

# THOMAS & HERBERT CONSULTING LLC

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

Special Item No. 132-51 Information Technology Professional Services

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Thomas & Herbert Consulting LLC  
1901 North Moore Street, Suite 700  
Arlington, VA 22209  
Corporate Office: 703-248-8116  
Fax: 703-248-8320

Contract Number: **GS-35F-0292J**

Base Contract Award Date: **12 March 1999**

Period Covered by Contract: **27 May 2009 – 26 May 2014 (Option Period 2)**

General Services Administration  
Federal Supply Service

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



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

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

#### **1. Geographic Scope of Contract:**

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

#### **Thomas & Herbert Consulting's Ordering Address and Payment Information:**

##### **Ordering:**

**1901 North Moore Street STE 700  
Arlington, VA 22209**

##### **Payment:**

**1901 North Moore Street STE 700  
Arlington, VA 22209**

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

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

**703-248-8116**

**Attn: Deana Herbert**

#### **3. LIABILITY FOR INJURY OR DAMAGE**

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

#### **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: 94-926-4550

Block 30: Type of Contractor: A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business: No

Block 36: Thomas & Herbert Consulting's Taxpayer Identification Number (TIN): 52-1971982



**4a. CAGE Code: 076K2**

**5. FOB Destination**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated between Thomas & Herbert Consulting and the ordering agency.

Expedited Delivery Times are Negotiated between Thomas & Herbert Consulting and the ordering agency.

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact Thomas & Herbert Consulting for the purpose of obtaining accelerated delivery. Thomas & Herbert Consulting shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by Thomas & Herbert Consulting in writing.) If Thomas & Herbert Consulting 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. Government Educational Institutions receive the same discount as all other Government customers

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

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

**9. Statement Concerning Availability of Export Packing:** Not applicable

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

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

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

The maximum dollar value per order for all IT Professional services will be \$500,000.

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

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

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

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

**b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that

represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

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

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

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

**NOTE:** For orders exceeding the maximum order threshold, Thomas & Herbert Consulting may:

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

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

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

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

**g. Documentation.** Orders should be documented, at a minimum, by identifying 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 contractor, 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 Thomas & Herbert Consulting.

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

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

**14. SECURITY REQUIREMENTS.** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, 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 lesser.

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

## **16. GSA Advantage!**

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

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

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

## **17. PURCHASE OF 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;
- (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 Thomas & Herbert Consulting.

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

## **19. 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 s. 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.

## **20. CONTRACTOR TEAM ARRANGEMENTS**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. 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.

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

### **1. SCOPE**

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. Thomas & Herbert Consulting shall provide services at Thomas & Herbert Consulting's facility and/or at the Government location, as agreed to by Thomas & Herbert Consulting 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 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 know-how, 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 quotation 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 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 time and material orders.

(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 Thomas & Herbert Consulting 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' costs associated with responding to requests for quotations for specific orders. Requests should be tailored to the minimum necessary for adequate evaluation and selection for order placement.

(iii) Evaluate quotations 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 the 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 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 Thomas & Herbert Consulting 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' quotations 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 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, Thomas & Herbert Consulting 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 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 contractor, 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. Thomas & Herbert Consulting shall commence performance of services on the date agreed to by Thomas & Herbert Consulting and the ordering office.

b. Thomas & Herbert Consulting agrees to render services only during normal working hours, unless otherwise agreed to by Thomas & Herbert Consulting and the ordering office.

c. Thomas & Herbert Consulting 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 THOMAS & HERBERT CONSULTING**

Thomas & Herbert Consulting shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

### **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 Thomas & Herbert Consulting 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 Thomas & Herbert Consulting.

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 contractor or its affiliates or (ii) impair contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the contractor, 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**

Thomas & Herbert Consulting, 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 Thomas & Herbert Consulting, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (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.

#### **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 Thomas & Herbert Consulting 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.

**15. DESCRIPTION OF IT SERVICES AND PRICING**

**LABOR CATEGORY PRICING**

*GSA is currently reviewing our rates for 5/27/10 – 5/26/14.  
We will post those rates as soon as they are available.*

CLIN #	Labor Categories	5/27/09 to 5/26/10
15	Application Architect	\$183.02
20	Application Developer I	\$97.89
21	Application Developer II	\$95.32
17	Application Developer III	\$104.34
48	Application Programmer	\$108.61
11	Bus./Architect/Designer	\$181.73
19	Business Analyst I	\$104.34
16	Business Analyst II	\$110.78
62	Clerical	\$46.65
65	Configuration Manager Engineer	\$51.37
47	Database Analyst I	\$80.03
14	Database Designer	\$130.15
43	Database Engineer I	\$46.57
44	Database Engineer II	\$76.60
61	Emerging Technology Expert	\$91.75
23	Facilitator	\$110.78
4	Information Engineer/Data Modeler	\$57.09
55	Information Technology Analyst I	\$55.16
54	Information Technology Analyst II	\$74.50
53	Information Technology Analyst III	\$102.78
52	Information Technology Analyst IV	\$116.07
51	Information Technology Analyst V	\$137.79
50	Information Technology Analyst VI	\$138.20
24	Infrastructure Specialist I	\$72.10
25	Infrastructure Specialist II	\$78.53
66	Instructor I	\$45.94
7	Instructor II	\$107.04
6	Management Analyst	\$77.11
33	Manager - IT/Technical I	\$143.03
34	Manager - IT/Technical II	\$168.83
37	Network Engineer I	\$75.09
10	Performance Engineer I	\$166.11
9	Performance Engineer II	\$201.08
31	Principal Computer Scientist I	\$162.40
32	Principal Computer Scientist II	\$172.70
26	Principal Engineer I	\$117.25
27	Principal Engineer II	\$143.03
5	Process Modeler	\$94.97

60	Procurement Management Expert	\$91.75
68	Program Control Specialist	\$45.94
28	Programming Specialist I	\$65.65
29	Programming Specialist II	\$78.53
30	Programming Specialist III	\$130.15
64	Project Control Officer	\$103.43
1	Project Manager	\$102.78
69	Quality Assurance Engineer	\$66.70
40	Senior Business Process Reengineering Specialist	\$124.71
39	Senior Information Engineer	\$114.18
70	Software Engineer I	\$51.37
71	Software Engineer II	\$76.60
2	Software Engineer III	\$89.79
3	Software Engineer IV	\$116.46
22	Subject Matter Expert I	\$112.07
56	Subject Matter Expert II	\$151.39
46	Systems Administrator I	\$80.81
36	Systems Analyst	\$87.39
35	Systems Architect	\$89.79
41	Systems Engineer I	\$52.54
42	Systems Engineer II	\$89.79
38	Systems Engineer III	\$106.77
49	Systems Programmer	\$83.66
18	Team Leader	\$117.25
12	Technical Architect	\$194.63
8	Technical Writer I	\$57.51
63	Technical Writer II	\$59.59
59	Technician I	\$46.65
58	Technician II	\$48.39
57	Technician III	\$62.43
45	Test Engineer	\$51.37
13	Testing Manager	\$130.15
72	Training Documentation Specialist	\$29.54
67	Training Specialist	\$51.37

## **LABOR CATEGORY DESCRIPTIONS**

### **CLIN NO: 015**

#### **JOB TITLE: APPLICATION ARCHITECT**

**Minimum/General Experience:** Relative experience in ensuring that applications meet the business requirements.

**Functional Responsibilities:** Ensures that the intended application meets the future business requirements. Provides insight into establishing standards and guidelines to ensure consistency is applied throughout the application.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience and 3 years of specialized experience

### **CLIN NO: 020**

#### **JOB TITLE: APPLICATION DEVELOPER I**

**Minimum/General Experience:** Relative experience in implementing designs using technologies that meet the requirements.

**Functional Responsibilities:** Develops and implements designs using technologies (i.e., C++, JAVA, Visual Basic, etc.) identified to meet the future technological requirements. Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts. Develops block diagrams, flow charts. Translates design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program ; and user documentation. Enhances software to reduce operating time or improve efficiency. Provides direction to programmers as required ensuring program deadlines are met.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 1 year of general experience.

### **CLIN NO: 021**

#### **JOB TITLE: APPLICATION DEVELOPER II**

**Minimum/General Experience:** Relative experience in designing, developing and implementing applications that meet the business objectives identified.

**Functional Responsibilities:** Develops and implements designs/specifications thereby meeting the business objectives identified during the design phase using technologies (i.e., C++, JAVA, Visual Basic, etc.) identified to meet the future technological requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience.

