

# **GSA Federal Supply Schedule**

## **GROUP 70**

### **INFORMATION TECHNOLOGY PRICE LIST**

#### **GS-35F-0275U**



**Prepared by:**

**Adams Communication & Engineering Technology, Inc. (ACET)**  
**11637 Terrace Drive, Suite 201, Waldorf, MD 20602**  
**301-861-5000**  
[www.adamscomm.com](http://www.adamscomm.com)

**TABLE OF CONTENTS**

1. INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS..... 4

2. GEOGRAPHIC SCOPE OF CONTRACT..... 4

3. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION ..... 5

4. LIABILITY FOR INJURY OR DAMAGE..... 5

5. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279 ..... 5

6. FOB DESTINATION ..... 6

7. DELIVERY SCHEDULE ..... 6

8. BASIS OF AWARD ..... 6

9. DISCOUNTS: ..... 6

10. TRADE AGREEMENTS ACT OF 1979, as amended..... 6

11. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING ..... 6

12. SMALL REQUIREMENTS ..... 6

13. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment)..... 7

14. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS ..... 7

15. FEDERAL INFORMATION TECHNOLOGY/ TELECOMMUNICATION STANDARDS REQUIREMENTS ..... 7

16. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)..... 8

17. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES ..... 9

18. GSA ADVANTAGE! ..... 9

19. PURCHASE OF OPEN MARKET ITEMS ..... 9

20. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS..... 10

21. OVERSEAS ACTIVITIES ..... 10

22. BLANKET PURCHASE AGREEMENTS (BPAs)..... 10

23. CONTRACTOR TEAM ARRANGEMENTS ..... 10

24. INSTALLATION, DEINSTALLATION, REINSTALLATION ..... 10

25. SECTION 508 COMPLIANCE ..... 11

26. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES. .... 11

27. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5) ..... 11

28. ADVANCE PAYMENTS..... 12

29. SCOPE ..... 13

30. PERFORMANCE INCENTIVES ..... 13

31. ORDER ..... 13

32. PERFORMANCE OF SERVICES..... 14

33. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)..... 14

34. INSPECTION OF SERVICES ..... 15

35. RESPONSIBILITIES OF THE CONTRACTOR ..... 15

36. RESPONSIBILITIES OF THE ORDERING ACTIVITY ..... 15

37. INDEPENDENT CONTRACTOR .....	15
38. ORGANIZATIONAL CONFLICTS OF INTEREST .....	15
39. INVOICES .....	16
40. PAYMENTS .....	16
41. RESUMES .....	16
42. INCIDENTAL SUPPORT COSTS .....	16
43. APPROVAL OF SUBCONTRACTS .....	16
44. DESCRIPTION OF IT SERVICES AND PRICING .....	16
45. SCOPE .....	17
46. PERFORMANCE INCENTIVES .....	17
47. ORDER .....	17
48. PERFORMANCE OF SERVICES.....	18
49. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989).....	18
50. INSPECTION OF SERVICES .....	19
51. RESPONSIBILITIES OF THE CONTRACTOR .....	19
52. RESPONSIBILITIES OF THE ORDERING ACTIVITY .....	19
53. INDEPENDENT CONTRACTOR .....	19
54. ORGANIZATIONAL CONFLICTS OF INTEREST .....	19
55. INVOICES .....	20
56. PAYMENTS .....	20
57. RESUMES .....	20
58. INCIDENTAL SUPPORT COSTS .....	20
59. APPROVAL OF SUBCONTRACTS .....	20
60. DESCRIPTION OF IT SERVICES AND PRICING .....	20
61. LABOR CATEGORY DESCRIPTIONS – 132-51 .....	21
62. LABOR CATEGORY DESCRIPTIONS – 132-56.....	30
63. LABOR CATEGORY DESCRIPTIONS – 132-100.....	37
64. SIN DESCRIPTIONS .....	38
65. PRICING SCHEDULE – 132-51.....	40
66. PRICING SCHEDULE – 132-56.....	42
67. PRICING SCHEDULE – 132-100.....	44
68. FPDS CODES.....	45
69. COMMITMENT TO PROMOTE SMALL BUSINESS .....	46
70. BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE .....	47
71. CTA GUIDELINES .....	49

**AUTHORIZED FEDERAL SUPPLY SERVICE  
 INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY**

## EQUIPMENT, SOFTWARE AND SERVICES

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

FPDS Code 0301	IT Facility Operation and Maintenance
FPDS Code 0302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code 0307	Automated Information Systems Design and Integration Services
FPDS Code 0308	Programming Service
FPDS Code 0316	IT Network Management Services
FPDS Code 0399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

### SIN 132-56 – Health IT Services

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

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

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

### SIN 132-100 – ANCILLARY SUPPLIES AND/ OR SERVICES

Special Instructions: The work performed under this SIN shall be associated with existing SINs that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN in this schedule.

Special Item Number	Labor Rates	Category Descriptions
132-51 IT Professional Services	See Price Table beginning on page 38	See Description Table beginning on page 19
132-56 Health IT Services	See Price Table beginning on page 40	See Description Table beginning on page 28
132-100 Ancillary Services	See Price Table on page 42	See Description Table on page 35

**Adams Communication & Engineering Technology, Inc. (ACET)**  
**11637 Terrace Drive, Suite 201, Waldorf, MD 20602**  
**301-861-5000**  
**www.adamscomm.com**

**Contract Number: GS-35F-0275U**  
**Period Covered by Contract: 02/27/08 - 02/26/2018**

**General Services Administration**  
**Federal Supply Service**

Pricelist current through Modification# PS-0022, dated 11/07/2016  
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/>.

**1. INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

For orders exceeding the 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!<sup>TM</sup> online shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> 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.

**2. GEOGRAPHIC SCOPE OF CONTRACT**

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

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

Offerors are requested to check one of the following boxes:

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

### **3. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

**Adams Communication & Engineering Technology, Inc. (ACET)**  
**11637 Terrace Drive, Suite 201**  
**Waldorf, MD 20602**  
**301-861-5000**  
**301-885-3199 (fax)**

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

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

**301-861-5000**

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

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

### **5. 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: **008046331**

Block 30: Type of Contractor – **Large Business (Veteran Owned Minority Business Enterprise)**

Block 31: Woman-Owned Small Business - **NO**

Block 36: Contractor's Taxpayer Identification Number (TIN): **52-2145857**

4a. CAGE Code: **1UN08**

4b. Contractor has registered with the SYSTEM FOR AWARD MANAGEMENT (SAM).

**6. FOB DESTINATION**

- Continental United States
- Alaska
- Hawaii
- Puerto Rico

**7. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<b>132-51</b>	<b>As Negotiated on task orders</b>
<b>132-56</b>	<b>As Negotiated on task orders</b>
<b>132-100</b>	<b>As Negotiated on task orders</b>

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

**8. BASIS OF AWARD**

Commercial Sales

**9. DISCOUNTS:**

Prices shown are NET Prices; Basic Discounts have been deducted.  
Prompt Payment Discount: Net 30

**10. 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.

**11. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

**Not applicable**

**12. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is **\$100**.

**13. MAXIMUM ORDER (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT)**

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

**14. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**15. FEDERAL INFORMATION TECHNOLOGY/ TELECOMMUNICATION STANDARDS REQUIREMENTS**

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

**15.1 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.

**15.2 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.

## **16. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

**(a) Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

**(b) Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

**(c) Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

**(d) Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

**(e) Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

**(f) Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

**(g) Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

**(h) Data/Deliverable Requirements:** Any required data deliverables at the ordering level will be as specified or negotiated in the agency's order.

**(i) Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

**(j) Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## 17. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

## 18. 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/>.

## 19. PURCHASE OF OPEN MARKET ITEMS

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

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

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

## **20. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

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

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

## **21. OVERSEAS ACTIVITIES**

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

### **Not Applicable**

---

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

## **22. BLANKET PURCHASE AGREEMENTS (BPAS)**

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

## **23. CONTRACTOR TEAM ARRANGEMENTS**

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

## **24. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United

States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is agreeable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

## **25. SECTION 508 COMPLIANCE**

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

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## **26. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective —
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

## **28. ADVANCE PAYMENTS**

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

## 2. TERMS AND CONDITIONS

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

#### 29. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule
- b. The prices, terms and conditions stated under Special Item Number 132-100 Ancillary Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- c. For all SINs under this schedule, the Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

#### 30. PERFORMANCE INCENTIVES

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

#### 31. ORDER

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

**32. PERFORMANCE OF SERVICES**

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

#### **34. INSPECTION OF SERVICES**

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

#### **35. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR52.227-14 (Deviation–May 2003) Rights in Data-General, may apply.

#### **36. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

#### **37. INDEPENDENT CONTRACTOR**

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

#### **38. ORGANIZATIONAL CONFLICTS OF INTEREST**

- a. Definitions:
  - (1) "Contractor means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. "Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
  - (2) An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.
- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors,



subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

### **39. INVOICES**

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

### **40. PAYMENTS**

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

### **41. RESUMES**

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

### **42. INCIDENTAL SUPPORT COSTS**

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

### **43. APPROVAL OF SUBCONTRACTS**

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

### **44. DESCRIPTION OF IT SERVICES AND PRICING**

The Contactor shall provide a description of each type of IT Service offered under Special Item Number 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles Labor categories) for those individuals who will perform the service should be provided.

