required. Performs server and workstation connection, configuration, integration, and testing. Schedules and performs preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required. Upgrades system components as required.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field; or a high school graduate with technical certification in network administration or communication networks.

*Substitutions:*

No substitution of education for experience is permitted.

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**208. Commercial Job Title: Senior Network Administrator**

*Minimum/General Experience:*

Five (5) years of progressive technical experience in the administration of network based systems. Experience may include the administration of systems using cable (fiber, coax, twisted-pair), workstation component (Interface Cards, floppy and hard disks, drivers); Multiple Access Units (MAUs), Attachment Unit Interfaces (AUIs), hubs, gateways, routers, bridges; and network software (operating systems, office automation applications).

*Specialized Experience:*

Experience shall include performance as a LAN Administrator a minimum of five (5) years during the last eight (8) years.

*Functional Responsibility:*

Works independently to administer LAN based operating environments. Performs first level diagnostic testing and system troubleshooting of LAN equipment. Identifies network problems and works with System Technician personnel to correct problems and restore network normal operations. May schedule and perform preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required while working with System Technician personnel. Upgrades and installs workstation software as required.

Works independently to install and provide maintenance of LAN and LAN related components. Performs diagnostic testing and system troubleshooting of LAN equipment. Repairs and replaces LAN components and maintains hardware performance as required. Performs server and workstation connection, configuration, integration, and testing. Schedules and performs preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required. Upgrades system components as required.

*Minimum Education:*

Must be a high school graduate or equivalent and have completed at least 120 hours training in LAN administration.

*Substitutions:*

No substitution of education for experience is permitted.

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**209. Commercial Job Title: Network Administrator**

*Minimum/General Experience:*

Three (3) years of progressive technical experience in the administration of network based systems. Experience may include the administration of systems using cable (fiber, coax, twisted-pair), workstation component (Interface Cards, floppy and hard disks, drivers); Multiple Access Units (MAUs), Attachment Unit Interfaces AUIs, hubs, gateways, routers, bridges; and network software (operating systems, office automation applications).

*Specialized Experience:*

Experience shall include performance as a LAN Administrator a minimum of three (3) years during the last five (5) years.

*Functional Responsibility:*

Works independently to administer LAN based operating environments. Performs first level diagnostic testing and system troubleshooting of LAN equipment. Identifies network problems and works with System Technician personnel to correct problems and restore network normal operations. May schedule and perform preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required while working with System Technician personnel. Upgrades and installs workstation software as required.

Works independently to install and provide maintenance of LAN and LAN related components. Performs diagnostic testing and system troubleshooting of LAN equipment. Repairs and replaces LAN components and maintains hardware performance as required. Performs server and workstation connection, configuration, integration, and testing. Schedules and performs preventive maintenance on all hardware systems as outlined in OEM specifications and maintains maintenance log of all repairs and replacements required. Upgrades system components as required.

*Minimum Education:*

Must be a high school graduate or equivalent and have completed at least 80 hours training in LAN administration.

*Substitutions:*

No substitution of education for experience is permitted.

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**210. Commercial Job Title: Supervisory Help Desk Specialist**

*Minimum/General Experience:*

Six (6) years of progressive technical network experience within the last eight (8) years.

*Specialized Experience:*

Two (2) years of progressive specialized technical experience on LAN systems is required. Experience shall include help desk operations experience, optimizing networks for performance and configuring workstations in the system.

Experience shall have included diagnostics and troubleshooting of related network components. Help desk management responsibilities of a LAN configuration for a period of eighteen (18) and utilization of current off-the-shelf Network Operating System (NOS) within the past three (3) years.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, three (3) years experience supervising computer or network help operations personnel.

*Functional Responsibility:*

- (a) Managerial or lead technical role of help desk operations and/or administration of a LAN environment to include communications, software applications, electronic mail, printing services, outside communication links, UPS service, scheduling services, license administration, file services, NOS service, backup services, and assignment and direction of on-site maintenance personnel to problem locations.
- (b) Maintains help desk records and develops statistics on network and end user problems.
- (c) Schedules hardware and software installations and upgrades.
- (d) Monitors and controls the performance, security, and status of network resources; identifies and diagnoses problems and factors affecting network performance.
- (e) Provides the focal point for user problem reporting and solution.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field; or a high school graduate with 120 classroom hours of technical training in LAN administration and maintenance.