### **CLIN NO: 017**

#### **JOB TITLE: APPLICATION DEVELOPER III**

**Minimum/General Experience:** Relative experience in performing work related to systems or applications.

**Functional Responsibilities:** May Perform Work On Operating Systems Or Applications. Prepares A Variety Of Computer Programs, Associated Documentation, And Design Specifications, Including Logical System Design Diagrams. Assists In And/Or Conducts Detailed Analysis Of Defined System Specifications And Assist In And/Or Develop Methods For Problem Solution. Converts Symbolic Statements Of Work Processes To Detailed Design, And Coding Into Program Language. Assists In And/Or Develops Detailed Programs And Design And Produces Diagrams Indicating Mathematical Computations, Sequence Data, And Solutions. Additionally, Is Involved With Test And System Integration (Unit And/Or Software Integration) Of Programs And Consequent Debugging Of Errors. Primary Scope Of Responsibility Is The Analysis, Design, Development, Testing, And Debugging Of Computer Software In Support Of Distinct Product Hardware (Computer Or Other Electrical/Electronic Device) Or Technical (Computer) Service Line (S).

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 5-7 years of general experience.

**CLIN NO: 048****JOB TITLE: APPLICATION PROGRAMMER**

**Minimum/General Experience:** Relative experience in development and implementation of applications

**Functional Responsibilities:** Converts symbolic statements of work processes to detailed design, and coding into program language. Assists in and/or develops detailed programs and design and produces diagrams indicating mathematical computations, sequence data, and solutions. Additionally, is involved with test and system integration (unit and/or software integration) of programs and consequent debugging of errors. Demonstrated familiarity and experience in completing software tasks using C++, Object Oriented software analysis, design and programming (C++ on UNIX/Solaris 2.5 or above) including make files, CM, UNIX shell scripting. Software analysis, architecture and design using the Object Modeling Technique (OMT/Rumbaugh) and CASE Tools (Rational Rose) Information Management using Object-to-Relational concepts; SQL and Informix. Prototyping. Experience with Object Class Libraries and Object Frameworks (Rogue Wave- tools, h++, dbtools) GUI development (X Windows/Motif; builder tools – UIM/X, McCabe, Test tools).

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 8 years of general experience and 4 years of specialized experience.

**CLIN NO: 011****JOB TITLE: BUS./ARCHITECT/DESIGNER**

**Minimum/General Experience:** Relative experience in system design and business solutions. Experience should also include developing business solutions and combining system components to meet business requirements.

**Functional Responsibilities:** Contributes to the design and delivery of business solution components. Reviews team work products to ensure that they are accurate, consistent, and meet client requirements. Architects, designs and develops integrated business/engineering systems and products to support the achievement of the customers' business goals. Leads others in the definition of the project scope, plans and deliverables including cost projection and proposed implementation dates. Controls project requirements, scope and change management issues. Assists leadership in determining tactical and strategic direction of the division/organization. Works with others to develop and propose new business and technical opportunities to leadership and/or the customer. Monitors market trends and the work of standard bodies to assist the customer in defining technical standards

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience.

**CLIN NO: 019****JOB TITLE: BUSINESS ANALYST I**

**Minimum/General Experience:** Relative experience in testing business applications with a focusing on the business perspective.

**Functional Responsibilities:** Under general direction, supports the development, enhancement, and maintenance of business solutions in support of information technology planning, research, and implementation. Business solutions are based on the customer needs and crafted to drive the development of information technology solutions. Documents customer specifications and interacts with other support groups to apply understanding of customers business. Supports aspects of the business cycle including proposals, feasibility studies, implementations, and new business development. Plans and leads customer projects with some guidance. Anticipates, researches, identifies, and develops solutions to customer problems. Participates in training activities for peers and customers. Initiates measures to eliminate non-value added activities through process improvement. Communicate business solutions to information technology committee and implementation team to ensure that business requirements are implemented accurately and meet the customer's requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 3 years of general experience.

**CLIN NO: 016****JOB TITLE: BUSINESS ANALYST II**

**Minimum/General Experience:** Relative experience in testing business applications with a focusing on the business perspective.

**Functional Responsibilities:** Manages, directs, and the supports the development, enhancement, and maintenance of business solutions in support of information technology planning, research, and implementation. Business solutions are based on the customer needs and crafted to drive the development of information technology solutions. Acts as a liaison between customers and other support groups to identify business processes, systems, and product requirements. Documents customer specifications and interacts with other support groups to apply understanding of customers business. Supports aspects of the business cycle including proposals, feasibility studies, implementations, and new business development. Plans and leads customer projects with some guidance. Anticipates, researches, identifies, and develops solutions to customer problems. Participates in training activities for peers and customers. Initiates measures to eliminate non-value added activities through process improvement. Communicate business solutions to information technology committee and implementation team to ensure that business requirements are implemented accurately in automated information systems and supporting applications, and meet the customer's requirements.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience.

**CLIN NO: 062**

**JOB TITLE: CLERICAL**

**Minimum/General Experience:** None

**Functional Responsibility:** Provides office assistance including reproduction, timesheet reporting, meeting scheduling, addressing correspondence, office equipment management, and assisting professional staff as required.

**Minimum Education:** High School Diploma

**CLIN NO: 065**

**JOB TITLE: CONFIGURATION MANAGER ENGINEER**

**Minimum/General Experience:** Relative experience in the administration of Configuration Management activities.

**Functional Responsibilities:** Sr. CDM Administrator participates in the coordination and administration of Configuration Management activities relative to identification, control and accounting for MCS software development and associated products. Will routinely interact with various internal and external contractors and customer during the processing of requests for change, action items, release of deliverables and administration of configuration control boards and working groups. Processing engineering change proposals and subsequent specification change notices. Support of CM software builds maintenance of the product baselines and related status reporting. Strong interpersonal skills. Ability to develop CM procedures in compliance with contractual direction and established process standards. Ability to anticipate troubleshoots and proposes solutions to difficult problems. Self-starter, able to work in a team environment.

**Minimum Education:** Bachelors or Advanced degree or equivalent experience and 6 years configuration data management experience.

**CLIN NO: 047**

**JOB TITLE: DATABASE ANALYST I**

**Minimum/General Experience:** Relative experience in making organizational and computer database changes.

**Functional Responsibilities:** Analyzes organizational and computer database systems. Designs and implements computer database systems in both standalone and network configurations. Is knowledgeable in both commercially available off-the-shelf (COTS) and custom database software platforms. Develops technical documentation detailing the installation procedures.

**Minimum Education:** A minimum of 3 years experience in database design, configuration, and implementation.

**CLIN NO: 014**

**JOB TITLE: DATABASE DESIGNER**

**Minimum/General Experience:** Relative experience in information management, database design for the enterprise and stand alone systems.

**Functional Responsibilities:** Works with clients to set the information management direction for an enterprise. Provides insight and advice to board- clients concerning the strategic direction for data management. Conducts information technology assessments and large-scale data management reviews, and provides quick solutions for urgent client needs.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience.

**CLIN NO: 043**

**JOB TITLE: DATABASE ENGINEER I**

**Minimum/General Experience:** Relative experience in and Knowledge of system architecture (s), operational systems, programming languages, data management & system engineering techniques. C++ and Object Oriented Design. Experience with CASE tools (RTM, Clear Case), BPWIN, ERWIN, Rational Rose. Strong written, oral and interpersonal skills. Familiar with MS Office 97.

**Functional Responsibilities:** System requirement analysis, decomposition, derivation and documentation. Maintenance of contractual and engineering baselines. System design and design documentation. Software design, development and test support. System integration and test support plus risk identification and mitigation. Relational database design and implementation such as Informix. Process Improvement.

**Minimum Education:** Bachelors Degree in technical discipline and 3 years of experience.

**CLIN NO: 044**

**JOB TITLE: DATABASE ENGINEER II**

**Minimum/General Experience:** Experience with CASE tools (BPWIN, ERWIN, and Rational Rose). MS Office 97 Suite. Must possess strong written, oral and interpersonal skills and a broad knowledge of one or more areas of system architecture (s) including operational systems, programming languages, data management & systems, engineering techniques, design methodologies – preferably C++/Object Oriented Design. Regarded as a technical expert in one or more areas and/or disciplines

**Functional Responsibilities:** Develops within broad objectives, engineering/scientific designs, consistent with product needs, strategy and business considerations. Solves very complex problems in specialty areas that require the continued application of a very high degree of innovation and creativity. Leads a group or may work independently on very complex technical projects. Identifies problems and recommends alternatives. Negotiates interface decisions that affect and require the integration of the database engineering work into related projects. Responsible for documenting interfaces between segments of a complex project. Maintains current knowledge of changes, advancements and/or improvements within designated areas of assignment or specialization, incorporates identified improvements where applicable. Communicates and mentors other technical functions on identified advancements/ improvements. Attends technical exchange meetings relevant to assigned responsibilities. Meets with vendors and the Customer to exchange information and/or solve problems. Documents work results and prepares technical papers on significant results. Assumes additional responsibilities as required. Develops plans, conducts technical activities and originates very complex designs, within broad objectives, resulting in new and original systems, products, components, processes, methods, scientific applications or improved production. Provides technical guidance to engineering/scientific groups (CSCI teams) to facilitate planning, determine technical direction or solve technical problems. Relative experience in system requirement analysis, decomposition, derivation and documentation.