### 3. TERMS AND CONDITIONS

#### TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM NUMBER 132-56)

#### 45. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-56 Health IT Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule. This SIN provides ordering activities with access to Health IT Services, however this SIN is limited to Health IT Services only. Software and hardware products are out of scope. All Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the Task Order level.
- b. For all SINs under this schedule, the Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

#### 46. PERFORMANCE INCENTIVES

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

#### 47. ORDER

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

**48. PERFORMANCE OF SERVICES**

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

## **50. INSPECTION OF SERVICES**

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

## **51. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR52.227-14 (Deviation–May 2003) Rights in Data-General, may apply.

## **52. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **53. INDEPENDENT CONTRACTOR**

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

## **54. ORGANIZATIONAL CONFLICTS OF INTEREST**

- a. Definitions:
  - (1) "Contractor means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. "Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
  - (2) An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.
- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors,

subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **55. INVOICES**

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

## **56. PAYMENTS**

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

## **57. RESUMES**

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

## **58. INCIDENTAL SUPPORT COSTS**

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

## **59. APPROVAL OF SUBCONTRACTS**

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

## **60. DESCRIPTION OF IT SERVICES AND PRICING**

The Contactor shall provide a description of each type of IT Service offered under Special Item Number 132-56. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles Labor categories) for those individuals who will perform the service should be provided.

## 61. LABOR CATEGORY DESCRIPTIONS – 132-51

Labor Category Descriptions – 132-51		
Labor Category	Labor Category Description	Minimum Education
Principle Systems Engineer II	<p>Minimum General Experience: Subject Matter Expert for IT programmatic, technical, analytic, or operational position. Provides senior level leadership and direction for or overall success involving the planning, scheduling, and coordination of projects, programs, processes, information assurance activities, systems, job experience networks, and architectures.</p> <p>Functional Responsibility: Designs, develops, and maintains complex enterprise systems, networks, applications, mission systems, or analytical systems Demonstrates ability to follow instructions on all assignments and works on problems of limited scope. Begins establishment of relationships with key technology vendors. Develops high demand technology skills. Participates in the design of technical solutions. May work solo as a scientist on projects requiring advanced knowledge or a particular field of specialization</p>	Masters degree and 14 years experience or demonstrable equivalent job experience.
Principle Systems Engineer I	<p>Minimum General Experience: Expert-level, technical, management, analytical, or operational position. Regularly provides leadership involving the planning, scheduling, and coordination of projects including software, hardware, network, information security, and other IT related programs.</p> <p>Functional Responsibility: Establishes techniques for the design, development, and troubleshooting of highly complex system, software, network, telecommunications, or other IT, programmatic, or other solutions. May work solo as a scientist on projects requiring advanced knowledge or a particular field of specialization.</p>	Masters degree and 10 years experience or demonstrable equivalent job experience.
Senior Systems Engineer II	<p>Minimum General Experience: Senior-level, management, analytical, programmatic, or operational position that routinely provides technical leadership involving the planning, scheduling, and coordination of complex projects. To perform this job successfully, an individual must be a solutions focused engineer with the ability to work independently with all levels of management, technologists, and subject matter experts.</p> <p>unctional Responsibility: Designs, develops, and troubleshoots highly complex technologies for IT systems. Develops project plans, cost estimates, schedule and is responsible for the total success of large complex programs.</p>	Bachelor of Science degree and 10 years experience; or demonstrable equivalent job experience
Senior Systems Engineer I	<p>Minimum General Experience: Staff-level, generally a non-supervisory position that is responsible for all new and routine functions of the position. Regularly provides leadership to new and current employees by assigning and monitoring work, and/or training.</p> <p>Functional Responsibility: Designs, develops, and troubleshoots highly complex technologies for IT systems. Can apply skills in programmatic, technical, analytical, or operational senior support roles.</p>	Bachelor of Science degree and 6 years experience; or demonstrable equivalent job experience
Systems Engineer II	<p>Minimum General Experience: Staff-level position that receives minimal to no supervision for end-to-end project assignments. Routinely provides work leadership by training new employees or assigning work.</p> <p>Functional Responsibility: Designs, develops, and troubleshoots complex system, network, or software programs for IT or other engineering related solutions.</p>	Bachelor of Science degree and 3 years experience; or demonstrable equivalent job experience
Technician	<p>Minimum General Experience: Entry-level to experienced, but still a learner. Solves problems of limited to moderate scope and complexity, work is closely supervised following established policies and procedures or under very general supervision; contacts are primarily with immediate supervisor and within company or group buy may be external as well; errors in judgment would normally require moderate expenditure of resources to rectify.</p> <p>Functional Responsibility: Typically works under the direct supervision of more senior support personnel and may handle simple to moderately difficult IT related support in the areas of installation, configuration, and administration of servers, workstations, and associated software systems.</p>	Bachelor of Arts degree; or demonstrable equivalent job experience

<b>Labor Category Descriptions – 132-51</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Analyst IV	Organize, track, and analyze business/financial requirements. Responsible for the coordination, planning, and tracking of revenue projections: fiscal year labor and expense budgets. Participate in meetings/working sessions to capture changes in requirements.	Bachelor's Degree/ 10 years
Architect/Engineering I	Processing all organizational efforts through the risk management cycle. They will closely coordinate and track risks, accreditation status, and reporting status across project teams. They will also provide Security Architecture guidance and engineering review. They will provide documentation authorship, critical reviews, engineering and project management support.	Bachelor's Degree/ 5 years/ OR
Architect/Engineering II	Processing all organizational efforts through the risk management cycle. They will closely coordinate and track risks, accreditation status, and reporting status across project teams. They will also provide Security Architecture guidance and engineering review. They will provide documentation authorship, critical reviews, engineering and project management support.	Bachelor's Degree/ 2 years
Associate Test Specialist	Test applications and conduct user acceptance testing, as well as automating testing activities.	Bachelor's Degree/ 2 YEARS
Business Analyst, Junior	The Jr. Business Analyst is a liaison between business units and technology teams. This role is responsible for identifying, defining, and documenting business, system and compliance requirements using interviews, document analysis, and other techniques. These requirements will be translated into functional specifications and implemented into the corporate applications. To support these responsibilities, this position will be required to produce workflow and process diagrams; coordinate related project tasks with corporate IT members, staff and external vendors; produce procedural and policy documentation, and identify and recommend process improvements. This position will also act as the librarian for configurations and policies.	Bachelor's Degree/ 2 years
Business Process Expert	A Business Process Expert has experience in the analysis of IT business and information environment, activities, and events. Must have deep knowledge of data analysis, trend finding, patterns and be able to identify risks and offer solutions for improving processes that will improve overall agency performance..	Master's Degree/ 10 years/ OR 10 years of additional relevant experience may be substituted for education
Configuration Manager, Senior	A Senior Configuration Manager must have experience and be able to develop, document, and implement detailed plans for ensuring configuration control for IT programs, projects, and tasks. When issues arise, must be able to identify and implement solutions. Maintain thorough records and documentation to ensure accurate product builds, part ordering and product and/or software updates.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Cyber Security Analyst, Expert	An Expert Cyber Security Analyst has extensive IT experience with Cyber Security Policy and threat mitigation. Must be well versed in Cyber Security Tools, network topologies, intrusion detection, PKI, and secured networks. Analyst must possess a high level of expertise in developing long term strategies and be knowledgeable about various cyber threats and their mitigation.	PhD/ 15 YEARS/ OR 12 years of additional relevant experience may be substituted for education
Cyber Security Engineer, Senior	A Senior Cyber Security Engineer has extensive IT experience in all aspects of Cyber Security with a vast array of IT systems involving end user as well as enterprise level networks. Experience in designing and implementing systems that meet agency Cyber Security policy and regulations. Must have extensive experience in Cyber Security Tools, network topologies, intrusion detection, PKI, and secured networks.	Master's Degree/ 10 years/ OR 10 years of additional relevant experience may be substituted for education

<b>Labor Category Descriptions – 132-51</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Cyber Security Specialist, Senior	A Senior Cyber Security Specialist has IT experience with Cyber Security Policy and threat mitigation. Must have knowledge and experience in Cyber Security Tools, network topologies, intrusion detection, PKI, and secured networks. Knowledge of implementation and security levels and roles necessary for successful deployment.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Data Management Analyst	Review data consistency and provide reports to members able to initiate correction of issues.	Bachelor's Degree/ 1 YEAR/ OR 6 years
Database Administrator, Senior	A Senior Database Administrator can create, implement and manage expansive database administration programs. Has experience in reviewing database performance trends, and identifying opportunities for improvement.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Database Architect, Senior	A Senior Database Architect has vast experience in assessing various alternative products, tools, and approaches for data management. Is able to clearly define risks and benefits of various approaches for a given need. Is able to create overarching strategies for design	Master's Degree/ 5 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Developer	A Developer must have experience in analyzing customer needs and developing overall concept and design objectives. The developer must be able to create software in a variety of programming and for a variety of IT software applications. Must have experience in debugging and correcting errors in computer programs.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Developer, Expert	An Expert Developer must create software development plans and strategies. Must be have experience in developing and implementing algorithms. Must have experience in database design. Oversee work of developers. Conduct quality control of software development. Conduct proactive risk identification and mitigation of software development process. Must have experience in devising possible solutions to predicted problems, evaluating other options; working as part of a team, which may be established purely for a particular project, to write a specific section of the program; combining all elements of the program design and testing it; testing sample data-sets to check that output from the program works as intended.	Master's Degree/ 15 years/ OR 10 years of additional relevant experience may be substituted for education
Developer, Senior	A Senior Developer must be able to create logical and functional software code in a variety of languages. Must have experience in understanding and articulating the benefits and risks associated with different coding languages in different functional environments. Must have experience reacting to problems and correcting the program as necessary.	Bachelor's Degree/ 8 years/ OR 8 years of additional relevant experience may be substituted for education
Engineering Aid	Assist with development of application software working under the guidance of a more senior developer.	High School Diploma
Engineering Analyst	An Engineering Analyst has experience analyzing specific aspects of a given system and/or product's architecture, design, coding, and performance. Is able to identify issues and/or risks and document specific sources.	Bachelor's Degree/ OR 8 years of additional relevant experience may be substituted for education
Engineering Analyst, Senior	The Senior Engineering Analyst has experience in coordinating with various individuals such as program and project leaders to analyze system and/or product architecture, design, coding, and performance. Is able to identify strategies for addressing requirements, risks, and issues. Is able to conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. Also has demonstrable skills in resolve problems as related to their field.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education