*Substitutions:*

Three (3) years of IT or network experience, in addition to the four (4) years required above, may be substituted for education (excluding high school). No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**211. Commercial Job Title: Senior Help Desk Specialist**

*Minimum/General Experience:*

Four (4) years of progressive technical network experience within the last five (5) years.

*Specialized Experience:*

Two (2) years of progressive specialized technical experience on LAN systems is required. Experience shall include help desk operations experience, optimizing networks for performance and configuring workstations in the system.

Experience shall have included diagnostics and troubleshooting of related network components. Help desk management responsibilities of a LAN configuration for a period of one (1) year and utilization of current off-the-shelf Network Operating System (NOS) within the past two (2) years.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, twelve (12) months experience supervising computer or network help operations personnel.

*Functional Responsibility:*

- (a) Managerial or lead technical role of help desk operations and/or administration of a LAN environment to include communications, software applications, electronic mail, printing services, outside communication links, UPS service, scheduling services, license administration, file services, NOS service, backup services, and assignment and direction of on-site maintenance personnel to problem locations.
- (b) Maintains help desk records and develops statistics on network and end user problems.
- (c) Schedules hardware and software installations and upgrades.
- (d) Monitors and controls the performance, security, and status of network resources; identifies and diagnoses problems and factors affecting network performance.
- (e) Provides the focal point for user problem reporting and solution.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field; or a high school graduate with 120 classroom hours of technical training in LAN administration and maintenance.

*Substitutions:*

Three (3) years of IT or network experience, in addition to the four (4) years required above, may be substituted for education (excluding high school). No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**212. Commercial Job Title: Help Desk Specialist**

*Minimum/General Experience:*

Two (2) years of progressive technical network experience within the last four (4) years.

*Specialized Experience:*

Eighteen (18) months of progressive specialized technical experience on LAN systems is required. Experience shall include help desk operations experience, optimizing networks for performance and configuring workstations in the system.

Experience shall have included diagnostics and troubleshooting of related network components. Help desk responsibilities of a LAN configuration for a period of one (1) year utilizing a current off-the-shelf Network Operating System (NOS) within the past two (2) years.

*Functional Responsibility:*

- (a) Technical Supporting role of help desk operations and/or administration of a LAN environment to include communications, software applications, electronic mail, printing services, outside communication links, UPS service, scheduling services, license administration, file services, NOS service, backup services, and assignment and direction of on-site maintenance personnel to problem locations.
- (b) Assists in maintaining help desk records and develops statistics on network and end user problems.
- (c) Assists in scheduling hardware and software installations and upgrades.
- (d) Monitors and controls the performance, security, and status of network resources; identifies and diagnoses problems and factors affecting network performance.
- (e) Provides the focal point for user problem reporting and solution.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field, or a high school graduate with 120 classroom hours of technical training in LAN administration and maintenance.

*Substitutions:*

Three (3) years of IT or network experience, in addition to the four (4) years required above, may be substituted for education (excluding high school). No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**213. Commercial Job Title: Supervisory Data Technician**

*Minimum/General/Specialized Experience:*

Five (5) years experience in data entry and verification via various input devices including the latest scanning technologies.

*Supervisory Experience:*

Must have at least three (3) years of experience supervising data entry personnel.

*Functional Responsibility:*

- (a) Works independently as a Task Leader or as a supervisor of other Task Leaders in the performance of data entry activities. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of complex source documents.
- (b) Designs, sets up, and implements special screen formats for specific input requirements. Inputs data from numerous types of source documents requiring various complex formats. Identifies data preparation procedures and distribution of data entry tasks, especially those requiring the use of scanning techniques.

*Minimum Education:*

Must be a high school graduate or equivalent.

*Substitutions:*

Directly related technical education/training may be substituted on the basis of one (1) month of training for one (1) month of experience not to exceed twelve (12) months. No further substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**214. Commercial Job Title: Senior Data Technician**

*Minimum/General/Specialized Experience:*

Three (3) years experience in data entry and verification via various input devices including the latest keyboard and scanning technologies.