**Minimum Education:** Bachelors Degree in a technical discipline and 6 years experience in an integrated product team environment.

**CLIN NO: 061**

**JOB TITLE: EMERGING TECHNOLOGY EXPERT**

**Minimum/General Experience:** Experience may have been gained in academic/commercial/government environment.

**Functional Responsibilities:** To assist senior Technology Experts as required while utilizing acquired experience to perform assigned work. This work may be general in nature until the Emerging Technology Expert acquires enough expertise to focus in a specific area.

**Minimum Education:** Bachelor's Degree in an Information Technology discipline and 1 year experience.

**CLIN NO: 023****JOB TITLE: FACILITATOR**

**Minimum/General Experience:** Relative experience in conducting workshops on focused topics.

**Functional Responsibilities:** Acts as a consultant to the project manager; assists in project decision-making; manages all facilitation workshop exercises and activities; guides the session participants in achievement of their objectives. Plans, coordinates and manages facilitation workshop exercises and activities. Ensures that workshop accomplishes its agenda in a timely manner. Functions as impartial mediator in discussions and disputes involving workshop participants. Sets the rules for the facilitation process and guides project decision-making within those rules. Creates a project team that will work together effectively and productively. Participates in pre-session planning activities. May perform other duties as assigned.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 5 years of general experience.

**CLIN NO: 004****JOB TITLE: INFORMATION ENGINEER/DATA MODELER**

**Minimum/General Experience:** Provides functional and data requirements analysis, data standardization, logical data modeling expertise to document client information requirements. Must have expertise in developing and implementing data models or logical within an organization's functional and technical architectures. Interface with the application developers, database administrators, or other technical personnel to understand data contained in automated information systems.

**Functional Responsibilities:** Provides functional and data requirements analysis, data standardization, and logical data modeling expertise to deliver information engineering support for large- and small-scale projects. Develops and implements organization-wide data models to be used as the framework for designing, developing, and implementing integrated information technology architectures. Applies forward and reverse engineering approaches and information engineering methodologies to develop models for all IT environments. Facilitate sessions with application developers, database administrators, or other technical personnel to capture requirements and understand data contained in automated information systems. Evaluates clients' workflow, business processes, and supporting automated information systems to identify areas for improvement. Employs system analysis and design processes to craft robust automated information systems. Provides support to the team leader in planning, coordinating, and managing the data modeling tasks.

**Minimum Education:** Bachelors Degree in a related field or 3years of general experience, and 3 years of specialized experience in Information Engineering.

**CLIN NO: 055****JOB TITLE: INFORMATION TECHNOLOGY ANALYST I**

**Minimum/General Experience:** Relative experience in developing requirements for product inspection.

**Functional Responsibilities:** Works under close supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

**Minimum Education:** Bachelor's Degree in Information Technology or related field with 1 year experience.

**CLIN NO: 054****JOB TITLE: INFORMATION TECHNOLOGY ANALYST II**

**Minimum/General Experience:** Relative experience in developing requirements for product inspection.

**Functional Responsibilities:** Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

**Minimum Education:** Bachelor's Degree and 2 years progressive Information Technology (IT) experience.

**CLIN NO: 053****JOB TITLE: INFORMATION TECHNOLOGY ANALYST III**

**Minimum/General Experience:** Relative experience in at least one project must have occurred within the past 3 years developing requirements of product inspection from beginning to conclusion.

**Functional Responsibilities:** Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

**Minimum Education:** Bachelor's Degree and 3 years progressive Information Technology (IT) experience.

**CLIN NO: 052**

**JOB TITLE: INFORMATION TECHNOLOGY ANALYST IV**

**Minimum/General Experience:** One (1) year in management of substantial IT projects. One (1) year of this experience must have been in managing large IT services contract that was staffed with people of various job categories and skills.

**Functional Responsibilities:** Supports a senior analyst with both technical and administrative tasks related to the project with direct responsibility for assuring the correctness of a product.

**Minimum Education:** Bachelor's Degree and 4 years progressive Information Technology (IT) experience.

**CLIN NO: 051**

**JOB TITLE: INFORMATION TECHNOLOGY ANALYST V**

**Minimum/General Experience:** Relative experience in providing technical and administrative direction for tasks and reviewing work products. One (1) year in management of substantial IT projects. One (1) year of this experience must have been in managing large IT services contract, including people of various job categories and skills and must have occurred in the last 4 years

**Functional Responsibilities:** Provides assistance to the Information Technology Analysis VI. Provides technical and administrative direction for tasks, including review of work products for correctness, compliance with industry-accepted standards, information technology standards, and customer's standards specified in specific task orders and statements of work.

**Minimum Education:** Bachelor's Degree with 5 –7 years progressive Information Technology (IT) experience.

**CLIN NO: 050**

**JOB TITLE: INFORMATION TECHNOLOGY ANALYST VI**

**Minimum/General Experience:** Relative experience in at least one project must have occurred within the past 3 years. Provides information technology leadership and management of information technology analyst. Ensures that information technology plans, methodologies, tools, and products are developed in accordance with project goals and objectives by the entire team.

**Functional Responsibilities:** Provides leadership for strategic and operational use and integration information technology to solve business problems. Serves as the information manager to execute information technology strategic planning and management. Formulates and implements enterprise-wide information resources infrastructure and common operating environment, including hardware/software, security, risk management, Ensures problem resolution and customer satisfaction for individual delivery orders; provides supervisory, technical, and administrative direction for personnel performing.

**Minimum Education:** Bachelors Degree in Computer Science or related field and 8-10 years progressive Information Technology (IT) experience.

**CLIN NO: 024**

**JOB TITLE: INFRASTRUCTURE SPECIALIST I**

**Minimum/General Experience:** Relative experience in designing, implementing and maintaining automated systems and applications. Experience also entails designing, planning and developing applications for resource management.

**Functional Responsibilities:** Assists the II Infrastructure Specialist in designs, implements, and maintains automated systems and applications programs for data resource management. Plans and designs databases, storage structure, and access strategies. Determines the content of databases and maintains integrity of data dictionary; provides for security and validation of data for recovery procedures. Documents data entities, structures, access procedures, and security provisions; implements vendor enhancements to database software; monitors efficiency of databases and related software Advises and assists applications personnel as needed in conversion of systems to databases. Primary scope of responsibility is the analysis, design,

development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. Incumbents generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line. Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications. Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 2 years of related experience.

**CLIN NO: 025**

**JOB TITLE: INFRASTRUCTURE SPECIALIST II**

**Minimum/General Experience:** Relative experience leading the design efforts of automated systems, implementing and maintaining automated systems and applications. Experiences must also entail designing, planning and developing applications for resource management. Musty also have experience in determines the content of databases and maintains integrity of data dictionary; provides for security and validation of data for recovery procedures.

**Functional Responsibilities:** Designs, implements, and maintains automated systems and applications programs for data resource management. Plans and designs databases, storage structure, and access strategies. Determines the content of databases and maintains integrity of data dictionary; provides for security and validation of data for recovery procedures. Documents data entities, structures, access procedures, and security provisions; implements vendor enhancements to database software; monitors efficiency of databases and related software; and advises and assists applications personnel as needed in conversion of systems to databases. Primary scope of responsibility is the analysis, design, development, testing, and debugging of computer software in support of distinct product hardware computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. Incumbents generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line. Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications. Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment. Provides technical support for, and coordinates, the installation, operation, and maintenance of telecommunication networks and systems. Provides leadership in analysis design, engineering, and equipment requirements to support telecommunications use; evaluates hardware, software, and network capabilities; performs design and engineering for major telecommunications systems to ensure high-quality, cost-effective operations; coordinates installation, testing, and maintenance of network; and provides technical guidance to telecommunications users.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 4 years of general experience and 2 years of specialized experience.

**CLIN NO: 066**

**JOB TITLE: INSTRUCTOR I**

**Minimum/General Experience:** Relative experience in planning schedules and arranging activities to accomplish the objectives of their assignments. Must have instructed technical classes, including the planning, coordinating and preparation of materials for class.