<b>Labor Category Descriptions – 132-51</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Engineering Architecture Analyst, Senior	A Senior Engineering Architecture Analyst has extensive experience coordinating with program and project leaders to analyze IT system and network architecture. Has the knowledge and skill to clearly identify strategies for addressing requirements, risks, and issues. Can effectively conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. Is able to quickly resolve issues and create architectural vision.	Master's Degree/ 10 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Functional Area Expert I	A Functional Area Expert I must have experience and knowledge of business, functional and technical areas/disciplines and be able to conduct research on special areas. Must have experience with proposing new solutions to problems in the areas of their functional expertise.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Functional Area Expert II	A Functional Area Expert II must have experience and deep knowledge of business, functional and technical areas/disciplines and be able to conduct research on special areas. Must have experience with proposing new solutions to problems in the areas of their functional expertise. Must be able to work and analyze both independently and as part of a team.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Installation Engineer	An Installation Engineer has experience in executing the deployment of simple and complex IT systems, networks hardware and software and ensuring that that systems are functioning properly upon installation. Has the ability to solve issues that arise on site. Has experience in a variety of deployment environments and execute based on written and verbal instruction.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Integration Engineer, Expert	An Expert Integration Engineer must create strategies and plans for integration of multiple IT systems/subsystems into an operational unit, ensuring full functional and performance capabilities are retained. Coordinate with development and user teams to assess risks, goals and needs and ensure that all are adequately addressed. The expert integration engineer must be experienced in introducing new hardware or software into a new or existing environment while minimizing disruption and mitigating risks. The expert integration engineer must be cost conscience as well addressing goals.	Bachelor's Degree/ 15 years/ OR 8 years of additional relevant experience may be substituted for education
Intel Educator	Provide corporate training to give officers knowledge and skills as required by the Customer. The position is responsible for delivering online and classroom-based training designed to instill the Customer's vision, mission, and values in officers at critical junctures throughout their careers or provide training that gives officers knowledge and skills essential to performing the Customer's mission; having facilitation and classroom management skills that will enable the SME to deliver instruction; developing new curricula or modifying existing programs or modules to reflect current developments in a field of scholarship relevant to the mission.	Bachelor's Degree
IT Specialist/Customer Support	Will work directly with customers to describe functionality, troubleshoot problems, monitor system availability, and resolve incidents. The position may interact with program application developers, trainers, and infrastructure support. The position will use a Sponsor's tool to manage tickets/support requests. The position must be able to accurately capture, categorize, and report trouble calls, suggested system enhancements, etc. The position may also support testing and process access requests.	High School or GED/ 2 years/ OR Bachelor's Degree
IT Specialist/Web	Provide WEB and operational support to design, develop, enhance, and execute the goals and mission of the program. Work in a dynamic mission-driven team environment, both as a contributor and SME to the team and management alike.	Bachelor's Degree/ 2 years

<b>Labor Category Descriptions – 132-51</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Knowledge Manager	Knowledge Manager (KM) manages/administrates the Knowledge Base tool/s utilized by customer Staff and customers. KM manages documents existing in multiple formats available within the system knowledge base that will need to be maintained, managed and reviewed. KM works to verify that documentation meets the customers policies and provide the need support. KMs are responsible for the integrity of the Knowledge Base.	Bachelor's Degree/ 5 years
Modeling & Simulation Engineering Expert	A Modeling and Simulation Engineering expert has vast knowledge of multiple modeling and simulation techniques. Has demonstrated experience in Identifying approaches best suited to unique client requirements. Can clearly define risks and benefits to team to support informed decision-making. Has experience in coordinating internally and externally with customers and teams to identify model requirements, simulation goals, and variables to be applied. Has created modeling and simulation constructs for complex multi network models utilizing multiple systems and scenarios. Has overseen multi event complex modeling and simulation events and documented results and analyzed and presented results to end users. Can refine develop models based on test results.	Bachelor's Degree/ 5 years
Network Administrator	A Network Administrator has experience in managing, monitoring and configuring the routine operations and maintenance of computer systems in a variety of different networks to include high volume/high availability systems. Must have experience responding and resolving problems quickly. Must have the skills to implement agency policy regarding computer access and implement firewalls.	Bachelor's Degree/ OR 8 years of additional relevant experience may be substituted for education
Network Administrator, Senior	A Senior Network Administrator has the skills of the Network Administrator but is able to work with multiple teams f administrators involving multiple diverse networks at both the enterprise and local level. Has the knowledge to create plans to assure effective management, operations, and maintenance of systems and/or networks. Is cognizant of all agency policies regarding computer access and firewall and network protection technologies and creates the plans to implement.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Network Engineer	The Network Engineer plans, supports and evaluates complex existing network systems and make recommendations for resources required to maintain and/or expand service levels. This resource will provide highly skilled technical assistance in network planning, engineering and architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to insure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within IS to resolve network related issues as needed. Leads and directs work of other Network Engineers.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Program Analyst, Expert	An Expert Program Analyst must have the skill set of a senior PA but also be able to create new methods of gathering and analyzing source data to evaluate program effectiveness and analyze business processes.	Master's Degree/ 15 years/ OR 10 years of additional relevant experience may be substituted for education

Labor Category Descriptions – 132-51		
Labor Category	Labor Category Description	Minimum Education
Program Manager	A Program Manager must have experience with diverse projects both large and small. Must be able to identify and mitigate risks to the program. Must be able to manage to cost, schedule and performance.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Project Analyst	The Project Analyst must have experience in creating, applying and maintaining tools to track program, project, or task performance data, including cost, schedule, and performance data. Must have experience in the creation of routine and ad hoc reports. Must be able to provide oral and written discussion of analytical findings using narrative and graphic forms.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Project Manager	A Project Manager must have experience managing Information Technology related projects. Must be well versed in life cycle and project management methodologies. Must have experience in tracking costs, schedule and performance progress. Must be able to identify and mitigate risks.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Requirement Analyst III	Responsible for collecting functional business/mission requirements and translating them to systems requirements pertaining to Entitlement Management and innovative solutions to data access management. This candidate shall have familiarity with entitlement management request and provisioning services and tools that take advantage of enterprise access controls. Our requirement specialist shall work closely with our project managers, system engineers, architects, and testing team members to ensure that end-to-end requirements are satisfied in a timely manner. Furthermore, this requirements specialist shall assist the team to make recommendations on existing systems using new and emerging technologies to promote system stability for the Sponsor's Partners. Programming, LDAP, JAVA, and database administration are all elements of this position. In this position, the selectee shall work closely with a team of other developers, engineers, and staff.	Bachelor's Degree/ 8-12 years
Security Analyst, Senior	A Senior Security Analyst has experience in managing teams of security analysts. Is able to effectively leverage vast detailed knowledge and familiarity with security discipline. Has thorough knowledge of security principles, concepts, policy and regulations. is able to identify risks in security systems and work with technical experts to resolve security issues. Possess ability to identify key concepts, factors and risks based on conversations and document these in clear and concise narrative or graphic reports.	Master's Degree/ 5 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Service Desk Application Engineer	Applications Developer Senior is needed to support a critical program which specializes in data repositories. The Group develops and maintains leading-edge technologies (e.g., widgets, relational and non-relational databases, etc.) and provides critical support for a high priority customer. Members of the Group work predominantly on Agile development teams, designing, developing, testing and maintaining software and hardware. Software is developed primarily in-house.	Bachelor's Degree
SharePoint Administrator, Junior	Assist with the implementation and support of "form services", custom reporting, custom work-flow, and searches. Use Oracle or SQL Server Databases and .Net or PHP or JAVA software technologies to develop Internet and intra-net web services and web page applications in support of the customer's processes. Provide assistance in researching new and emerging technologies. Work with vendors to understand technology.	Bachelor's Degree/ 2 years

Labor Category Descriptions – 132-51		
Labor Category	Labor Category Description	Minimum Education
SharePoint Specialist, Senior	Perform as a technical expert and architect for the customer. Be accountable for leading architecture and process strategies, ensuring that the customer's SharePoint environment (separate instance) is scalable, sustains performance requirements, and complies with VA's privacy and security policies. Implement and support "form services", custom reporting, custom work-flow, and searches. Use Oracle or SQL Server Databases and .Net or PHP or JAVA software technologies to develop Internet and intra-net web services and web page applications in support of the customer's processes. Provide assistance in researching new and emerging technologies. Work with vendors to understand technology.	Bachelor's Degree/ 5 YEARS/ OR
Site Lead	Responsible for conducting performance evaluations of staff and supervisors, providing feedback, and helping to develop and monitor progress against development plans. Coordinating professional and technical development of supervisors and staff. Responsible for identifying and tracking training trends and needs. Responsible for reporting and data analysis. Acting as liaison for the service desk with customers to facilitate the resolution of customer inquiries or complaints. Conducting Quality Control observations to monitor the quality of telephone service and call work-flow; following through on areas of opportunity identified. Monitoring the number of calls, customer wait and resolution time, and ensuring all SLA's & Metrics are met. Monitoring staffing, work-flow and training needs. Responsible for mentoring and disciplinary actions for supervisor and staff. Responsible for approving work shifts and staffing allocations.	Bachelor's Degree/ 2 years
Subject Matter Expert II	Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task	High School Diploma/ 5 YEARS
Subject Matter Expert III	Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.	Bachelor's Degree/ 10 years/ OR

