



**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 D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing Services (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Automated News Services, Data Services, or Other Information Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified



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8403 Colesville Road
Silver Spring Metro Plaza 2, STE 400
Silver Spring, MD 20910
(301) 588-5900 / FAX (310) 588-0390
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Federal Supply Schedule: **70** Contract Number: **GS-35F-0599J**
 Period Covered by Contract: **07/19/99 – 7/18/19**

General Services Administration - Federal Supply Service

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



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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. Geographic Scope of Contract:

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

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

This price list is applicable to the following:

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

2. Contractor's Ordering Address and Payment Information:

Macfadden & Associates, Inc.
8403 Colesville Road
Silver Spring Metro Plaza 2
Suite 400
Silver Spring, MD 20910
(301) 588-5900 / FAX (301) 588-0380
Attention: Contracts Department

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral and written delivery orders. Government purchase cards **will** be



acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Director of Contracts
Direct: 301-588-5900

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **#60932134-4**
Block 30: Type of Contractor – **OTHER THAN SMALL BUSINESS**
Block 31: Woman-Owned Small Business – **No**
Block 36: Contractor's Taxpayer Identification Number (TIN): **#52-1642695**

- 4a. CAGE Code: **OXMW7**
- 4b. Contract **has** registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

as agreed to by Customer and Contractor

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

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

- a. Prompt Payment: **None**
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Government Educational Institutions: **Same as all other Government Customers**
- e. Other: **None**

8. TRADE AGREEMENTS ACT OF 1979; AS AMENDED

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Not Available

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is **\$100**.

11. MAXIMUM ORDER: Not Applicable

12. 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.

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply. 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 or 132-9.

23. SECTION 508 COMPLIANCE.

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

****NOTE:** Contractor should insert the contractor's website or other location where full details can be found.**

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

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

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

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.



Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is

performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS □ COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I □ □ OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress

payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements— Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional 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.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: System Engineer

Minimum/General Experience:

Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure, and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

MACFADDEN PROFESSIONAL SERVICES LABOR SKILL CATEGORY DESCRIPTIONS

For the positions described below, rates are available for both on- and off-site at the Expert, Intermediate, and Associate skill levels. Experience will be in the area related to each specific delivery order. The following descriptions define these three skill levels:

Expert Level:	Operates with wide latitude of unreviewed action. Plans, conducts, and supervises projects of major significance which necessitates advanced related knowledge. Ten or more years of related professional experience with at least two at the expert level. Two additional years of experience may be substituted for each year of college.
Intermediate Level:	Incumbent acts independently or under general direction. Plans and conducts projects in the intermediate to difficult range which requires substantial related knowledge. A minimum of six years of related experience with at least two years at the Intermediate level. Two additional years of experience may be substituted for each year of college.
Associate Level:	Work is performed under supervision of a senior or project leader. Incumbent carries out assignments associated with projects, and translates guidance received from leader into usable data applicable to the particular assignment. Work assignments are varied and require some originality and ingenuity. Where applicable, two additional years of experience may be substituted for each year of college.

The description of job titles is as follows:

Project Manager/Director

Minimum/General Experience:

Eight or more years of progressive IT project direction and administration. Shall have proven experience in providing overall technical, marketing, customer relations, and personnel management direction of a major project or several smaller projects to ensure timely and cost effective accomplishment of contractual commitments. Must have demonstrated successful management of information system contracts.

Functional Responsibility:

Oversees and manages the daily project activities, ensuring operational, contractual, and technical efficiencies as primary goals. Supplies technical advice and counsel to other professionals. Operates with wide latitude for unreviewed action.

Minimum Education:

Bachelors Degree in Business and/or Computer-Related Field. An additional three years of experience may be substituted for a Bachelors Degree.