*Supervisory Experience:*

Must have at least twelve (12) months of experience supervising data entry personnel.

*Functional Responsibility:*

- (a) Works independently or as a Task Leader in the performance of data entry activities. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of complex source documents.
- (b) Designs, sets up, and implements special screen formats for specific input requirements. Inputs data from numerous types of source documents requiring various complex formats. Identifies data preparation procedures and distribution of data entry tasks, especially those requiring the use of scanning techniques.

*Minimum Education:*

Must be a high school graduate or equivalent.

*Substitutions:*

Directly related technical education/training may be substituted on the basis of one (1) month of training for one (1) month of experience not to exceed twelve (12) months. No further substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**215. Commercial Job Title: Data Technician**

*Minimum/General/Specialized Experience:*

This position requires twelve (12) months of data entry and verification experience utilizing various input devices such as keyboard and scanning devices.

*Functional Responsibility:*

Performs data entry and verification of data where applicable. Data is input from numerous types of source documents requiring various formats. Work requires the application of experience and judgment in following procedures and in searching for, interpreting, selecting, or coding items to be input from a variety of source documents. Performs routine data preparation and distribution when incidental to data entry tasks.

*Minimum Education:*

Must be a high school graduate or equivalent.

*Substitutions:*

No further substitution is allowed.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**216. Commercial Job Title: Supervisory Help Desk Analyst**

*Minimum/General Experience:*

Ten (10) years specialized Level 2 and Level 3 help desk and call center experience including the use of the Remedy and/or Magic applications suites. Must have hands-on experience and applicable certifications on customer- and contract-specific applications, software, infrastructure, and hardware. Significant help desk/call center management experience and Remedy/Magic application maintenance experience is also beneficial.

*Functional Responsibility*

As a principal help desk staff member, provides specialized subject matter expertise and telephonic and on-site support to users in the areas of standard windows desktop applications, agency and contract specific applications, email and network functionality, and customer-specific hardware and infrastructure. Maintains expertise in the use of call center/help desk support applications to facilitate customer services. May also provide oversight or direct management of a call center or help desk enterprise. May be required to provide highly specialized support of unique customer requirements.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field, or a high school graduate with specialized and/or application specific certifications and training.

*Substitutions:*

Three (3) years of IT or help desk experience, in addition to the ten (10) years required above, may be substituted for education (excluding high school). No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**217. Commercial Job Title: Senior Help Desk Analyst**

*Minimum/General Experience:*

Seven (7) years specialized Level 2 and Level 3 help desk and call center experience including the use of the Remedy and/or Magic applications suites. Must have hands-on experience and applicable certifications on customer- and contract-specific applications, software, infrastructure, and hardware. Some help desk/call center management experience and Remedy/Magic application maintenance experience is also beneficial.

*Functional Responsibility*

As a Level 2 help desk staff member, provides specialized subject matter expertise and telephonic and on-site support to users in the areas of standard windows desktop applications, agency and contract-specific applications, email and network functionality, and customer-specific hardware and infrastructure. Maintains expertise in the use of call center/help desk support applications to facilitate customer services. May also provide oversight or direct management of a small to medium call center or help desk operation or provide shift supervision of a large call center or help desk enterprise.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field, or a high school graduate with specialized and/or application specific certifications and training.

*Substitutions:*

Three (3) years of IT or help desk experience, in addition to the seven (7) years required above, may be substituted for education (excluding high school). No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**218. Commercial Job Title: Help Desk Analyst**

*Minimum/General Experience:*

Four (4) specialized Level 2 and Level 3 help desk and call center experience including the use of the Remedy and/or Magic applications suites. Must have hands-on experience and applicable certifications on customer- and contract-specific applications, software, infrastructure, and hardware.

*Functional Responsibility*

Primarily as a Level 2 help desk staff member, provides specialized subject matter expertise and telephonic and on-site support to users in the areas of standard windows desktop applications, agency and contract-specific applications, email and network functionality, and customer-specific hardware and infrastructure. Maintains expertise in the use of call center/help desk support applications to facilitate customer services.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field, or a high school graduate with specialized and/or application specific certifications and training.