<b>Labor Category Descriptions – 132-51</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Subject Matter Expert IV	Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.	High School Diploma/ 20 years/ OR Bachelor's Degree/ 10 years
Systems Integrator II	Systems administrators have several duties in an organization. Besides basic responsibilities such as setting up user accounts, installing software and monitoring system performance, systems administrators ensure servers are secure, virus-free and well-maintained. They start, stop and resume the company's servers when necessary, and view their configuration. Systems administrators also deploy web applications and service modules, and organize server start-up and shutdown classes for team members.	Bachelor's Degree/ 5 YEARS/ OR
Technical Editor	The Technical Editor must have experience in the edit of narrative and graphic products to identify and correct typographical and grammatical errors and to identify logical inconsistencies that will require author attention. Must have experience in gathering required data and inputs to create written narrative and graphic documents of a technical and business nature, ensuring grammatical, format, style, and logic while using a variety of word processing, spreadsheet, graphics, and scheduling tools. Must be able to edit highly technical documents involving IT software and hardware systems and networks.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Technical Systems Architect, Expert	An Expert Technical Systems Architect has extensive experience in the design and development of Client Server and Web Enabled Corporate applications including network topology. Must be well versed in Object Oriented tools and techniques. Must have thorough knowledge of data modeling skills using automated tools.	Master's Degree/ 10 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Technical Writer	A Technical Writer must have experience in explaining highly technical data and information in simplistic grade school language for end users of complex IT systems and projects. Must be able to use a variety of word processing, spreadsheet, graphics and scheduling tools. Must have experience in being able to gather and convert data into a written narrative.	AA or 2 year technical school/ OR 4 years of additional relevant experience may be substituted for education
Technical Writer III	The Tech Writer responsibilities will include researching, drafting, editing, and proofreading internal business and technical documentation. Types of documentation will include instructional knowledge articles, process documents, and content for required documents.	Bachelor's Degree/ 5 YEARS/ OR

<b>Labor Category Descriptions – 132-51</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Technical Writer/Editor, Senior	A Senior Technical Writer/Editor must have experience in editing narrative and graphic products to identify and correct grammatical formatting and logic errors and to identify logical inconsistencies that will require author attention. Must have experience in the application a variety of word processing, spreadsheet, graphics, and scheduling tools. Must have experience in meeting with authors and other team representatives to review documents, compile inputs/corrections, resolve incompatible comments, and provide final publishable documentation. Must have experience in explaining in simple language scientific and technical ideas that are difficult for the average reader to understand.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Telecommunication Technician	Analyzes network characteristics (traffic, connect time, transmission speeds, packet sizes, and throughput, etc.) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components.	Bachelor's Degree/ 5 YEARS/ OR
Test Engineer	A Test Engineer must have experience in the coordination and execution of test events in accordance with approved test plans, procedures and scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test IT hardware, software, systems and networks.	Bachelor's Degree/ OR 8 years of additional relevant experience may be substituted for education
Test Engineer, Senior	A Senior Test Engineer must have experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with configuring necessary hardware and operating environments as needed to complete assigned testing. Must have comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures. Must manage the defect database under the guidance of senior QA engineers.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Trainer	A Trainer must have experience in conducting training programs, presenting training materials, and interacting directly with students. Must have experience in conducting training on IT software, hardware, systems and networks. Must be able to present training classes using a variety of different media and tools.	AA or 2 year technical school/ 3 years/ OR 4 years of additional relevant experience may be substituted for education
Web Designer, Senior	A Senior Web Designer should have extensive experience with the use multiple different web tools to determine best approach for web page creation, operations, management, and maintenance. Create overall management strategy and oversee implementation. Should have up to date knowledge on all current software tools available. Should have extensive experience in working with customer requirements and creating web sites. The senior web designer should be able to assure the over all look and feel of a web site and create a management strategy for keeping content fresh and up to date.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education

**62. LABOR CATEGORY DESCRIPTIONS – 132-56**

<b>Labor Category Descriptions – 132-56</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Health Business Process Expert	A Business Process Expert has experience in the analysis of IT business and information environment, activities, and events. Must have deep knowledge of data analysis, trend finding, patterns and be able to identify risks and offer solutions for improving processes that will improve overall agency performance.	Master's Degree/ 10 years/ OR 10 years of additional relevant experience may be substituted for education
Health Configuration Manager, Senior	A Senior Configuration Manager must have experience and be able to develop, document, and implement detailed plans for ensuring configuration control for IT programs, projects, and tasks. When issues arise, must be able to identify and implement solutions. Maintain thorough records and documentation to ensure accurate product builds, part ordering and product and/or software updates.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Health Cyber Security Analyst, Expert	An Expert Cyber Security Analyst has extensive IT experience with Cyber Security Policy and threat mitigation. Must be well versed in Cyber Security Tools, network topologies, intrusion detection, PKI, and secured networks. Analyst must possess a high level of expertise in developing long term strategies and be knowledgeable about various cyber threats and their mitigation.	PhD/ 15 YEARS/ OR 12 years of additional relevant experience may be substituted for education
Health Cyber Security Engineer, Senior	A Senior Cyber Security Engineer has extensive IT experience in all aspects of Cyber Security with a vast array of IT systems involving end user as well as enterprise level networks. Experience in designing and implementing systems that meet agency Cyber Security policy and regulations. Must have extensive experience in Cyber Security Tools, network topologies, intrusion detection, PKI, and secured networks.	Master's Degree/ 10 years/ OR 10 years of additional relevant experience may be substituted for education
Health Cyber Security Specialist, Senior	A Senior Cyber Security Specialist has IT experience with Cyber Security Policy and threat mitigation. Must have knowledge and experience in Cyber Security Tools, network topologies, intrusion detection, PKI, and secured networks. Knowledge of implementation and security levels and roles necessary for successful deployment.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Health Database Administrator, Senior	A Senior Database Administrator can create, implement and manage expansive database administration programs. Has experience in reviewing database performance trends, and identifying opportunities for improvement.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Database Architect, Senior	A Senior Database Architect has vast experience in assessing various alternative products, tools, and approaches for data management. Is able to clearly define risks and benefits of various approaches for a given need. Is able to create overarching strategies for design	Master's Degree/ 5 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Health Developer	A Developer must have experience in analyzing customer needs and developing overall concept and design objectives. The developer must be able to create software in a variety of programming and for a variety of IT software applications. Must have experience in debugging and correcting errors in computer programs.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Developer, Expert	An Expert Developer must create software development plans and strategies. Must have experience in developing and implementing algorithms. Must have experience in database design. Oversee work of developers. Conduct quality control of software development. Conduct proactive risk identification and mitigation of software development process. Must have experience in devising possible solutions to predicted problems, evaluating other options; working as part of a team, which may be established purely for a particular project, to write a specific section of the program; combining all elements of the program design and testing it; testing sample data-sets to check that output from the program works as intended.	Master's Degree/ 15 years/ OR 10 years of additional relevant experience may be substituted for education
Health Developer, Senior	A Senior Developer must be able to create logical and functional software code in a variety of languages. Must have experience in understanding and articulating the benefits and risks associated with different coding languages in different functional environments. Must have experience reacting to problems and correcting the program as necessary.	Bachelor's Degree/ 8 years/ OR 8 years of additional relevant experience may be substituted for education
Health Engineering Analyst	An Engineering Analyst has experience analyzing specific aspects of a given system and/or product's architecture, design, coding, and performance. Is able to identify issues and/or risks and document specific sources.	Bachelor's Degree/ OR 8 years of additional relevant experience may be substituted for education