**Functional Responsibilities:** Work is performed without appreciable direction and participants in determining objectives of assignment. Plans schedules and arranges own activities as work is reviewed upon completion; erroneous decisions would normally have a serious effect on the administration of the organization; represents the organization/company as a prime contact an contracts or projects and interacts with senior internal and external personnel. The output is a highly beneficial class or instruction, which will aid the attendees in their job.

**Minimum Education:** Bachelors Degree and 2 years experience.

**CLIN NO: 007**

**JOB TITLE: INSTRUCTOR II**

**Minimum/General Experience:** Instructs and assists other instructors in organizing, preparing, and conducting classroom training and development programs including COTS training; delivers independent class-

room training; assists in training analysis activities; offer training state-of-the-art technology such as Microsoft and Oracle products, etc.

**Functional Responsibilities:** Develops IT-related courseware and training materials; modifies and updates existing IT-related courseware when required; develops training guides for students and instructors; reviews and critiques training materials; coordinates timing and attendance of classroom training; maintains records of participant progress and program effectiveness; good platform and delivery skills; group management and motivational skills.

**Minimum Education:** Bachelor's Degree and 3 to 5 years equivalent related experience in the training subject area.

**CLIN NO: 006**

**JOB TITLE: MANAGEMENT ANALYST**

**Minimum/General Experience:** Analyzes, develops, and reviews organizational business practices, computer software, automated information systems, and collect information concerning all aspects of business operations. Collects information regarding the organization's mission, goals, objectives, and existing information technology programs.

**Functional Responsibilities:** Provides requirements analysis, design, and development business and technical material. Develops requirements for software applications based on information received from users and other activities such as feasibility studies, independent verification and validation analysis, etc.) Must possess good oral, written and people skills. Advises and recommends areas of program planning, business management, program coordination. Validates resource requirements and develops cost estimate models. Performs risk analysis on project tasks.

**Minimum Education:** Bachelors Degree or 3 to 5 years experience in a related discipline.

**CLIN NO: 033**

**JOB TITLE: MANAGER – IT/TECHNICAL I**

**Minimum/General Experience:** Relative experience in leadership roles with emphasis on aspects of the direction of programs and projects to determine the most cost-effective and timely accomplishment of business objectives.

**Functional Responsibilities:** Provides technical direction to a program or several small programs to ensure timely and cost-effective accomplishment of business objectives. Maintains a close liaison with clients on technical, management, and budgetary matters and implements work changes directed by the client with concurrence of upper management. Understands the technical/engineering dynamics of a particular project/subject, and can prepare and manage a solution. Functional Areas in this category include Information Systems, Release/Project Management, Computer Operations, Logistics, and Technical Communications development. IS - Responsible for effectively planning, managing, and promoting technology applications within and external to the organization using contemporary systems technology, procedures, and methods. May be responsible for preparation of and adherence to budgets and business plans. May be responsible for one of the following: information center, database management, data security, telecommunications, and training. Computer Operations - Schedules and coordinates daily computer operations. Responsible for coordinating and/or conducting proper staffs training on the operation of computer systems and associated peripheral equipment. May resolve operational problems when necessary. Logistics - Determines system support requirements based on system design and development. Responsibilities include the design of the prime mission equipment for supportability and the design of the overall support capability of the system. Activities may encompass establishing initial system support requirements (i.e., criteria and constraints), developing maintenance concepts, allocating support requirements, designing and developing new elements of logistic support (i.e., test equipment, facilities), testing and evaluating system support capability, and performing various phases of logistic support analysis. Comm Design - Supports local and wide area network (LAN/WAN) communications system design/development efforts, including interface software design/development for legacy communications environments. Provides software implementations of interface protocol requirements, and message traffic design/development of computer-to-computer interfaces among autonomous systems and/or subsystems within a system. Participates in software integration testing of communications hardware routers, bridges, connectors, switches, and associated commercial off-the-shelf software in order to implement/field a design solution for interconnecting disparate local and geographically dispersed computer hardware.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience and 3 years of specialized experience.

**CLIN NO: 034**

**JOB TITLE: MANAGER – IT/TECHNICAL II**

**Minimum/General Experience:** Provides technical direction to a program or several small programs to ensure timely and cost-effective accomplishment of business objectives. Maintains a close liaison with clients on technical, management, and budgetary matters and implements work changes directed by the client with concurrence of upper management. Understands the technical/engineering dynamics of a particular project/subject, and can prepare and manage a solution. Functional Areas in this category include information Systems, Release/Project Management, Computer Operations, Logistics, and Technical Communications development.

**Functional Responsibilities:** Responsible for effectively planning, managing, and promoting technology applications within and external to the organization using contemporary systems technology, procedures, and methods. May be responsible for preparation of and adherence to budgets and business plans. May be responsible for one of the following: information center, database management, data security, telecommunications, and training. Computer Operations Schedules and coordinates daily computer operations. Responsible for coordinating and/or conducting proper staffs training on the operation of computer systems and associated peripheral equipment. May resolve operational problems when necessary. Logistics determines system support requirements based on system design and development. Responsibilities include the design of the prime mission equipment for supportability and the design of the overall support capability of the system. Activities may encompass establishing initial system support requirements (i.e., criteria and constraints), developing maintenance concepts, allocating support requirements, designing and developing new elements of logistic support (i.e., test equipment, facilities), testing and evaluating system support capability, and performing various phases of logistic support analysis. Comm Design supports local and wide area network (LAN/WAN) communications system design/development efforts, including interface software design/development for legacy communications environments. Provides software implementations of interface protocol requirements, and message traffic design/development of computer-to-computer interfaces among autonomous systems and/or subsystems within a system. Participates in software integration testing of communications hardware routers, bridges, connectors, switches, and associated commercial off-the-shelf software in order to implement/field a design solution for interconnecting disparate local and geographically dispersed computer hardware.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 8 years of general experience and 3 years of specialized experience.

**CLIN NO: 037**

**JOB TITLE: NETWORK ENGINEER I**

**Minimum/General Experience:** Relative experience in performing a variety of networks engineering tasks, which are broad in nature.

**Functional Responsibilities:** Under supervision performs a variety of network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personal, hardware, software and support facilities and/or equipment. Installs; configures and maintains software in a client/server networked environment. Installs local area networks (LANs) as well as wide area networks (WANs.) Selects, orders and installs equipment at Customer field sites. This activity includes the installation of infrastructure and equipment, operating systems and user software, as well as maintenance and exercise support. Installs infrastructures including routers, hubs, and interconnections. Assists in providing technical documentation to support installation activities. Assists with Customer on-site surveys. Participates in the preparation of drawings and reports documenting and recording on-site activities. Interfaces with customers, end users and team members for site activities as directed. Performs systems checkout/test and introductory training as required. Perform trips to customer sites for installations, surveys and audits.

**Minimum Education:** Bachelor's Degree and 4 years of general experience. 6 years of general experience can be supplemented for a Bachelors Degree.

**Minimum Education:** Bachelors Degree in technical discipline. 8 years of demonstrated professional, technical, creative and leadership experience in the field of specialization and system design in at least one major customer application.

**CLIN NO: 010****JOB TITLE: PERFORMANCE ENGINEER I**

**Minimum/General Experience:** Relative experience in overseeing all aspects of system performance over a variety of systems.

**Functional Responsibilities:** Responsible for network and distributed systems performance tuning of major systems. Develops processes and procedures to manage and document the system metrics.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience and 3 years of specialized experience.

**CLIN NO: 009****JOB TITLE: PERFORMANCE ENGINEER II**

**Minimum/General Experience:** Relative experience with a broad knowledge of one or more areas of systems architecture (s) including operational systems, programming languages, data management & systems engineering techniques, design methodologies & information technologies. Regarded as technical expert in one or more areas, disciplines or technologies.

**Functional Responsibilities:** Lead, conduct analysis of requirements and solutions to customer needs within context of a given architectural framework. Lead internal & subcontracted systems engineering activities on complex systems development efforts throughout all contract phases. Assure system is responsive to customer needs. Provides technical leadership in a business area.

**Minimum Education:** Bachelors Degree in technical discipline and 8 years of demonstrated professional, technical, creative and leadership experience in field of specialization and system design. This was to include at least one major customer application.

**CLIN NO: 031****JOB TITLE: PRINCIPAL COMPUTER SCIENTIST I**

**Minimum/General Experience:** Relative experience in scientific analysis documentation, scientific design specification including algorithms, formulas, system diagrams and work on a variety of computer programs.

**Functional Responsibilities:** Provide assistance to Principal Computer Scientist II. May perform work on operating systems or applications that support scientific application and information technology. Prepares a variety of computer programs, associated documentation, and design specifications, including logical system design diagrams. Assists in and/or conducts detailed analysis of defined system specifications and assist in and/or develop methods for problem solution. Converts symbolic statements of work processes to detailed design, and coding into program language. Assists in and/or develops detailed programs and design and produces diagrams indicating mathematical computations, sequence data, and solutions.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 2 years of related experience.