*Substitutions:*

Three (3) years of IT or help desk experience, in addition to the four (4) years required above, may be substituted for education (excluding high school). No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**219. Commercial Job Title: Supervisory Enterprise Administrator**

*Minimum/General Experience:*

Three (3) years of progressive technical experience in the administration of network-based systems. Experience may include the administration of systems using cable (fiber, coax, twisted-pair), workstation component (Interface Cards, floppy and hard disks, drivers); (Multiple Access Units [MAUs], Attachment Unit Interfaces [AUs], hubs, gateways, routers, bridges); and network software (operating systems, office automation applications).

*Specialized Experience:*

Experience shall include performance as a LAN or Enterprise Administrator a minimum of three (3) years during the last five (5) years.

*Specific Experience:*

If proposed as a Task Leader/Supervisor, twelve (12) months experience supervising Administrators, Analysts or Engineers in an environment of significant systems operations, maintenance or development activity.

*Functional Responsibility:*

Works independently to administer Enterprise-based operating environments. Performs Enterprise-level diagnostic testing and system troubleshooting of network equipment. Identifies Enterprise problems and works with System Technician personnel to correct problems and restore the Enterprise to normal operations. May schedule and perform preventive maintenance, or coordinate preventive maintenance with remote sites, on all hardware systems connected to the Enterprise as outlined in OEM specifications and maintain maintenance logs of all repairs and replacements required while working with System Technician personnel.

Works independently to install and provide maintenance of Enterprise and Enterprise related components. Performs diagnostic testing and system troubleshooting of Enterprise equipment. Repairs and replaces Enterprise components and maintains hardware performance as required. Develops and ensures compliance with Enterprise Policies regarding server and workstation connection, configuration, integration, and testing. Upgrades system components as required.

*Minimum Education:*

A Bachelor's degree in Computer Science or related field; or a high school graduate with technical certification in network administration or communication networks.

*Substitutions:*

No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**220. Commercial Job Title: Senior Enterprise Administrator**

*Minimum/General Experience:*

Five (5) years of progressive technical experience in the administration of network-based systems. Experience may include the administration of systems using cable (fiber, coax, twisted-pair), workstation component (Interface Cards, floppy and hard disks, drivers); Multiple Access Units (MAUs), Attachment Unit Interfaces (AUIs), hubs, gateways, routers, bridges; and network software (operating systems, office automation applications).

*Specialized Experience:*

Experience shall include performance as a LAN or Enterprise Administrator a minimum of five (5) years during the last eight (8) years.

*Functional Responsibility:*

Works independently to administer Enterprise-based operating environments. Performs Enterprise-level diagnostic testing and system troubleshooting of network equipment. Identifies Enterprise problems and works with System Technician personnel to correct problems and restore the Enterprise to normal operations. May schedule and perform preventive maintenance, or coordinate preventive maintenance with remote sites, on all hardware systems connected to the Enterprise as outlined in OEM specifications and maintain maintenance logs of all repairs and replacements required while working with System Technician personnel.

Works independently to install and provide maintenance of Enterprise and Enterprise related components. Performs diagnostic testing and system troubleshooting of Enterprise equipment. Repairs and replaces Enterprise components and maintains hardware performance as required. Develops and ensures compliance with Enterprise Policies regarding server and workstation connection, configuration, integration, and testing. Upgrades system components as required.

*Minimum Education:*

Must be a high school graduate or equivalent and have completed at least 120 hours training in LAN administration.

*Substitutions:*

No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**221. Commercial Job Title: Enterprise Administrator**

*Minimum/General Experience:*

Three (3) years of progressive technical experience in the administration of network-based systems. Experience may include the administration of systems using cable (fiber, coax, twisted-pair), workstation component (Interface Cards, floppy and hard disks, drivers); Multiple Access Units (MAUs), Attachment Unit Interfaces AUIs, hubs, gateways, routers, bridges; and network software (operating systems, office automation applications).

*Specialized Experience:*

Experience shall include performance as a LAN or Enterprise Administrator a minimum of three (3) years during the last five (5) years.