Labor Category Descriptions – 132-56		
Labor Category	Labor Category Description	Minimum Education
Health Engineering Analyst, Senior	The Senior Engineering Analyst has experience in coordinating with various individuals such as program and project leaders to analyze system and/or product architecture, design, coding, and performance. Is able to identify strategies for addressing requirements, risks, and issues. Is able to conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. Also has demonstrable skills in resolve problems as related to their field.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Health Engineering Architecture Analyst, Senior	A Senior Engineering Architecture Analyst has extensive experience coordinating with program and project leaders to analyze IT system and network architecture. Has the knowledge and skill to clearly identify strategies for addressing requirements, risks, and issues. Can effectively conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. Is able to quickly resolve issues and create architectural vision.	Master's Degree/ 10 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Health Functional Area Expert I	A Functional Area Expert I must have experience and knowledge of business, functional and technical areas/disciplines and be able to conduct research on special areas. Must have experience with proposing new solutions to problems in the areas of their functional expertise.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Functional Area Expert II	A Functional Area Expert II must have experience and deep knowledge of business, functional and technical areas/disciplines and be able to conduct research on special areas. Must have experience with proposing new solutions to problems in the areas of their functional expertise. Must be able to work and analyze both independently and as part of a team.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Health Installation Engineer	An Installation Engineer has experience in executing the deployment of simple and complex IT systems, networks hardware and software and ensuring that that systems are functioning properly upon installation. Has the ability to solve issues that arise on site. Has experience in a variety of deployment environments and execute based on written and verbal instruction.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Integration Engineer, Expert	An Expert Integration Engineer must create strategies and plans for integration of multiple IT systems/subsystems into an operational unit, ensuring full functional and performance capabilities are retained. Coordinate with development and user teams to assess risks, goals and needs and ensure that all are adequately addressed. The expert integration engineer must be experienced in introducing new hardware or software into a new or existing environment while minimizing disruption and mitigating risks. The expert integration engineer must be cost conscience as well addressing goals.	Bachelor's Degree/ 15 years/ OR 8 years of additional relevant experience may be substituted for education
Health Knowledge Manager	Knowledge Manager (KM) manages/administrates the Knowledge Base tool/s utilized by customer Staff and customers. KM manages documents existing in multiple formats available within the system knowledge base that will need to be maintained, managed and reviewed. KM works to verify that documentation meets the customers policies and provide the need support. KMs are responsible for the integrity of the Knowledge Base.	Bachelor's Degree/5 years
Health Modeling & Simulation Engineering Expert	A Modeling and Simulation Engineering expert has vast knowledge of multiple modeling and simulation techniques. Has demonstrated experience in Identifying approaches best suited to unique client requirements. Can clearly define risks and benefits to team to support informed decision-making. Has experience in coordinating internally and externally with customers and teams to identify model requirements, simulation goals, and variables to be applied. Has created modeling and simulation constructs for complex multi network models utilizing multiple systems and scenarios. Has overseen multi event complex modeling and simulation events and documented results and analyzed and presented results to end users. Can refine develop models based on test results.	Bachelor's Degree/5 years
Health Network Administrator	A Network Administrator has experience in managing, monitoring and configuring the routine operations and maintenance of computer systems in a variety of different networks to include high volume/high availability systems. Must have experience responding and resolving problems quickly. Must have the skills to implement agency policy regarding computer access and implement firewalls.	Bachelor's Degree/ OR 8 years of additional relevant experience may be substituted for education



Labor Category Descriptions – 132-56		
Labor Category	Labor Category Description	Minimum Education
Health Network Administrator, Senior	A Senior Network Administrator has the skills of the Network Administrator but is able to work with multiple teams of administrators involving multiple diverse networks at both the enterprise and local level. Has the knowledge to create plans to assure effective management, operations, and maintenance of systems and/or networks. Is cognizant of all agency policies regarding computer access and firewall and network protection technologies and creates the plans to implement.	Master's Degree/ 5 years/ OR 8 years of additional relevant experience may be substituted for education
Health Network Engineer	The Network Engineer plans, supports and evaluates complex existing network systems and make recommendations for resources required to maintain and/or expand service levels. This resource will provide highly skilled technical assistance in network planning, engineering and architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to insure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within IS to resolve network related issues as needed. Leads and directs work of other Network Engineers.	Master's Degree/ 5 years/ OR 8 years of additional relevant experience may be substituted for education
Health Program Analyst, Expert	An Expert Program Analyst must have the skill set of a senior PA but also be able to create new methods of gathering and analyzing source data to evaluate program effectiveness and analyze business processes.	Master's Degree/ 15 years/ OR 10 years of additional relevant experience may be substituted for education
Health Program Manager	A Program Manager must have experience with diverse projects both large and small. Must be able to identify and mitigate risks to the program. Must be able to manage to cost, schedule and performance.	Bachelor's Degree/10 years
Health Project Analyst	The Project Analyst must have experience in creating, applying and maintaining tools to track program, project, or task performance data, including cost, schedule, and performance data. Must have experience in the creation of routine and ad hoc reports. Must be able to provide oral and written discussion of analytical findings using narrative and graphic forms.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Project Manager	A Project Manager must have experience managing Information Technology related projects. Must be well versed in life cycle and project management methodologies. Must have experience in tracking costs, schedule and performance progress. Must be able to identify and mitigate risks.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Health Security Analyst, Senior	A Senior Security Analyst has experience in managing teams of security analysts. Is able to effectively leverage vast detailed knowledge and familiarity with security discipline. Has thorough knowledge of security principles, concepts, policy and regulations. is able to identify risks in security systems and work with technical experts to resolve security issues. Possess ability to identify key concepts, factors and risks based on conversations and document these in clear and concise narrative or graphic reports.	Master's Degree/ 5 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Health Service Desk Application Engineer	Applications Developer Senior is needed to support a critical program which specializes in data repositories. The Group develops and maintains leading-edge technologies (e.g., widgets, relational and non-relational databases, etc.) and provides critical support for a high priority customer. Members of the Group work predominantly on Agile development teams, designing, developing, testing and maintaining software and hardware. Software is developed primarily in-house.	Bachelor's Degree

Labor Category Descriptions – 132-56		
Labor Category	Labor Category Description	Minimum Education
Health SharePoint Administrator, Junior	Assist with the implementation and support of "form services", custom reporting, custom work-flow, and searches. Use Oracle or SQL Server Databases and .Net or PHP or JAVA software technologies to develop Internet and intra-net web services and web page applications in support of the customer's processes. Provide assistance in researching new and emerging technologies. Work with vendors to understand technology.	Bachelor's Degree/ 2 years
Health SharePoint Specialist, Senior	Perform as a technical expert and architect for the customer. Be accountable for leading architecture and process strategies, ensuring that the customer's SharePoint environment (separate instance) is scalable, sustains performance requirements, and complies with VA's privacy and security policies. Implement and support "form services", custom reporting, custom work-flow, and searches. Use Oracle or SQL Server Databases and .Net or PHP or JAVA software technologies to develop Internet and intra-net web services and web page applications in support of the customer's processes. Provide assistance in researching new and emerging technologies. Work with vendors to understand technology.	Bachelor's Degree/ 5 YEARS
Health Site Lead	Responsible for conducting performance evaluations of staff and supervisors, providing feedback, and helping to develop and monitor progress against development plans. Coordinating professional and technical development of supervisors and staff. Responsible for identifying and tracking training trends and needs. Responsible for reporting and data analysis. Acting as liaison for the service desk with customers to facilitate the resolution of customer inquiries or complaints. Conducting Quality Control observations to monitor the quality of telephone service and call work-flow; following through on areas of opportunity identified. Monitoring the number of calls, customer wait and resolution time, and ensuring all SLA's & Metrics are met. Monitoring staffing, work-flow and training needs. Responsible for mentoring and disciplinary actions for supervisor and staff. Responsible for approving work shifts and staffing allocations.	Bachelor's Degree/ 2 years
Health Subject Matter Expert II	Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.	Bachelor's Degree/ 5 YEARS
Health Subject Matter Expert III	Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.	Bachelor's Degree/ 10 years

Labor Category Descriptions – 132-56		
Labor Category	Labor Category Description	Minumum Education
Health Subject Matter Expert IV	Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.	High School Diploma/ 20 years/ OR Bachelor's Degree/ 10 years
Health Technical Editor	The Technical Editor must have experience in the edit of narrative and graphic products to identify and correct typographical and grammatical errors and to identify logical inconsistencies that will require author attention. Must have experience in gathering required data and inputs to create written narrative and graphic documents of a technical and business nature, ensuring grammatical, format, style, and logic while using a variety of word processing, spreadsheet, graphics, and scheduling tools. Must be able to edit highly technical documents involving IT software and hardware systems and networks.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Technical Systems Architect, Expert	An Expert Technical Systems Architect has extensive experience in the design and development of Client Server and Web Enabled Corporate applications including network topology. Must be well versed in Object Oriented tools and techniques. Must have thorough knowledge of data modeling skills using automated tools.	Master's Degree/ 10 YEARS/ OR 10 years of additional relevant experience may be substituted for education
Health Technical Writer	A Technical Writer must have experience in explaining highly technical data and information in simplistic grade school language for end users of complex IT systems and projects. Must be able to use a variety of word processing, spreadsheet, graphics and scheduling tools. Must have experience in being able to gather and convert data into a written narrative.	AA or 2 year technical school/ OR 4 years of additional relevant experience may be substituted for education
Health Technical Writer/Editor, Senior	A Senior Technical Writer/Editor must have experience in editing narrative and graphic products to identify and correct grammatical formatting and logic errors and to identify logical inconsistencies that will require author attention. Must have experience in the application a variety of word processing, spreadsheet, graphics, and scheduling tools. Must have experience in meeting with authors and other team representatives to review documents, compile inputs/corrections, resolve incompatible comments, and provide final publishable documentation. Must have experience in explaining in simple language scientific and technical ideas that are difficult for the average reader to understand.	Bachelor's Degree/ 10 years/ OR 8 years of additional relevant experience may be substituted for education
Health Telecommunication Technician	Analyzes network characteristics (traffic, connect time, transmission speeds, packet sizes, and throughput, etc.) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components.	Bachelor's Degree/ 5 YEARS
Health Test Engineer	A Test Engineer must have experience in the coordination and execution of test events in accordance with approved test plans, procedures and scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test IT hardware, software, systems and networks.	Bachelor's Degree/ OR 8 years of additional relevant experience may be substituted for education