Acquisition Support Specialist

Minimum/General Experience:

Five or more years of professional experience with at least three in acquisition support for IT services. Provides assistance in the development and preparation of specific procurement actions that include the following. Facilitates preparation of Requirements Analysis documents in support of procurement

requirements to establish procurement authority. Helps prepare Agency Procurement Requests (APR) and assist in resolution of issues in order to obtain the Delegated Procurement Authority (DPA). Supports services. Helps prepare outlines of requirements related to specific procurements. Produces market surveys, compiles equipment capabilities and performance assessment studies. Assist in the preparation of justifications for required IT hardware and software.

Analyzes and interprets technical requirements and helps develop statements of work that include mandatory specifications required for the procurement of equipment, software, and services. Uses the applicable regulations and forms to help produce the documents required by the GSA or other Government agencies for procurement actions. Acts as technical coordinator between technical and contracting staff. Evaluates vendor questions and assists in the preparation of responses. Facilitates preparation of the Commerce Business Daily (CBD) announcements and updates the GSA Advantage notices. Helps during development of evaluation criteria and prepares checklists and guidelines for evaluation of compliance with mandatory specifications.

Functional Responsibility:

Identifies, develops, and produces required documents and follows through with the milestones related to the acquisition strategy. Developed familiarity with all Government acquisition regulations and processes related to the preparation of documents required by GSA. Proficient in IT technology and capable of performing as a liaison between GSA or other Government agencies, Technical Experts, and Vendor representatives.

Minimum Education:

Equivalent of or Bachelor's Degree in Computer Science or other technology-related field.

IT Resource Utilization/Cost Analyst

Minimum/General Experience:

Two years of experience in providing assistance with the design and documentation of a methodology that will be utilized to produce resource usage rates.

Functional Responsibility:

Designs and documents usage rate methodologies.

Minimum Education:

Equivalent of or Bachelor's Degree in Accounting or a technology-related field with training in cost analysis.

Integration Specialist

Minimum/General Experience:

Five or more years of professional experience, with at least two in dealing with the identification of requirements to successfully integrate various hardware, software, networks (both LAN and WAN), and peripheral problems.

Functional Responsibility:

Plans and supports integration efforts of the GSA or other Government agencies. The Integration Specialist will have the ability to successfully integrate various Hardware, Software, Networks and peripheral configurations. Supplies technical advice and counsel to other professionals and GSA or other Government agencies, as required.

Minimum Education:

Bachelor's Degree, or equivalent, in Computer Science or other technology-related field with training in systems integration.

System Performance Specialist**Minimum/General Experience:**

Five years of professional experience, with at least three with responsibility for the formulation of performance studies of complex operating and applications systems. Provides IT systems projection analysis and design verification to assure optimum usage across all platforms. Assists in the performance of transition planning and reacquisition studies. Supplies technical advice and counsel to other professionals.

Functional Responsibility:

Plans and supports the performance objectives of the GSA or other Government agencies. The System Performance Specialist will have the ability to successfully analyze various hardware, software, networks, and peripheral inter-workings to assure optimum performance. Supplies technical advice and counsel to other professionals and client management as required.

Minimum Education:

Bachelor's Degree, or equivalent, in Computer Science or other technology-related field.

System Security Specialist**Minimum/General Experience:**

Five years of professional experience, with at least three with the security responsibility for identifying those necessary controls and procedures to cost-effectively protect information systems assets from intentional or inadvertent modification, disclosure, or destruction. Provides guidance and recommendations for the physical protection of information system assets. Provides reports regarding effectiveness of data security and makes suggestions regarding adoption of new procedures and/or software.

Functional Responsibility:

Plans, implements, and supports IT security issues. The Systems Security Specialist will have the ability to plan and design IT security systems. Supplies technical advice and counsel to other professionals and client management as required.

Minimum Education:

Bachelor's Degree, or equivalent, in a technology-related field with specific training or certification in systems security.