*Functional Responsibility:*

Works independently to administer Enterprise-based operating environments. Performs Enterprise-level diagnostic testing and system troubleshooting of network equipment. Identifies Enterprise problems and works with System Technician personnel to correct problems and restore the Enterprise to normal operations. May schedule and perform preventive maintenance, or coordinate preventive maintenance with remote sites, on all hardware systems connected to the Enterprise as outlined in OEM specifications and maintain maintenance logs of all repairs and replacements required while working with System Technician personnel.

Works independently to install and provide maintenance of Enterprise and Enterprise related components. Performs diagnostic testing and system troubleshooting of Enterprise equipment. Repairs and replaces Enterprise components and maintains hardware performance as required. Develops and ensures compliance with Enterprise Policies regarding server and workstation connection, configuration, integration, and testing. Upgrades system components as required.

*Minimum Education:*

Must be a high school graduate or equivalent and have completed at least 80 hours training in LAN administration.

*Substitutions:*

No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**222. Commercial Job Title: Supervisory Asset Control Specialist**

*Minimum/General Experience:*

Five (5) years of progressive asset control experience with supervisory experience. At least three (3) years of additional experience in the control of information technology (IT) and telecommunications assets.

*Specialized Experience:*

Three (3) years experience in the control of IT assets implementing and maintaining asset control systems, including data entry, data verification, and data reconciliation with stringent guidelines and rules for accuracy. Some experience with an automated tracking system.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, eighteen (18) months experience supervising activities similar to those included in the specific task to which assigned.

*Functional Responsibility*

Directs and manages overall control of assets and asset control specialists.

- (a) Responsible for the managerial and technical administration of the asset tracking system.
- (b) Analyzes and communicates the corrective actions required to resolve any issues related to asset status. Performs frequent checks to assure a high level of accuracy.

*Minimum Education:*

A Bachelor's degree; or a high school graduate with additional applicable experience.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**223. Commercial Job Title: Senior Asset Control Specialist**

*Minimum/General Experience:*

Four (4) years of progressive asset control experience within the last five (5) years.

*Specialized Experience:*

Two (2) years of experience in the control of IT assets implementing and maintaining asset control systems, including data entry, data verification, and data reconciliation with stringent guidelines and rules for accuracy. Some experience with an automated tracking system.

*Supervisory Experience:*

If proposed as a Task Leader/Supervisor, twelve (12) months experience supervising activities similar to those included in the specific task to which assigned.

*Functional Responsibility:*

Directs, manages, and performs overall control of assets and asset control specialists.

- (a) Responsible for the managerial and technical administration of the asset tracking system.
- (b) Analyzes, communicates, and implements the corrective actions required to resolve any issues related to asset status. Performs frequent checks to assure a high level of accuracy.
- (c) Performs certifications to verify accuracy of asset reports.
- (d) Analyzes, communicates, and implements the corrective actions required to resolve any issues related to asset status. Performs frequent checks to assure a high level of accuracy.

*Minimum Education:*

A Bachelor's degree; or a high school graduate with substitute years of experience.

*Substitutions:*

Three (3) years of asset control experience, in addition to the four (4) years required above, may be substituted for education (excluding high school).

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**224. Commercial Job Title: Asset Control Specialist**

*Minimum/General Experience:*

Two (2) years of progressive asset control experience within the last five (5) years.

*Specialized Experience:*

Two (2) years of experience in the control of IT assets implementing and maintaining asset control systems, including data entry, data verification, and data reconciliation with stringent guidelines and rules for accuracy. Some experience with an automated tracking system.

*Functional Responsibility:*

Works independently to perform overall control of assets. Performs data entry functions as necessary to ensure proper tracking of assets in automated system. Implements corrective actions required to resolve any issues related to asset status. Performs frequent checks to assure a high level of accuracy of the data. Performs routine scheduled certifications to verify accuracy of system data.

*Minimum Education:*

Must be a high school graduate or equivalent.

*Substitutions:*

No substitution of education for experience is permitted.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Mark Kleckner; [markk@trawick.com](mailto:markk@trawick.com); Fax 301-656-2251.