Labor Category Descriptions – 132-56		
Labor Category	Labor Category Description	Minimum Education
Health Test Engineer, Senior	A Senior Test Engineer must have experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with configuring necessary hardware and operating environments as needed to complete assigned testing. Must have comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures. Must manage the defect database under the guidance of senior QA engineers.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Trainer	A Trainer must have experience in conducting training programs, presenting training materials, and interacting directly with students. Must have experience in conducting training on IT software, hardware, systems and networks. Must be able to present training classes using a variety of different media and tools.	AA or 2 year technical school/ 3 years/ OR 4 years of additional relevant experience may be substituted for education
Health Web Designer, Senior	A Senior Web Designer should have extensive experience with the use multiple different web tools to determine best approach for web page creation, operations, management, and maintenance. Create overall management strategy and oversee implementation. Should have up to date knowledge on all current software tools available. Should have extensive experience in working with customer requirements and creating web sites. The senior web designer should be able to assure the over all look and feel of a web site and create a management strategy for keeping content fresh and up to date.	Bachelor's Degree/ 5 YEARS/ OR 8 years of additional relevant experience may be substituted for education
Health Principle Systems Engineer II	Minimum General Experience: Subject Matter Expert for IT programmatic, technical, analytic, or operational position. Provides senior level leadership and direction for or overall success involving the planning, scheduling, and coordination of projects, programs, processes, information assurance activities, systems, job experience networks, and architectures. Functional Responsibility: Designs, develops, and maintains complex enterprise systems, networks, applications, mission systems, or analytical systems Demonstrates ability to follow instructions on all assignments and works on problems of limited scope. Begins establishment of relationships with key technology vendors. Develops high demand technology skills. Participates in the design of technical solutions. May work solo as a scientist on projects requiring advanced knowledge or a particular field of specialization	Masters degree and 14 years experience or demonstrable equivalent job experience.
Health Principle Systems Engineer I	Minimum General Experience: Expert-level, technical, management, analytical, or operational position. Regularly provides leadership involving the planning, scheduling, and coordination of projects including software, hardware, network, information security, and other IT related programs. Functional Responsibility: Establishes techniques for the design, development, and troubleshooting of highly complex system, software, network, telecommunications, or other IT, programmatic, or other solutions. May work solo as a scientist on projects requiring advanced knowledge or a particular field of specialization.	Masters degree and 10 years experience or demonstrable equivalent job experience.
Health Senior Systems Engineer II	Minimum General Experience: Senior-level, management, analytical, programmatic, or operational position that routinely provides technical leadership involving the planning, scheduling, and coordination of complex projects. To perform this job successfully, an individual must be a solutions focused engineer with the ability to work independently with all levels of management, technologists, and subject matter experts. unctional Responsibility: Designs, develops, and troubleshoots highly complex technologies for IT systems. Develops project plans, cost estimates, schedule and is responsible for the total success of large complex programs.	Bachelor of Science degree and 10 years experience; or demonstrable equivalent job experience
Health Senior Systems Engineer I	Minimum General Experience: Staff-level, generally a non-supervisory position that is responsible for all new and routine functions of the position. Regularly provides leadership to new and current employees by assigning and monitoring work, and/or training. Functional Responsibility: Designs, develops, and troubleshoots highly complex technologies for IT systems. Can apply skills in programmatic, technical, analytical, or operational senior support roles.	Bachelor of Science degree and 6 years experience; or demonstrable equivalent job experience

Labor Category Descriptions – 132-56		
Labor Category	Labor Category Description	Minumum Education
Health Systems Engineer II	<p>Minimum General Experience: Staff-level position that receives minimal to no supervision for end-to-end project assignments. Routinely provides work leadership by training new employees or assigning work.</p> <p>Functional Responsibility: Designs, develops, and troubleshoots complex system, network, or software programs for IT or other engineering related solutions.</p>	Bachelor of Science degree and 3 years experience; or demonstrable equivalent job experience
Health Technician	<p>Minimum General Experience: Entry-level to experienced, but still a learner. Solves problems of limited to moderate scope and complexity, work is closely supervised following established policies and procedures or under very general supervision; contacts are primarily with immediate supervisor and within company or group buy may be external as well; errors in judgment would normally require moderate expenditure of resources to rectify.</p> <p>Functional Responsibility: Typically works under the direct supervision of more senior support personnel and may handle simple to moderately difficult IT related support in the areas of installation, configuration, and administration of servers, workstations, and associated software systems.</p>	Bachelor of Arts degree; or demonstrable equivalent job experience

**63. LABOR CATEGORY DESCRIPTIONS – 132-100**

<b>Labor Category Descriptions – 132-100</b>		
<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Minimum Education</b>
Administrative/Clerical Assistant I	The Clerical Assistant I must have experience in typing documents without error and receive and log guests in and out of a facility. Must have experience with phone systems and take message competently.	High School or GED
Administrative/Clerical Assistant III	In addition to the experience as described in Clerical Assistant I and II, the Clerical Assistant III must have experience and be proficient with a wide variety of graphic and office automation tools and produce documents without errors. The Clerical Assistant III must have experience and knowledge in proofreading and editing documents that are highly technical in nature which was created by others to ensure proper format, grammar, and style.	AA or 2 year business school/ 8 years/ OR 4 years of additional relevant experience may be substituted for education
Security Technician	A Security Technician has experience in implementing IT security solutions and assure successful implementation Has knowledge of security principles, policy and regulations. IT experience with Cyber Security document management and familiar with security and privacy rules.	AA or 2 year technical school/ 3 years/ OR 4 years of additional relevant experience may be substituted for education
Service Desk Analyst/Technician	Under general supervision, each Service Desk Technician provides technical software, hardware and network problem resolution to computer and email users by performing question and problem diagnosis and guiding users through step-by- step solutions in a call center environment. Help Desk Technicians clearly communicate technical solutions in a user-friendly, professional manner, provide one-on-one end-user training as needed, assist Network Technicians, troubleshoot network printer problems, and pass more complex end-user problems on to Tier Two.	Associate's Degree/ 3 YEARS/ OR 2 year technical school
Service Desk Shift Manager	Managing and supervising service desk(s) at multiple locations. Responsible for conducting performance evaluations of staff and supervisors, providing feedback, and helping to develop and monitor progress against development plans. Coordinating professional and technical development of supervisors and staff. Responsible for identifying and tracking training trends and needs. Responsible for reporting and data analysis. Acting as liaison for the service desk with customers to facilitate the resolution of customer inquiries or complaints. Conducting Quality Control observations to monitor the quality of telephone service and call work-flow; following through on areas of opportunity identified. Monitoring the number of calls, customer wait and resolution time, and ensuring all SLA's & Metrics are met. Monitoring staffing, work-flow and training needs. Responsible for mentoring and disciplinary actions for supervisor and staff. Responsible for approving work shifts and staffing allocations.	Bachelor's Degree/ 5 YEARS/ OR
Onboarding (Transition) Coordinator	Implement on-boarding and transition functionalities for new hires to contracts as specified by the Customer	Associate's Degree/ 3 YEARS/ OR 2 year technical school

## **64. SIN DESCRIPTIONS**

### **ACET Descriptions of SIN 132-51 for Information Technology (IT) Professional Services:**

#### **FPDS Code D301 - IT Facility Operation and Maintenance:**

ACET supplies personnel, equipment, and facilities support to accomplish full lifecycle IT operations and maintenance and technical support at client and ACET corporate facilities. This support includes: requirements analysis, comparative study and evaluation of available software and database engines, concept development, hardware specifications, database specifications, internet and Intranet design, data warehousing applications, database compatibility assessments, recommendations, acquisition support and documentation.

#### **FPDS Code D302 - IT Systems Development Services:**

ACET provides total solution development services in the engineering and deployment of complex IT related systems. This support includes Service Oriented Architecture (SOA) development, full lifecycle development, IT related system engineering services, operational support, business analysis, WEB Development, acquisition support, System Design and Technical Data Support, Configuration Management Support, Quality Assurance Support, and Information System, Information Assurance, and documentation.

#### **FPDS Code 0306 - IT Systems Analysis Services:**

ACET supplies personnel, equipment and facilities to accomplish systems analysis and design. Include: Mission requirements analysis, concept development, Systems requirements analyses and information engineering, Systems specifications, Database specifications, Business Process Reengineering, Requirements Modeling and Prototyping, User-oriented design, Coding, unit testing, and integration testing, test plans and test analysis reports, hardware specifications, acquisition support and documentation.

#### **FPDS Code D307 - Automated Information System Design Integration Services:**

ACET furnishes technical support and services required from delivery of product through installation and integration to a fully functioning system. This support includes: Site preparation, Network analysis and design, Commercial-Off-The-Shelf (COTS) product evaluation and selection, Migration plan, Network configuration management plans, Communication Interface analyses, LAN/WAN installation and integration, equipment acquisition, receipt, unpacking, relocation and inventory, assembly of system components, loading of software, testing and evaluation, customer training, acquisition support and documentation.

#### **FPDS Code D308 - Programming Services:**

ACET provides software development for tailored programs and modifications and enhancements to existing and/or new COTS or Government-Off-The-Shelf (GOTS) programs. Our support in this area includes: Design specifications, Code generation, interoperability studies, Prototype development, migration to match platform

requirements, testing, debugging, verification and validation, Source code management, User interface design, Internet and multimedia development, Firewalls/Security, and acquisition support.

### **FPDS Code D316 - IT Network Management Services**

ACET provides network project management personnel and services, including, Project Management, and personnel support services. Our full lifecycle services includes Integrated logistics support, total cost of ownership analysis and modeling, Program control, monitoring, scheduling, cost oversight, acquisition planning, financial management/budgeting services, status reviews, customer interface, quality assurance, risk management. independent verification and validation support, administrative assistance, acquisition support and network documentation.