**CLIN NO: 032****JOB TITLE: PRINCIPAL COMPUTER SCIENTIST II**

**Minimum/General Experience:** Relative experience in scientific analysis documentation, scientific design specification including algorithms, formulas, system diagrams and work on a variety of computer programs.

**Functional Responsibilities:** May perform work on operating systems or applications. Prepares a variety of computer programs, associated documentation, and design specifications, including logical system design diagrams. Assists in and/or conducts detailed analysis of defined system specifications and assist in and/or develop methods for problem solution. Converts symbolic statements of work processes to detailed design, and coding into program language. Assists in and/or develops detailed programs and design and produces diagrams indicating mathematical computations, sequence data, and solutions. Additionally, is involved with test and system integration (unit and/or software integration) of programs and consequent debugging of errors. Primary scope of responsibility is the analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience and 6 years of specialized experience.

**CLIN NO: 026**

**JOB TITLE: PRINCIPAL ENGINEER I**

**Minimum/General Experience:** Relative experience in design, implementation and maintenance of automated systems and applications programs for data resource management. Assist Principal Engineer II to functional responsibilities described under the Principle Engineer II position.

**Functional Responsibilities:** Applies software, hardware, and standard information technology expertise in the analysis, specification, development, integration, and acquisition of systems of information management applications. Ensures these systems and applications are compliant with standards for open system architectures, reference models, and profiles of standards such as the IEEE Open System Environment reference model as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 2 years of related experience.

**CLIN NO: 027**

**JOB TITLE: PRINCIPAL ENGINEER II**

**Minimum/General Experience:** Relative experience in the design, implementation and maintenance of automated systems and the application programs for data management.

**Functional Responsibilities:** Develops engineering standards and procedures for information and system engineering initiatives, and other related projects. Analyzes existing engineering activities and document them as repeatable processes. Conducts business analysis, process modeling, requirement analysis, and technical architecture development. Designs, implements, and maintains automated systems and applications programs for data resource management. Plans and designs databases, storage structure, and access strategies. Provides for security and validation of data for recovery procedures; documents data entities, structures, access procedures, and security provisions Implements vendor enhancements to database software; monitors efficiency of databases and related software. Advises and assists applications personnel as needed in conversion of systems to databases. Analyzes design, engineer requirements to support telecommunications use; evaluates hardware, software, and network capabilities; performs design and engineering for major telecommunications systems. Develops engineering lifecycle documents required to support the design, development, and implementation of engineering structures.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 7 years of general experience and 4 years of specialized experience.

**CLIN NO: 005**

**JOB TITLE: PROCESS MODELER**

**Minimum/General Experience:** Responsible for performing all phases of process modeling such as information gathering, facilitating model development sessions, identifying organizational processes, and developing detailed process models using process modeling CASE Tools such as BPWin and Process Charter. Analyzes client workflow and business processes implemented within existing automated information systems. Identify recommended solutions to resolve redundant processes and inconsistencies to be used as the framework for developing integrated business processes within a client environment.

**Functional Responsibilities:** Organize and conduct workgroup sessions to identify processes or activities for a broad-spectrum user community. Manage a team of process modelers to produce process models that represent client business processes within their current environment and target environment. Validate process models, inputs, constraints, and resources to support each activity with the client for completeness. Manage a team of process modelers to ensure that all models are accurate and complete. Meet with the client to gather activity definitions and develop the activity model support documentation. Develop process models during business process improvement and information technology projects as required. Interface with client personnel to fully understand business processes and interrelationships.

**Minimum Education:** Bachelors Degree in related field or 3 to 6 years of experience in process modeling.

**CLIN NO: 060**

**JOB TITLE: PROCUREMENT MANAGEMENT EXPERT**

**Minimum/General Experience:** Relative experience in progressive federal procurement including procurement planning, and contract administration. Must demonstrate in-depth knowledge of federal procurement regulations, policies and procedures.

**Functional Responsibilities:** Work with new contract models and types of contract types and have demonstrated knowledge and experience of the benefits and difficulties of using various types of contracts. Should have current experience negotiating COTS technical support agreements for hardware, software and communications for Government clients.

**Minimum Education:** Bachelor's Degree and 5 years of progressive federal procurement experience.

**CLIN NO: 068##**

**JOB TITLE: PROGRAM CONTROL SPECIALIST**

**Minimum/General Experience:** Relative experience in representing the organization as a prime contact on contracts or projects.

**Functional Responsibilities:** Represent the organization/company as a prime contact on contracts or projects and interacts with senior internal and external personal. Develops solutions to a variety of complex problems; work is performed without appreciable direction and participates in determining objectives of assignments.

**Minimum Education:** Bachelors Degree and 6 years experience.

**CLIN NO: 028**

**JOB TITLE: PROGRAMMING SPECIALIST I**

**Minimum/General Experience:** Assists the Programming Specialists II in performing functional responsibilities outlined below.

**Functional Responsibilities:** May perform work on operating systems or applications. Prepares a variety of computer programs, associated documentation, and design specifications, including logical system design diagrams. Assists in and/or conducts detailed analysis of defined system specifications and assist in and/or develop methods for problem solution. Converts symbolic statements of work processes to detailed design, and coding into program language. Assists in and/or develops detailed programs and design and produces diagrams indicating mathematical computations, sequence data, and solutions. Additionally, is involved with test and system integration (unit and/or software integration) of programs and consequent debugging of errors. Primary scope of responsibility is the analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. Analyzes system requirements to enable the design and development of large-scale database applications. For schematic data objects, develops high-performance software solutions that incorporate legacy documents. Develops schema definitions for conceptual Meta models. Defines the nature of all data contained in the database. Defines the interrelationships between fields in the database and clarifies system use of all data items. Analyzes requirements for configuration management control develops and maintains the Configuration Management Plan, and implement instructions for assigned programs. Assists in and/or designs/establishes configuration management documentation.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 2 year of related experience.

**CLIN NO: 029**

**JOB TITLE: PROGRAMMING SPECIALIST II**

**Minimum/General Experience:** Relative experience in performing work related to systems or applications.

**Functional Responsibilities:** May perform work on operating systems or applications using programming languages such as Oracle, C++, Java, C, and other high technical programming languages. Employ software engineering principles, methodology, and tools. Develop detailed programs and design and produces dia-

grams indicating mathematical computations, sequence data, and solutions. Additionally, is involved with test and system integration (unit and/or software integration) of programs and consequent debugging of errors. Primary scope of responsibility is the analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. Analyze and translate system requirements into programming code, screens, and reports for a given automation information system and/or application. Participate in testing system modules and other configuration items such as functional requirements document, system requirements document, and configuration management plan. Defines the interrelationships between fields in the database and clarifies system use of all data items. Analyzes requirements for configuration management control develops and maintains the Configuration Management Plan, and implement instructions for assigned programs. Ensure configuration identification by reviewing design release documents for completeness and proper authorizations. Provide advice and guidance to individuals responsible for the creation of documentation.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 5 years of general experience and 2 years of specialized experience.

**CLIN NO: 030**

**JOB TITLE: PROGRAMMING SPECIALIST III**

**Minimum/General Experience:** Relative knowledge in aspects of computer programming, associated documentation and design specifications.

**Functional Responsibilities:** May perform work on operating systems or applications. Prepares a variety of computer programs, associated documentation, and design specifications, including logical system design diagrams. Assists in and/or conducts detailed analysis of defined system specifications and assist in and/or develop methods for problem solution. Converts symbolic statements of work processes to detailed design, and coding into program language. Assists in and/or develops detailed programs and design and produces diagrams indicating mathematical computations, sequence data, and solutions. Additionally, is involved with test and system integration (unit and/or software integration) of programs and consequent debugging of errors. Primary scope of responsibility is the analysis, design, development, testing, and debugging of computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. Analyzes system requirements to enable the design and development of large-scale database applications. For schematic data objects, develops high-performance software solutions that incorporate legacy documents. Develops schema definitions for conceptual Meta models. Defines the nature of all data contained in the database. Defines the interrelationships between fields in the database and clarifies system use of all data items. Analyzes requirements for configuration management control develops and maintains the Configuration Management Plan, and implement instructions for assigned programs. Assists in and/or designs/establishes configuration management documentation. Analyzes proposed product design changes to determine the effect on the overall system. Ensures configuration identification by reviewing design release documents for completeness and proper authorizations. Prepares waivers and authorizes the release of changes specified by program management and other functional groups. Provides advice and guidance to individuals responsible for the creation of documentation. Participates in the administration of configuration baseline control through coordination of Engineering Change Proposal/Specification Change preparation and processing. Supports baseline management reviews such as configuration control boards, engineering review boards, and system review boards. Prepares and maintains master records for the establishment and change of configuration baselines, engineering release systems, and configuration item development records, including the configuration index and change status listing. Establishes/conducts as-built system audits such as functional/physical configuration audits Assists in and/or directs the analysis and design of management systems. Analyzes management problems in terms of workflow, information requirements and sources, decision processes, and relationship of functional areas. Provides basis for, and assists with, the development of MIS systems. Assists in the analysis of cost, schedule, and technical performance of programs/projects.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 7 years of related experience.