Programming Support Specialist**Minimum/General Experience:**

Five years of professional experience, with at least two in programming support and assisting in formulating and defining application systems scope and objectives. Devises or modifies procedures to solve complex problems concerning computer equipment capacity and limitations, operating time and form of desired results. The Programming Support Specialist is responsible for program design, coding, testing, debugging, and documentation; has full technical knowledge of all phases of application programming. The specialist makes recommendations and presentations to other professionals and client management to determine specific goals and objectives.

Functional Responsibility:

Supports client computer application design and performance objectives. The Programming Support Specialist will have the ability to successfully design, code, test, debug, and document application program systems. Supplies technical advice and counsel to other professionals and client management as required.

Minimum Education:

Bachelor's Degree, or equivalent, in Computer Science or other technology-related field, with specific training in programming support.

Cabling Support Specialist**Minimum/General Experience:**

Two years of experience in IT cabling support, with the responsibility for cost-effective cable plant design, along with installation and maintenance. Will provide troubleshooting procedures and recommendations for correction of the most general reoccurring problems. Has full technical knowledge of all phases of cabling support for information technology. Will make recommendations and presentations to other professionals and client management regarding cabling requirements. Confers with other client staff and management to determine specific goals with objectives.

Functional Responsibility:

Supports information technology cabling objectives of the client and will have ability to successfully design, install, and maintain a complex cabling plant. Supplies technical advice and counsel to other staff and client management as required.

Minimum Education:

Two years of experience in cabling support and cost-effective plant design.

Operations Support Specialist**Minimum/General Experience:**

Five years of professional experience, with at least three in client operations support. The Operations Support Specialist is responsible for production of reports and briefings relating to effective operation of the mainframe, mini and peripheral information systems equipment. Produces studies identifying the best mix of peripheral usage, batch and online jobs to achieve the maximum job throughout. Has full technical knowledge of all phases of operations. Will make recommendations and presentations to other professionals and client management regarding mainframe, mini and peripheral operations. Confers with other client staff and management to determine specific goals and objectives.

Functional Responsibility:

Supports IT operations objectives of the client and has the ability to successfully analyze IT operations and put findings in report or presentation formats. Supplies technical advice and counsel to other staff and client management as required.

Minimum Education:

Bachelor's Degree, or equivalent, in Computer Science or other technology-related field.

Functional Area Specialist

Minimum/General Experience:

Ten or more years of professional experience, with at least five in the area for which the person is being proposed. Designs and develops configurations and presentations that detail solutions and meet technical requirements. Interfaces with client staff to coordinate requirements and prepare reports. Confers with and provides advice on administrative procedures, technical problems, cost comparisons, and implementation methodology.

Functional Responsibility:

Assists in the development of strategic and tactical plans for information technology and their implementation. Confers with and provides general advice on procedures, problems, comparisons, and implementation methodology in various functional areas. Confers with client professionals and management to determine goals and objectives of functional areas and how they relate to the client organization as a whole. Provides reports detailing all aspects of the functional areas, including customers, services, resources, and technologies.

Minimum Education:

Bachelor's Degree, or equivalent, in Computer Science or other technology-related field.

Business Process Re-Engineering Specialist

Minimum/General Experience:

Ten or more years of professional experience, with at least five in business process re-engineering (BPR). Can demonstrate use of BPR tools on actual projects; and is able to describe projects where he/she implemented BPR based on results stemming from an examination of a client's strategic and business plans.

Functional Responsibility:

In the field of information technology, must have the ability to prepare process models, using tools, to identify throughout, bottlenecks, delays, and wait times; ability to model revised process and streamline/optimize the process through work flow simplification, work elimination, work consolidation, automation, new skills, and responsibilities.

Minimum Education:

Bachelor's Degree, or equivalent, in Computer Science or other technology-related field.

Administrative Support Specialist

Minimum/General Experience:

Two years of experience in administrative support and analysis. Provides support in the areas of analysis of systems discrepancies, technical meetings, requirements collection and analysis, image processing, Email support and analysis, document maintenance and production. Has broad range of administrative support functions knowledge. Will interface with client staff and management and has ability to make recommendations and presentations to other staff and client management. Confers with other client staff and management to determine specific goals and objectives.