### **ACET Descriptions of SIN 132-56 for Health Information Technology (IT) Professional Services:**

Includes a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.



**65. PRICING SCHEDULE – 132-51**  
**Adams Communication & Engineering Technology, Inc. (ACET)**  
**ACET Latest Price List per Modification Number PS-0021**  
**Effective Date: November 07, 2016**

GSA IT Schedule 70 #GS-35F-0275U							
Adams Communication & Engineering Technology, Inc							
As of Modification PS-0022 Dated 11/07/2016							
Labor Category Title	SIN	6/19/2016	6/19/2016	6/19/2017	6/19/2017	1/1/2018	1/1/2018
		6/19/2017	6/19/2017 with IFF	12/31/2017	12/31/2017 with IFF	2/26/2018	2/26/2018 with IFF
PrincipleSystemsEngineer II	132-51	\$159.77	\$160.97	\$162.97	\$164.19	\$166.22	\$167.47
PrincipleSystemsEngineer I	132-51	\$144.97	\$146.06	\$147.87	\$148.98	\$150.83	\$151.96
SeniorSystemsEngineer II	132-51	\$135.26	\$136.28	\$137.97	\$139.00	\$140.73	\$141.78
SeniorSystemsEngineer I	132-51	\$114.56	\$115.43	\$116.85	\$117.73	\$119.19	\$120.09
Systems Engineer II	132-51	\$101.17	\$101.93	\$103.20	\$103.97	\$105.26	\$106.05
Technician	132-51	\$77.38	\$77.96	\$78.92	\$79.52	\$80.50	\$81.11
Analyst IV	132-51	\$93.11	\$93.81	\$94.97	\$95.68	\$96.87	\$97.60
Architect/Engineering I	132-51	\$88.25	\$88.91	\$90.02	\$90.70	\$91.82	\$92.51
Architect/Engineering II	132-51	\$107.06	\$107.86	\$109.20	\$110.02	\$111.38	\$112.22
Associate Test Specialist	132-51	\$44.52	\$44.85	\$45.41	\$45.75	\$46.32	\$46.67
Business Analyst, Junior	132-51	\$76.76	\$77.34	\$78.29	\$78.88	\$79.86	\$80.46
Business Process Expert	132-51	\$152.12	\$153.26	\$155.17	\$156.33	\$158.27	\$159.46
Configuration Manager, Senior	132-51	\$84.10	\$84.73	\$85.78	\$86.42	\$87.50	\$88.16
Cyber Security Analyst, Expert	132-51	\$122.84	\$123.76	\$125.30	\$126.24	\$127.80	\$128.76
Cyber Security Engineer, Senior	132-51	\$77.37	\$77.95	\$78.91	\$79.50	\$80.49	\$81.09
Cyber Security Specialist, Senior	132-51	\$57.11	\$57.54	\$58.25	\$58.69	\$59.42	\$59.87
Data Management Analyst	132-51	\$88.65	\$89.31	\$90.42	\$91.10	\$92.23	\$92.92
Database Administrator, Senior	132-51	\$125.76	\$126.70	\$128.27	\$129.23	\$130.84	\$131.82
Database Architect, Senior	132-51	\$115.01	\$115.87	\$117.31	\$118.19	\$119.65	\$120.55
Developer	132-51	\$93.30	\$94.00	\$95.17	\$95.88	\$97.07	\$97.80
Developer, Expert	132-51	\$126.64	\$127.59	\$129.18	\$130.15	\$131.76	\$132.75
Developer, Senior	132-51	\$109.82	\$110.64	\$112.02	\$112.86	\$114.26	\$115.12
EngineeringAid	132-51	\$72.77	\$73.32	\$74.22	\$74.78	\$75.71	\$76.28
EngineeringAnalyst	132-51	\$93.30	\$94.00	\$95.17	\$95.88	\$97.07	\$97.80
EngineeringAnalyst, Senior	132-51	\$117.49	\$118.37	\$119.84	\$120.74	\$122.24	\$123.16
EngineeringArchitecture Analyst, Senior	132-51	\$130.98	\$131.96	\$133.60	\$134.60	\$136.27	\$137.29
Functional Area Expert I	132-51	\$114.34	\$115.20	\$116.63	\$117.50	\$118.96	\$119.85
Functional Area Expert II	132-51	\$124.75	\$125.69	\$127.24	\$128.19	\$129.79	\$130.76
Installation Engineer	132-51	\$60.55	\$61.00	\$61.76	\$62.22	\$62.99	\$63.46
IntegrationEngineer, Expert	132-51	\$130.98	\$131.96	\$133.60	\$134.60	\$136.27	\$137.29
Intel Educator	132-51	\$69.78	\$70.30	\$71.17	\$71.70	\$72.60	\$73.14
IT Specialist/Customer Support	132-51	\$83.25	\$83.87	\$84.92	\$85.56	\$86.62	\$87.27

Authorized Federal Supply Service IT Schedule Price List

IT Specialist/Web	132-51	\$107.03	\$107.83	\$109.17	\$109.99	\$111.35	\$112.19
Knowledge Manager	132-51	\$67.56	\$68.07	\$68.92	\$69.44	\$70.29	\$70.82
Modeling & Simulation Engineering Expert	132-51	\$141.89	\$142.95	\$144.73	\$145.82	\$147.62	\$148.73
Network Administrator	132-51	\$77.67	\$78.25	\$79.23	\$79.82	\$80.81	\$81.42
Network Administrator, Senior	132-51	\$91.27	\$91.95	\$93.09	\$93.79	\$94.96	\$95.67
Network Engineer	132-51	\$81.90	\$82.51	\$83.53	\$84.16	\$85.20	\$85.84
Program Analyst, Expert	132-51	\$154.15	\$155.31	\$157.24	\$158.42	\$160.38	\$161.58
Program Manager	132-51	\$127.79	\$128.75	\$130.34	\$131.32	\$132.95	\$133.95
Project Analyst	132-51	\$79.15	\$79.74	\$80.74	\$81.35	\$82.35	\$82.97
Project Manager	132-51	\$100.13	\$100.88	\$102.14	\$102.91	\$104.18	\$104.96
Requirement Analyst III	132-51	\$108.65	\$109.46	\$110.82	\$111.65	\$113.04	\$113.89
Security Analyst, Senior	132-51	\$93.55	\$94.25	\$95.43	\$96.15	\$97.33	\$98.06
Service Desk Application Engineer	132-51	\$136.05	\$137.07	\$138.77	\$139.81	\$141.54	\$142.60
SharePoint Administrator, Junior	132-51	\$70.69	\$71.22	\$72.10	\$72.64	\$73.54	\$74.09
SharePoint Specialist, Senior	132-51	\$93.55	\$94.25	\$95.43	\$96.15	\$97.33	\$98.06
Site Lead	132-51	\$64.70	\$65.19	\$65.99	\$66.48	\$67.31	\$67.81
Subject Matter Expert II	132-51	\$175.88	\$177.20	\$179.40	\$180.75	\$182.98	\$184.35
Subject Matter Expert III	132-51	\$196.57	\$198.04	\$200.51	\$202.01	\$204.52	\$206.05
Subject Matter Expert IV	132-51	\$217.22	\$218.85	\$221.56	\$223.22	\$225.99	\$227.68
Systems Integrator II	132-51	\$113.78	\$114.63	\$116.06	\$116.93	\$118.38	\$119.27
Technical Editor	132-51	\$82.48	\$83.10	\$84.13	\$84.76	\$85.81	\$86.45
Technical Systems Architect, Expert	132-51	\$154.15	\$155.31	\$157.24	\$158.42	\$160.38	\$161.58
Technical Writer	132-51	\$59.74	\$60.19	\$60.94	\$61.40	\$62.15	\$62.62
Technical Writer III	132-51	\$86.84	\$87.49	\$88.58	\$89.24	\$90.35	\$91.03
Technical Writer/Editor, Senior	132-51	\$92.78	\$93.48	\$94.63	\$95.34	\$96.53	\$97.25
Telecommunication Technician	132-51	\$60.29	\$60.74	\$61.50	\$61.96	\$62.73	\$63.20
Test Engineer	132-51	\$79.15	\$79.74	\$80.74	\$81.35	\$82.35	\$82.97
Test Engineer, Senior	132-51	\$90.51	\$91.19	\$92.33	\$93.02	\$94.17	\$94.88
Trainer	132-51	\$56.64	\$57.06	\$57.77	\$58.20	\$58.93	\$59.37
Web Designer, Senior	132-51	\$99.91	\$100.66	\$101.91	\$102.67	\$103.95	\$104.73

Escalation percentage is 3% in accordance with ACET's fixed EPA rate cited in its existing GSA contract.