**CLIN NO: 064****JOB TITLE: PROJECT CONTROL OFFICER**

**Minimum/General Experience:** Relative experience in maintaining project schedules and ensuring that deliverables are completed in timely manner.

**Functional Responsibilities:** Maintain the project schedule and ensures that deliverables are completed in timely manner. Oversees project cost control and cost projections. Supports the project manager in use of the project management tools used for activity assignment, resource planning, and cost control. Ensures the invoicing process provides the proper information and distribution on the invoices. Ensures smooth coordination consistent with the contract and task order procedures for the key personnel approval, consent to sub-contract as well as consent to purchase travel, tools and other direct costs. Ensures problem resolution and customer satisfaction for individual task orders.

**Minimum Education:** Bachelor's Degree in related field and 5 years of progressive Information Technology (IT) experience.

**CLIN NO: 001****JOB TITLE: PROJECT MANAGER**

**Minimum/General Experience:** Responsible for all aspects of the program and contract performance (i.e., technical, contractual, administrative, financial) during the full life cycle process for, but not limited to, information technology (IT) projects.

**Functional Responsibilities:** Consults with the client to ensure conformity to project and contractual obligations for, but not limited to, IT projects/initiatives. Must be familiar with all phases of the systems development life cycle (i.e., identification, design, development, implementation, & maintenance of automated systems.) Oversees the analysis, design and development of new systems and system enhancements. Approves documentation standards, system specifications, feasibility and justification reports, and policy recommendations. Oversees the development and installation of techniques and procedures to implement policy decisions with regard to organizational structures, program evaluation and productivity improvements.

Establishes and maintains technical and financial reports in order to show progress of projects to management and customers. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned IT tasks. Ensures the development, maintenance and implementation of Program Management Plans and Technical Specifications Plan; documents that guide the performance of all functional and technical activities performed. Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment. Simultaneously plans and manages diverse and highly technical projects. Responsible for leading and performing IT training of line personnel on the project approach, techniques, software, hardware, etc.

**Minimum Education:** Bachelors Degree in an associated discipline and minimum of 9 to 11 years of related experience.

**CLIN NO: 069****JOB TITLE: QUALITY ASSURANCE ENGINEER**

**Minimum/General Experience:** Relative experience with a wide application of principles, theories and concepts in their field and provide solutions to a wide range of difficult problems imaginative and thorough solutions.

**Functional Responsibilities:** Works under very gentle supervision and results are reviewed upon completion for adequately meeting objectives. Ensures project methodologies, quality assurance standards, and guidelines are implemented throughout the duration of the project; Ensures that specific standards and measures identified in detail work plans are appropriate and reasonable for achieving the defined quality objectives for specific deliverables; Ensures an appropriate quality training program for all project participants is developed and implemented; Reviews the adequacy of and adherence to general project controls, such as technical methodologies and change control procedures; Ensures quality control activities are performed consistently and continuously; and analyzes errors and defects to provide a basis for improving the quality of all documentation.

**Minimum Education:** Bachelors Degree and 5 years experience.

**CLIN NO: 002****JOB TITLE: SENIOR BUSINESS PROCESS REENGINEERING SPECIALIST**

**Minimum/General Experience:** Responsible for coordinating and performing all facets of a business process reengineering (BPR) activities in support of, but not limited to, business process improvement and information technology initiatives. Must understand how the results of a BPR effort are implemented within an organization's business and technical architectures. Provides instruction and guidance to the project team members on all the phases within a BPR project and its role in the systems development lifecycle process.

**Functional Responsibilities:** Provides leadership in managing a BPR effort. This activity includes facilitating planning sessions and providing expert advice in resource allocation decisions in a highly diverse technology environment. Implement strategies to migrate organizations from performing processes manually to executing processes via information technology. Identifies information technology alternatives, potential impacts, and solutions for business processes that can be improved through automation. Analyzes and evaluates complex business processes through state-of-the-art BPR methodologies, tools, and technology. Evaluates and maps business processes against automated information systems that support the process. Works with the customer to integrate the project results into a comprehensive report. Identifies business processes that are inefficient and require improvements. Extracts key items of interest such as activities from the customer and translates the activities into process models. Applies costs to business processes contained in the process models to determine actual dollars expended to execute each process. Serves as the team leader for the BPR or other IT related project. As team leader, responsible for establishing a process action team, identifying critical processes, processing time, resources required to fulfill each process, and investigating improvement opportunities. Routinely present results of analysis both written and orally.

**Minimum Education:** Bachelors Degree in a related field or 6 to 10 years of general experience, and 4 years of specialized experience in BPR.

**CLIN NO: 003****JOB TITLE: SENIOR INFORMATION ENGINEER**

**Minimum/General Experience:** Provides functional and data requirements analysis, data standardization, logical data modeling expertise to document client information requirements in support of various client organizations and IT initiatives. Must understand how data models or logical models are designed and implemented within an organization's functional and technical architectures. Provides instruction and guidance to project team members on the entire spectrum of information engineering and its role in the systems development lifecycle process.

**Functional Responsibilities:** Leads and provides functional and data requirements analysis, data standardization, logical data modeling expertise to deliver information engineering support to various client organizations and IT initiatives. Skilled in the information technology and systems development lifecycle processes and how data models are used as the framework for designing quality databases. Facilitates meetings with system users and functional experts to craft data models that capture the organization's information requirements. Based on the data model, develop database structures in support of designing automated information systems. Also performs detailed analysis of existing database structures within Automated Information Systems (AIS) for development of a conceptual framework. Performs gap analysis documenting the similarities and differences regarding data contained across automated information systems. Serves as team leader of a data modeling team. As team leader, responsible for planning, coordinating, and managing the data modeling tasks, using the state-of-the-art software packages. Verifies that all tasks accurate, complete, and meet the needs of the client.

**Minimum Education:** Bachelors Degree in a related field or 6 years of general experience, and 5 years of specialized experience in Information Engineering.

**CLIN NO: 040****JOB TITLE: SOFTWARE ENGINEER I**

**Minimum/General Experience:** Relative experience in completing software tasks using C++, Object Oriented software analysis, design and programming (C++ on UNIX/Solaris 2.5 or above) to include making files, CM, and UNIX shell scripting.

**Functional Responsibilities:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and

design specifications to code, and integrates and test software components. Estimates software development costs and schedule. Reviews existing program and assist in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management. Demonstrated familiarity and experience in completing software tasks using C++, Object Oriented software analysis, design and programming (C++ on UNIX/Solaris 2.5 or above) including make files, CM, UNIX shell scripting. Software analysis, architecture and design using the Object Modeling Technique (OMT/Rumbaugh) and CASE Tools (Rational Rose) Information Management using Object-to-Relational concepts SQL and Informix. Experience with Object Class Libraries and Object Frameworks (Rogue Wave- tools, h++, dB tools) GUI development (X Windows/Motif; builder tools – UIM/X, McCabe, Test tools).

**Minimum Education:** Bachelors Degree in Engineering or Computer Science or related discipline and 3 years experience.

**CLIN NO: 038**

**JOB TITLE: SOFTWARE ENGINEER II**

**Minimum/General Experience:** Relative experience in completing complex software tasks and utilizing Object Oriented Software analysis and design programming.

**Functional Responsibilities:** Experience completing complex software tasks using C++ and Object Oriented software analysis design and programming (C++ on UNIX/Solaris 2.5 or above) including make files, CM, UNIX Shell scripting, software analysis, architecture/design using the Unified Modeling Language (UML also OMT) CASE Tools (Rational Rose or Cayenne Object Team). Information Management using Object-to-Relation concepts. SQL and relational DBMS (Informix Online Dynamic Server) large complex system products. Programming, utilizing Object Class Libraries and Object Frameworks (Rogue Wave- tools, h++, dbtools) GUI development (X Windows/Motif; builder tools – UIM/X, McCabe, Test tools).

**Minimum Education:** Bachelors Degree in Engineering or Computer Science and 4 years experience in software development.