Functional Responsibility:

Supports client IT administrative areas and has the ability to analyze IT functional areas and put findings in report or presentation formats.

Minimum Education:

Equivalent of Associate Degree in Business with strong administrative skills.

1001. Program Manager**General Experience:**

Ten years experience as a Project/Contract Manager with five years specific experience in broad-based ADP projects. Interfaces with Government management personnel, contract managers and customer agency representatives.

Specialized Experience:

Experienced in management of system design, system integration, complex network design, network administration and telecommunications and/or data processing projects. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, purposes and goals of the organization to subordinates. Manages contract performance.

Functional Responsibility:

Develops and implements systems and performance strategies. Provides coaching support to Project Manager and supervisory personnel. Assists Project Manager in developing and maintaining management controls to ensure on time project completion within budget and in accordance with client's requirements.

Minimum Education:

Bachelor's degree from an accredited college or university with a curriculum or major field of study which either provides substantial knowledge useful in managing large, complex AIS projects; is closely related to the project to be completed; or is a computer science, a physical science or a mathematics intensive discipline.

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

A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one year of general experience.

1002. Technical Program Manager**General Experience:**

A minimum of ten years of progressive IRM software development experience, including a minimum of five years experience in supervision and management of substantive IRM development projects preferably including the use of the Information Engineering (IE) methodologies (this shall include financial management/funds control experience).

Specialized Experience:

A minimum of two years experience in managing large, complex IRM development projects.

Functional Responsibility:

The Program Manager will be the contractor's single authorized point of contact for discussion of the customer's requirements and resolution of contractual problems involving the basic contract or individual delivery orders issued under the contract. These contractual problems include, but are not limited to, technical performance, facility problems, quality of products, apparent errors, potential and actual disputes, and invoicing and payment problems.

Responsibilities include organization, direction, and coordination of planning and production of all contractor activities. The Program Manager will supervise contractor personnel assigned to the contract, oversee other managers in their management of individual tasks, and be responsible for all business, cost containment and accounting activities for the contract.

Demonstrated ability to communicate orally and in writing with all levels of management and be able to interface with customer management, personnel, and Program Office representatives.

Formulate and review project plans and costs; ensure that contractor personnel conform to established contract work standards; assign, schedule, and review work of subordinates; and also ensure conformance with the customer organization's policy, purpose and goals for subordinates.

The authority to negotiate for and make binding decisions on behalf of the contractor.

Minimum Education:

There is no experience substitution for a Bachelors Degree for this position. This position requires: graduation from an accredited four-year college or university with a degree preferably in engineering, business management, mathematics, or the computer sciences.

1003. Project Manager**General Experience:**

Eight years of extensive and progressive experience in management of multiple broad-based ADP projects involving substantial system/application program life cycle contract support operations. Among these, three of the last five must reflect work and management of projects utilizing current technologies. Proven analytic ability to evaluate computer systems to determine costs of implementation and operation.

Demonstrated experience in planning, organizing and directing employees to meet established deadlines and achieve specific goals. Experience in developing work plans, related schedules, and implementing Quality Assurance processes for multi-faceted operations.

Specialized Experience:

Experience in managing development of projects including financial management and funds control; large, complex software development projects and staff of at least ten people at the same or diverse locales.

Functional Responsibility:

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

Minimum Education:

Bachelor's degree from an accredited college or university with a curriculum or major field of study which either provides substantial knowledge useful in managing large, complex AIS projects; is closely related to the project to be completed; or is a computer science, a physical science or a mathematics intensive discipline.

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

A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for one year of general experience.

1004: Technical Project Leader**General Experience:**

A minimum of seven years experience as a programmer/analyst predominantly in the general programming service area.

Specialized Experience:

A minimum of two years demonstrated experience in managing a team comprised of IRM specialists.

Functional Responsibility:

Meets with customer officials to discuss and analyze management and business issues; devise procedures for problem solution; and implement solutions using appropriate IRM technology. He/she provides technical leadership and guidance to subordinate technical and support contractor personnel.