**66. PRICING SCHEDULE – 132-56**

GSA IT Schedule 70 #GS-35F-0275U							
Adams Communication & Engineering Technology, Inc							
As of Modification PS-0022 Dated 11/07/2016							
Labor Category Title	SIN	6/19/2016	6/19/2016	6/19/2017	6/19/2017	1/1/2018	1/1/2018
		6/19/2017	6/19/2017 with IFF	12/31/2017	12/31/2017 with IFF	2/26/2018	2/26/2018 with IFF
Health Principle Systems Engineer II	132-56	\$159.77	\$160.97	\$162.97	\$164.19	\$166.22	\$167.47
Health Principle Systems Engineer I	132-56	\$144.97	\$146.06	\$147.87	\$148.98	\$150.83	\$151.96
Health Senior Systems Engineer II	132-56	\$135.26	\$136.28	\$137.97	\$139.00	\$140.73	\$141.78
Health Senior Systems Engineer I	132-56	\$114.56	\$115.43	\$116.85	\$117.73	\$119.19	\$120.09
Health Systems Engineer II	132-56	\$101.17	\$101.93	\$103.20	\$103.97	\$105.26	\$106.05
Health Technician	132-56	\$77.38	\$77.96	\$78.92	\$79.52	\$80.50	\$81.11
Health Business Process Expert	132-56	\$152.12	\$153.26	\$155.17	\$156.33	\$158.27	\$159.46
Health Configuration Manager, Senior	132-56	\$84.10	\$84.73	\$85.78	\$86.42	\$87.50	\$88.16
Health Cyber Security Analyst, Expert	132-56	\$122.84	\$123.76	\$125.30	\$126.24	\$127.80	\$128.76
Health Cyber Security Engineer, Senior	132-56	\$77.37	\$77.95	\$78.91	\$79.50	\$80.49	\$81.09
Health Cyber Security Specialist, Senior	132-56	\$57.11	\$57.54	\$58.25	\$58.69	\$59.42	\$59.87
Health Database Administrator, Senior	132-56	\$125.76	\$126.70	\$128.27	\$129.23	\$130.84	\$131.82
Health Database Architect, Senior	132-56	\$115.01	\$115.87	\$117.31	\$118.19	\$119.65	\$120.55
Health Developer	132-56	\$93.30	\$94.00	\$95.17	\$95.88	\$97.07	\$97.80
Health Developer, Expert	132-56	\$126.64	\$127.59	\$129.18	\$130.15	\$131.76	\$132.75
Health Developer, Senior	132-56	\$109.82	\$110.64	\$112.02	\$112.86	\$114.26	\$115.12
Health Engineering Analyst	132-56	\$93.30	\$94.00	\$95.17	\$95.88	\$97.07	\$97.80
Health Engineering Analyst, Senior	132-56	\$117.49	\$118.37	\$119.84	\$120.74	\$122.24	\$123.16
Health Engineering Architecture Analyst, Senior	132-56	\$130.98	\$131.96	\$133.60	\$134.60	\$136.27	\$137.29
Health Functional Area Expert I	132-56	\$114.34	\$115.20	\$116.63	\$117.50	\$118.96	\$119.85
Health Functional Area Expert II	132-56	\$124.75	\$125.69	\$127.24	\$128.19	\$129.79	\$130.76
Health Installation Engineer	132-56	\$60.55	\$61.00	\$61.76	\$62.22	\$62.99	\$63.46
Health Integration Engineer, Expert	132-56	\$130.98	\$131.96	\$133.60	\$134.60	\$136.27	\$137.29
Health Knowledge Manager	132-56	\$67.56	\$68.07	\$68.92	\$69.44	\$70.29	\$70.82
Health Modeling & Simulation Engineering Expert	132-56	\$141.89	\$142.95	\$144.73	\$145.82	\$147.62	\$148.73
Health Network Administrator	132-56	\$77.67	\$78.25	\$79.23	\$79.82	\$80.81	\$81.42
Health Network Administrator, Senior	132-56	\$91.27	\$91.95	\$93.09	\$93.79	\$94.96	\$95.67
Health Network Engineer	132-56	\$81.90	\$82.51	\$83.53	\$84.16	\$85.20	\$85.84
Health Program Analyst, Expert	132-56	\$154.15	\$155.31	\$157.24	\$158.42	\$160.38	\$161.58
Health Program Manager	132-56	\$127.79	\$128.75	\$130.34	\$131.32	\$132.95	\$133.95
Health Project Analyst	132-56	\$79.15	\$79.74	\$80.74	\$81.35	\$82.35	\$82.97
Health Project Manager	132-56	\$100.13	\$100.88	\$102.14	\$102.91	\$104.18	\$104.96
Health Security Analyst, Senior	132-56	\$93.55	\$94.25	\$95.43	\$96.15	\$97.33	\$98.06
Health Service Desk Application Engineer	132-56	\$136.05	\$137.07	\$138.77	\$139.81	\$141.54	\$142.60
Health SharePoint Administrator, Junior	132-56	\$70.69	\$71.22	\$72.10	\$72.64	\$73.54	\$74.09
Health SharePoint Specialist, Senior	132-56	\$93.55	\$94.25	\$95.43	\$96.15	\$97.33	\$98.06

Authorized Federal Supply Service IT Schedule Price List

Health Site Lead	132-56	\$64.70	\$65.19	\$65.99	\$66.48	\$67.31	\$67.81
Health Subject Matter Expert II	132-56	\$175.88	\$177.20	\$179.40	\$180.75	\$182.98	\$184.35
Health Subject Matter Expert III	132-56	\$196.57	\$198.04	\$200.51	\$202.01	\$204.52	\$206.05
Health Subject Matter Expert IV	132-56	\$217.22	\$218.85	\$221.56	\$223.22	\$225.99	\$227.68
Health Technical Editor	132-56	\$82.48	\$83.10	\$84.13	\$84.76	\$85.81	\$86.45
Health Technical Systems Architect, Expert	132-56	\$154.15	\$155.31	\$157.24	\$158.42	\$160.38	\$161.58
Health Technical Writer	132-56	\$59.74	\$60.19	\$60.94	\$61.40	\$62.15	\$62.62
Health Technical Writer/Editor, Senior	132-56	\$92.78	\$93.48	\$94.63	\$95.34	\$96.53	\$97.25
Health Telecommunication Technician	132-56	\$60.29	\$60.74	\$61.50	\$61.96	\$62.73	\$63.20
Health Test Engineer	132-56	\$79.15	\$79.74	\$80.74	\$81.35	\$82.35	\$82.97
Health Test Engineer, Senior	132-56	\$90.51	\$91.19	\$92.33	\$93.02	\$94.17	\$94.88
Health Trainer	132-56	\$56.64	\$57.06	\$57.77	\$58.20	\$58.93	\$59.37
Health Web Designer, Senior	132-56	\$99.91	\$100.66	\$101.91	\$102.67	\$103.95	\$104.73

Escalation percentage is 2% in accordance with ACET's fixed EPA rate cited in its existing GSA contract

**67. PRICING SCHEDULE – 132-100**

GSA IT Schedule 70 #GS-35F-0275U							
Adams Communication & Engineering Technology, Inc							
As of Modification PS-0022 Dated 11/07/2016							
		6/19/2016	6/19/2016	6/19/2017	6/19/2017	1/1/2018	1/1/2018
		-	-	-	-	-	-
		6/19/2017	6/19/2017	12/31/2017	12/31/2017	2/26/2018	2/26/2018
<b>Labor Category Title</b>	<b>SIN</b>		with IFF		with IFF		with IFF
Administrative Support IV	132-100	\$72.42	\$72.96	\$73.87	\$74.42	\$75.35	\$75.91
Administrative/Clerical Assistant I	132-100	\$29.68	\$29.90	\$30.28	\$30.50	\$30.88	\$31.11
Administrative/Clerical Assistant III	132-100	\$60.55	\$61.00	\$61.76	\$62.22	\$62.99	\$63.47
On-Boarding Coordinator	132-100	\$61.68	\$62.14	\$62.91	\$63.38	\$64.17	\$64.65
Security Technician	132-100	\$45.65	\$45.99	\$46.56	\$46.91	\$47.49	\$47.85
Service Desk Analyst/Technician	132-100	\$35.79	\$36.06	\$36.51	\$36.78	\$37.24	\$37.52
Service Desk Shift Manager	132-100	\$42.96	\$43.28	\$43.82	\$44.15	\$44.70	\$45.03

Escalation percentage is 2% in accordance with ACET's fixed EPA rate cited in its existing GSA contract

## **68. FPDS CODES**

### **FPDS Code 0399- Other Information Technology Services, not elsewhere classified**

ACET provides the following services for IT Services not listed elsewhere in this section:

- Organization development.
- IT management.
- Performance measurements,
- Engineering assessment of new technologies,
- IT cable plant installation,
- Migration planning,
- Information Assurance,
- IT Certification & Accreditation
- Software design evaluations,
- Interface requirements definition,
- Design support,
- Facilities management and upgrade analysis,
- Asset management,
- Network management.
- Help desk operations,
- Testing support,
- Acquisition support,
- Documentation and Financial management/budgeting services,
- IT Business Analysis,
- IT System Engineering Services,
- Network Computer Design & Drafting,
- IT Strategic Planning

---

Voice: (301) 861-5000 Fax: (301) 885-3199 Web: [www.adamscomm.com](http://www.adamscomm.com)

*ACET Proprietary Information*

**69. COMMITMENT TO PROMOTE SMALL BUSINESS**

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

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Brianne Dempsey, 301-861-5000, [contracts@adamscomm.com](mailto:contracts@adamscomm.com), 703-391-0627 (fax).**

**70. BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE**

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

(Insert Customer Name)

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

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

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

**Signatures**

\_\_\_\_\_  
**Ordering Activity**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Date**



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

**(CUSTOMER NAME)  
 BLANKET PURCHASE AGREEMENT**

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

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

<b>MODEL NUMBER/PART NUMBER</b>	<b>SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____
_____	_____

(2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULES/DATES</b>
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

## 71. CTA GUIDELINES

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

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

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

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

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

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

Here is a general outline on how it works:

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