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

**IT Professional Services Prices (revised July 15, 2005)**

**D308 Programming Services**

<b>Skill</b>	<b>Position Title</b>	<b>1/22/05 – 1/21/06</b>	<b>1/22/06 – 1/21/07</b>	<b>1/22/07 – 1/21/08</b>
101	Senior Project Manager	\$119.57	\$124.35	\$129.33
102	Project Manager	\$107.02	\$111.30	\$115.75
103	Senior Subject Matter Specialist	\$95.00	\$98.80	\$102.75
104	Subject Matter Specialist	\$85.23	\$88.64	\$92.18
105	Senior Analyst	\$62.79	\$65.30	\$67.91
106	Analyst	\$44.55	\$46.33	\$48.19
107	Senior Software Engineer	\$48.05	\$49.97	\$51.97
108	Software Engineer	\$37.13	\$38.62	\$40.16
109	Junior Software Engineer	\$33.44	\$34.78	\$36.17
110	Senior Enterprise Engineer	\$89.54	\$93.12	\$96.85
111	Enterprise Engineer	\$74.26	\$77.23	\$80.32
112	Junior Enterprise Engineer	\$54.60	\$56.78	\$59.06
113	Senior Engineer (Electrical)	\$65.51	\$68.13	\$70.86
114	Engineer (Electrical)	\$58.99	\$61.35	\$63.80
115	Technical Writer	\$32.21	\$33.50	\$34.84
116	Word Processor	\$25.15	\$26.16	\$27.20
117	Senior Security Analyst	\$76.60	\$79.66	\$82.85
118	Security Analyst	\$58.04	\$60.36	\$62.78
119	Junior Security Analyst	\$38.77	\$40.32	\$41.93
120	Senior DBMS Specialist	\$66.39	\$69.05	\$71.81
121	DBMS Specialist	\$46.32	\$48.17	\$50.10
122	Management Requirements Analyst	\$47.23	\$49.12	\$51.08

**AUTHORIZED IT PROFESSIONAL SERVICES SCHEDULE  
PRICE LIST FSC GROUP 70, PART I, SECTIONS B & C**

IT Professional Services Prices (revised July 15, 2005) *continued*

**D301 IT Facility Operation and Maintenance**

<b>Skill</b>	<b>Position Title</b>	<b>1/22/05 – 1/21/06</b>	<b>1/22/06 – 1/21/07</b>	<b>1/22/07 – 1/21/08</b>
201	Supervisory Systems Technician	\$58.33	\$60.66	\$63.09
202	Senior Systems Technician	\$41.26	\$42.91	\$44.63
203	Systems Technician	\$29.96	\$31.16	\$32.40
204	Supervisory Network Engineer	\$81.69	\$84.96	\$88.36
205	Senior Network Engineer	\$73.31	\$76.24	\$79.29
206	Network Engineer	\$65.37	\$67.98	\$70.70
207	Supervisory Network Administrator	\$58.94	\$61.30	\$63.75
208	Senior Network Administrator	\$48.96	\$50.92	\$52.96
209	Network Administrator	\$37.74	\$39.25	\$40.82
210	Supervisory Help Desk Specialist	\$54.46	\$56.64	\$58.90
211	Senior Help Desk Specialist	\$44.58	\$46.36	\$48.22
212	Help Desk Specialist	\$35.40	\$36.82	\$38.29
213	Supervisory Data Technician	\$37.19	\$38.68	\$40.22
214	Senior Data Technician	\$31.86	\$33.13	\$34.46
215	Data Technician	\$27.01	\$28.09	\$29.21
216	Supervisory Help Desk Analyst	\$95.69	\$99.52	\$103.50
217	Senior Help Desk Analyst	\$83.02	\$86.34	\$89.79
218	Help Desk Analyst	\$74.51	\$77.49	\$80.59
219	Supervisory Enterprise Administrator	\$79.48	\$82.66	\$85.97
220	Senior Enterprise Administrator	\$68.31	\$71.04	\$73.88
221	Enterprise Administrator	\$58.61	\$60.95	\$63.39
222	Supervisory Asset Control Specialist	\$63.32	\$65.85	\$68.49
223	Senior Asset Control Specialist	\$54.89	\$57.09	\$59.37
224	Asset Control Specialist	\$35.13	\$36.54	\$38.00