Ability to develop work plans and related schedules; work with a variety of business data; and possess a high degree of analytic ability needed to evaluate computer systems for functional adequacy and to determine costs of implementation and operation.

Minimum Education:

Graduation from an accredited four-year college or university with a degree preferably in engineering, business management, mathematics, or the computer sciences.

1005: Senior Microcomputer Specialist**General Experience:**

A minimum of four years experience as a programmer/analyst; including a minimum of three years experience in the microcomputer field. One year shall have been within the last one year.

Specialized Experience:

Documented experience in distributed data processing and capability for assisting in the development of LAN applications utilizing microcomputers.

Documented experience in application development, data reduction, and interactive data transmission of large scale minicomputer and mainframe systems for further processing, storage, and retrieval.

Documented specific experience with microcomputer operating systems and proficiency in microcomputer programming languages.

Functional Responsibility:

Design, develop, implement, and maintain systems, software, and data integration solutions to business technical problems through the use of microcomputer IBM hardware and software. In addition, this position requires knowledge in system hardware/software such as IBM/SNA, IBM clones, DEC, EPSON, Macintosh, and Compaq microcomputers; microcomputer/LAN software (e.g., Novell 3.11 operating system, IBM Token Ring, Windows 3.0 and 3.1, Lotus Notes, Clipper, Focus for PCs, Oracle, dBase III, dBase IV, Lotus 1 2 3, WordPerfect, MS DOS, Sidekick Crosstalk, Lotus Freelance, and other microcomputer software); interactive data entry, edit and updating of data; and reports generation,

Interface with customer and contractors management, technicians, end users during definition of system or applications requirements, and resolve system problems; utilize systems analysis and programming to determine the most feasible solutions for processing data using EPA microcomputers; and must be able to write clear, concise, and detailed specifications requirements used by programmers and analysts to design, develop, implement, and maintain microcomputer applications. May also be required to supervise microcomputer specialists.

Minimum Education:

Graduation from an accredited four-year college or university or an Associate's degree in computer science from an accredited two year college.

1006. Microcomputer Specialist

General Experience:

A minimum of two years experience as programmer/analyst; including

A minimum of two years experience in the microcomputer field. one year of this experience shall have been within the last year.

Specialized Experience:

Documented experience in distributed data processing and capability of assisting in development of LAN applications utilizing microcomputers.

Documented experience in application development, data reduction, and interactive data transmission of large scale minicomputer and mainframe systems for further processing, storage, and retrieval.

Documented specific experience with microcomputer operating systems and a proficiency in microcomputer programming languages.

Functional Responsibility:

Design, develop, implement, and maintain systems, software, and data integration solutions for business technical problems through the use of microcomputer IRM hardware and software. Knowledge of system hardware/software such as IBM/SNA, IBM clones, DEC, EPSON, Macintosh, and Compaq microcomputers; micro computer/LAN software (e.g., Novell 3.11 operating system, IBM Token Ring, Windows 3.0 and 3.1, Lotus Notes, Clipper, Focus for PCs, oracle, dBase III., dBase IV, Lotus 1 2 3, WordPerfect, MS DOS, Sidekick Crosstalk, Lotus Freelance, and other microcomputer software); interactive data entry, edit and updating of data; and reports generation.

Minimum Education:

Graduation from an accredited four-year college or university or an Associates Degree in Computer Science from an accredited two year college.

1007. Senior Systems Analyst**General Experience:**

A minimum of seven years experience, one of which shall have been in the last year, in computer programming, analysis, and design of applications on small to large scale computers (mini, micro, and mainframe), including data integration; including

A minimum of three years within the last six years supervising personnel performing software development tasks.

Specialized Experience:

A minimum of three years experience in substantive systems engineering projects, which incorporated the use of a structured systems engineering methodology, automated productivity tools, rigorous quality assurance and testing practices; configurations management, and project measurement and estimation techniques.