**CLIN NO: 070**

**JOB TITLE: SOFTWARE ENGINEER III**

**Minimum/General Experience:** Relative working experience in C++ on UNIX platforms.

**Functional Responsibilities:** Demonstrated familiarity and experience in completing software tasks using C++, Object Oriented software analysis, design and programming (C++ on UNIX/Solaris 2.5 or above) including make files, CM, UNIX shell scripting. Software analysis, architecture and design using the Object Modeling Technique (OMT/Rumbaugh) and CASE Tools (Rational Rose) Information Management using Object-to-Relational concepts; SQL and Relational DBMS (Informix Online Dynamic Server) Programming in Client Server, Distributed Computing Environment (DCE/COBRA) on TCP/IP Networks, OSI SNMP. Prototyping, excellent written, oral and communication skills. Ability to form strong working relationship, both internally and with customers. Experience utilizing Object Class Libraries and Object Frameworks (RogueWave). Ingenuity in solving complex problems. Also to demonstrate leadership, mentoring, interpersonal skills.

**Minimum Education:** Bachelors Degree in Computer Science or Engineering and 6 years experience in software development.

**CLIN NO: 071**

**JOB TITLE: SOFTWARE ENGINEER IV**

**Minimum/General Experience:** Relative experience in completing software tasks using analysis, design and object oriented programming.

**Functional Responsibilities:** Senior software engineer with experience in completing software tasks using Object Oriented software analysis, design and programming, including make files, scripting. Software analysis, architecture and design using the Object Modeling Technique and CASE Tools (i.e. Rational Rose) Information Management using Object-to-Relational concepts; SQL and Relational DBMS (Informix Online Dynamic Server) Programming in Client Server, Distributed Computing Environment (DCE/COBRA) on TCP/IP Networks, OSI SNMP. Prototyping, excellent written, oral and communication skills. Have the ability to form strong working relationship, both internally and with customers. Experience utilizing Object Class Libraries and Object Frameworks (RogueWave). Ingenuity in solving complex problems. Show leadership, mentoring, interpersonal skills.

**Minimum Education:** Bachelors Degree in Computer Science or Engineering and 8 years experience in software development

**CLIN NO: 022**

**JOB TITLE: SUBJECT MATTER EXPERT I**

**Minimum/General Experience:** Relative experiences in large IT projects related to the individual's specific area.

**Functional Responsibilities:** Serves as a subject matter technical expert in areas relevant to project. Provide guidance to the technical staff on the functional producers/processes/policies reflecting detailed knowledge of functional areas included in Section C. Interfaces with Government management personnel and functional proponents. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.

**Minimum Education:** Bachelor's Degree and 3 years progressive functional experience.

**CLIN NO: 056**

**JOB TITLE: SUBJECT MATTER EXPERT II**

**Minimum/General Experience:** Functional experience in a specific area included management responsibility for large projects.

**Functional Responsibilities:** Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional that the Government is able to qualify the individual as an expert in the field is. Demonstrated excellent oral and written communication skills.

**Minimum Education:** Bachelor's Degree and 5 years of progressive Information Technology (IT) experiences.

**CLIN NO: 046**

**JOB TITLE: SYSTEMS ADMINISTRATOR I**

**Minimum/General Experience:** Relative experience in installation and maintenance of operating systems and other COTS.

**Functional Responsibilities:** Install, configure and maintain operating system and other Commercial of the Shelf (COTS) software products. Perform everyday system administration tasks like create user ids, backup and restore. Move/Add/Change user workstations which includes IP and Switch administration. Monitor LAN/WAN traffic and overall system performance. Maintain documentation for processes and procedures. Strong leadership abilities

**Minimum Education:** Bachelors in Business Administration preferred and 5 years of system administration experience.

**CLIN NO: 036**

**JOB TITLE: SYSTEMS ANALYST**

**Minimum/General Experience:** Relative experience in performing systems analysis of computer and communications/network systems.

**Functional Responsibilities:** Preparing, analyzing, editing and testing computer programs such as Windows NT, Microsoft Word, Informix, DBASE, Access, Excel, WordPerfect. Provided technical support to users and assisted with policy implementation and other computer related issues in the Local Area Network. Familiar with a multitude of software programs to include the design and use of spreadsheets, graphics and reports, Oracle database management, design and development, shell and Dbase programming. Knowledgeable of the problems inherent in information systems, network security and limitations, data communication compatibility, requirements of an on-line system, user requirements and administrator responsibilities.

**Minimum Education:** Bachelor's Degree and 7-9 years of general experience.

**CLIN NO: 035**

**JOB TITLE: SYSTEMS ARCHITECT**

**Minimum/General Experience:** Relative experience in applying advanced concepts, theories and principles and contributing in the development of new principles and concepts.

**Functional Responsibilities:** Consultant to management typically with an advanced degree. Applies advanced concepts, theories and principles and contributes towards the development of new principles and concepts. Works unusually complex problems with constructive direction rather than formal supervision; erroneous decisions would normally result in failure to achieve goals critical to major organizational objectives and damage the image of the organization's technological capability. Advises top management and customers on advanced technical research studies and applications; managerial/leadership experience or necessary skills. Broad knowledge of one or more areas of system architecture (s) including system life cycle, design, develop methodologies & information systems, integrated

**CLIN NO: 041##**

**JOB TITLE: SYSTEMS ENGINEER I**

**Minimum/General Experience:** Relative experience serving as project lead in defining and executing system engineering activities.

**Functional Responsibilities:** Assists Systems Engineer II in defining and executing system engineering activities within a project. These activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and developing and staffing of a system engineering management plan.

**Minimum Education:** Bachelor's Degree and 2 years of specialized experience 6 years of general experience can be supplemented for a Bachelors Degree.

CLIN

NO:

042

JOB TITLE: SYSTEMS ENGINEER II

**Minimum/General Experience:** Relative experience showing extensive expertise as a generalist solves complex problems, which require the regular use of ingenuity and creativity.

**Functional Responsibilities:** Applies extensive expertise as a generalist, solves complex problems which require the regular use of ingenuity and creativity. Work is performed without appreciable direction and is reviewed for desuetude results from a relatively long time.

**Minimum Education:** Bachelor's Degree and 6 years of specialized experience.9 years of general experience can be supplemented for a Bachelors Degree.

CLIN

NO:

039

JOB TITLE: SYSTEMS ENGINEER III

**Minimum/General Experience:** Relative experience showing extensive expertise as a generalist solves complex problems, which require the regular use of ingenuity and creativity.

**Functional Responsibilities:** Applies extensive expertise as a generalist, solves complex problems which require the regular use of ingenuity and creativity. Work is performed without appreciable direction and is reviewed for desuetude results from a relatively long time.

**Minimum Education:** Bachelor's Degree and 8 Years of Specialized Experience 9 Years of General Experience Can Be Supplemented For A Bachelors Degree.

CLIN

NO:

049

JOB TITLE: SYSTEMS PROGRAMMER

**Minimum/General Experience:** Relative experience in development and implementation of automated information systems.

**Functional Responsibilities:** Converts symbolic statements of work processes to detailed design, and coding into program language. Assists in and/or develops detailed programs and design and produces diagrams indicating mathematical computations, sequence data, and solutions. Additionally, is involved with test and system integration (unit and/or software integration) of programs and consequent debugging of errors. Demonstrated familiarity and experience in completing software tasks using C++, Object Oriented software analysis, design and programming (C++ on UNIX/Solaris 2.5 or above) including make files, CM, UNIX shell scripting. Software analysis, architecture and design using the Object Modeling Technique (OMT/Rumbaugh) and CASE Tools (Rational Rose) Information Management using Object-to-Relational concepts; SQL and Informix. Prototyping. Experience with Object Class Libraries and Object Frameworks (Rogue Wave- tools, h++, dbtools) GUI development (X Windows/Motif; builder tools – UIM/X, McCabe, Test tools).

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 5 years of general experience and 3 years of specialized experience.

CLIN NO: 018  
JOB TITLE: TEAM LEADER

**Minimum/General Experience:** Relative experience in performing as an in-house expert in a specialty field, which may be business, scientific, or technical in nature.

**Functional Responsibility:** Performs as an in-house expert in a specialty field, which may be business, scientific, or technical in nature. Responsible for planning, developing, implementing, and maintaining a major initiative, as well as selecting and directing subordinate personnel for this purpose. Formulates system scope and objectives, devises or modifies procedures to solve problems using information systems, prepares detailed specifications from which programs will be written, analyzes and revises existing system logic difficulties, develops requirements, and prepares functional designs for systems analysis/programming projects.

**Minimum Education:** Bachelors degree or technical training equivalent and 5 years experience.

CLIN NO: 012  
JOB TITLE: TECHNICAL ARCHITECT

**Minimum/General Experience:** Relative experience in providing technical solutions to satisfy present and future business needs.

**Functional Responsibilities:** Under minimal direction, blends the right combination of specialization's to conceptualize, design and develop total system/product solutions for enterprise-wide information technology and/or engineering/manufacturing processes. Translates customer and organizational objectives and critical success factors into actionable business, organization and technology strategies. Creates information technology plans based on an understanding of the customers organization, strategic direction, technology context and business needs. Leads and works in a collaborative effort to conceptualize total systems and/or product solutions. Architects, designs and develops integrated business/engineering systems and products to support the achievement of the customers' business goals. Leads others in the definition of the project scope, plans and deliverables including cost projection and proposed implementation dates. Controls project requirements, scope and change management issues. Assists leadership in determining tactical and strategic direction of the division/organization. Works with others to develop and propose new business and technical opportunities to leadership and/or the customer. Monitors market trends and the work of standard bodies to assist the customer in defining technical standards. Mentors others on the application of new technologies, tools, processes, and standards and project management/system development methodologies. Researches, evaluates and stays current on emerging tools, techniques and technologies.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience.

CLIN NO: 008  
JOB TITLE: TECHNICAL WRITER I

**Minimum/General Experience:** Under general supervision, prepares and/or maintains systems, programming and operations documentation, including user manuals. Also maintains a current internal docu-

mentation library. Ensures that documentation produced is error free, formatted accurately, and meets the project quality and assurance standards.

**Functional Responsibilities:** Competent to work on most phases of documentation for, but not limited to, information technology projects. Collects and organizes technical information required for preparation of moderately complex technical publications. Prepares written text and coordinates layout and organization of manuals and other documents according to prepared outlines and specifications. Understands user's of technical proficiency and prepares documents accordingly. Edits documents such as functional descriptions, system specifications, user manuals, special reports, and client deliverables produced on the project. Researches available technical data including drawings, design reports, equipment and test specifications. Translates technical information into concise and understandable documents for technical and non-technical users. Receives direct guidance and instruction from program and technical managers regarding the content and format of documentation.

**Minimum Education:** Bachelors Degree or 2 to 4 years experience in documentation preparation. Good oral and written communication skill.

**CLIN NO: 063**

**JOB TITLE: TECHNICAL WRITER II**

**Minimum/General Experience:** Relative experience in developing, editing, and producing technical and documentation for IT systems.

**Functional Responsibilities:** Under minimal direction, analyzes and interprets highly specialized technical information to compose detailed documentation and technical manuals. Conducts complex documentation and user needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user needs to propose documentation solutions. Observes developmental and experiential activities to determine operating procedure and detail for document content. Interviews technical personal, interprets reports, specifications and drawings in increase understanding of processes and document requirements. Assists others with technical interpretation and appropriate phrasing for document content. May plan documentation development process and coordinate writing projects. Reviews documentation for an entire project to ensure validity, completeness of content and consistency with order, style and terminology standards.

**Minimum Education:** Bachelor's Degree and 5-6 years experience.

**CLIN NO: 059**

**JOB TITLE: TECHNICIAN I**

**Minimum/General Experience:** Relative experience in performing direct technical work on projects.

**Functional Responsibilities:** Performs direct technical work on projects. Works under general supervision and installs, operates, maintains, configures, troubleshoots, and repair IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

**Minimum Education:** High School Diploma and 1 year of progressive Information Technology (IT) experience.

**CLIN NO: 058**

**JOB TITLE: TECHNICIAN II**

**Minimum/General Experience:** Relative experience in direct technical work on projects.

**Functional Responsibilities:** Is responsible for direct technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Assist in on-site management of installations. Works independently and installs, operates, maintains, configures, troubleshoots, and repair IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

**Minimum Education:** High School Diploma and 2 years of progressive Information Technology (IT) experience.

**CLIN NO: 057**

**JOB TITLE: TECHNICIAN III**

**Minimum/General Experience:** Relative experience in directing technical work on projects, which includes performing a variety of analyses and preparation of appropriate documentation.

**Functional Responsibilities:** Is responsible for directing technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Leads team in on-site management of installations. Work independently and installs, operates, maintains, configures, troubleshoots, and repair IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

**Minimum Education:** Associate's Degree or Formal Accreditation (e.g. CNE, MSCE) and 3 years of progressive Information Technology (IT) experience

**CLIN NO: 045**

**JOB TITLE: TEST ENGINEER**

**Minimum/General Experience:** Relative experience with CI and/or SLT test planning, procedure generation, conduct and test closure reports. Assists the Configuration Management Engineer, as needed.

**Functional Responsibilities:** Good oral and written communication and interpersonal skills. Able to establish effective work relationships. Responsible for planning and execution of the Program's validation and verification processes of all configuration items. Participation in integration and test planning activities for appropriate s of verification. Performs requirements analysis and gap analysis to ensure verifiability of requirements throughout systems development lifecycle. Establish evaluation criteria for requirements as assigned. Involvement in software design, code, unit test and implementation of detailed test procedures. Preparation of status reports. Preparation for and participation in TRRs. Success conduct of integration and test activities. C++, UNIX, automated tools, RTM, McCabe Visual, Test tools, XRUNNER, MS Office 97. Serves a member of the customer's change control board and other supporting executive committees. Interacts with the customer to ensure errors and system modifications are tested, evaluated, and incorporated into the final technology solution successfully.

**Minimum Education:** Bachelors Degree in Engineering or related field and 3 years experience in software and systems engineering and testing.

**CLIN NO: 013**

**JOB TITLE: TESTING MANAGER**

**Minimum/General Experience:** Relative experience in systematic unit and parallel testing.

**Functional Responsibilities:** Develops and executes systematic unit, parallel, string and enterprise testing. Develops test programs and scripts and manages testing resources. Must be fully versed in system development life cycles and multiple testing methodologies and strategies.

**Minimum Education:** Bachelors Degree in Computer Science, Business or a related discipline and minimum of 6 years of general experience.

**CLIN NO: 072**

**JOB TITLE: TRAINING DOCUMENTATION SPECIALIST**

**Minimum/General Experience:** Relative experience in the development of user documentation for computer systems and HTML authoring experience.

**Functional Responsibilities:** Conversion of MS Word and Corel Ventura based user documentation into the foundation of a system Help functionality for the MCS Block IV system using a commercially availability help-authoring tool. This foundation will be expanded to include all emerging system functionality. This position requires frequent interface with user documentation developers and software developers to ensure that the

correct information is reflected in the Help, and to ensure that the proper links from the software to the system Help functionality are established and maintained. Demonstrate excellent written and oral communications skills. Work well in a team environment, yet have the ability to work independently. Pay great attention to detail, Proactive, flexible, and innovative individual. Experience in Robo Help, Corel Ventura and working knowledge of UNIX and C++ desired.

**Minimum Education:** Bachelors degree in English, Technical Writing, Communications, MIS, CS or a related major and 3 years experience in technical writing.

**CLIN NO: 067**

**JOB TITLE: TRAINING SPECIALIST**

**Minimum/General Experience:** Relative experience working with SMEs to define course content, define training objectives, developing course and training materials and conducting analysis training.

**Functional Responsibilities:** Performs training analyses, defines training objectives, works with subject matter experts to define course content, develops courseware and training materials, determines training media in conjunction with needs of client, modifies and updates existing courseware when required, designs training guides for students and instructors. Reviews training materials developed by other instructors to ensure the uniformity and consistency of quality training materials. Ensures that courses are tailored to meet the varying s of expertise and experience of various audience types. Has extensive training experience and background in the subject area; have excellent oral communications and platform delivery skills; has ability to draw on personal experience to supplement and enhance course materials. May perform other duties as assigned.

**Minimum Education:** Bachelors Degree or equivalent certifications in a technical area and 4 years experience.



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

Thomas & Herbert Consulting 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 Thomas & Herbert Consulting 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 Thomas & Herbert Consulting.

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Deana P. Herbert, Chief Operating Officer, 301-578-4004; fax: 301-578-4008; email: dherbert@thcllc.com.

**BEST VALUE BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

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

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

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

**Signatures**

AGENCY

DATE

\_\_\_\_\_



CONTRACTOR

DATE

\_\_\_\_\_

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, Thomas & Herbert Consulting agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

**MODEL NUMBER/PART NUMBER**

**\*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

**DESTINATION DELIVERY**

**SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

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

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

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

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

(h) Date of Shipment.

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

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

### ***BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"***

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

The customer identifies their requirements.

Federal Supply Schedule Contractors may individually meet the customer's needs, or -

Federal Supply Schedule Contractors may individually submit a Schedule "Team Solution" to meet the customer's requirement.

Customers make a best value selection.