Functional Responsibility:

Coordinate with the Program Manager and various customer officials to ensure problem resolution and user satisfaction; prepare and deliver system concept presentations to colleagues, subordinates, and user representative; formulate statements of management, business problems, division IRM procedures for problem resolution; and perform analysis of client requirements, including IRM requirements for the designated offices.

Provide supervisory, technical, and administrative direction for contractor personnel performing software development tasks, including review of work products for functional accuracy, adherence to approved design concept, and to ensure consistency with approved project schedules.

Working with other analysts and programmers, the Senior Systems Analyst helps develop test plans and procedures to evaluate the effectiveness and efficiency of developed systems and applications.

Minimum Education:

Graduation from an accredited four-year college or university with a degree preferably in engineering, business management, mathematics, or the computer sciences.

1008. Systems Analyst**General Experience:**

A minimum of four years experience, one of which shall have been in the last year, in computer programming, analysis, and design of applications on small to large scale computers (mini, micro, and mainframe), including data integration.

Specialized Experience:

A minimum of one year experience in substantive systems engineering projects, which incorporated the use of a structured systems engineering methodology, automated productivity tools, rigorous quality assurance and testing practices; configuration management, and project measurement and estimation techniques.

Functional Responsibility:

Devise and prepare layouts for IRM systems requirements and develop procedures to process data using designated equipment, conferring with other technical personnel in this effort, analyzing system needs in light of available hardware capability to determine technical approaches.

Define needs, recommend hardware required to meet those needs, write specifications for computer programs or subprograms, and may oversee preparation and implementation of individual programs. Individual applications may utilize mathematical or statistical formulae.

Minimum Education:

Graduation from an accredited four-year college or university or an Associates Degree in Computer Science from an accredited two year college.

1009. Senior Programmer**General Experience:**

A minimum of seven years experience, one year of which shall have been within the last year, in system analysis and independent programming, and program implementation.

Specialized Experience:

A minimum of three years experience within the last four years supervising programming personnel engaged in significant software development projects.

Functional Responsibility:

Develop diagrammatic plans in response to IRM task requirements for administrative systems as defined in individual work orders. Analyze problems outlined by a systems analyst for such factors as the type and extent of data to be transferred from storage units, data sorting, and the format of final printed reports;

confers with other technical personnel; design detailed program flowcharts and diagrams indicating program computations and sequence of machine operations; translate design into coded instructions; and correct program errors and modify the program as required by revising coded instructions.

Ability to supervise contractor programmer/analysts in various phases of software development projects.

Minimum Education:

Graduation from an accredited four-year college or university with a degree or an Associate's degree in computer science from an accredited two year college.

1010. Programmer

General Experience:

A minimum of two years programming experience, one year of which shall have been within the last year.

Specialized Experience:

Experience shall include programming applications on mini, micro, and mainframe computers using various programming languages and application software packages (e.g. COBOL, PL1, JCL, BASIC, INFO, FOCUS, ADABAS, NATURAL, Clipper, C); on IBM compatible equipment, and experience technically related to systems operations and software maintenance functions.

A minimum of one year of programming experience.

Functional Responsibility:

The Programmer develops detailed systems program flowcharts and diagrams based on his/her analysis of system requirements and approved design specifications. He/she translates detailed design into computer program coded instructions, tests programs, and corrects program errors to produce a product which conforms to the approved project design specifications. This effort includes documenting programs to aid in program maintenance activities as required to improve overall program operating time/system efficiency.

Minimum Education:

Graduation from an accredited four- year college or university with a degree or an Associate's degree in computer science from an accredited two year college.

1011. Senior LAN Specialist

General Experience:

A minimum of five years, one year of which shall have been within the last two years, experience involving LAN design and analysis.

Specialized Experience:

Programming languages/application software including latest versions of required software. Working knowledge of cable and workstation components, installation, configuration, testing system components, monitoring repair of outages, diagnostics training and minor relevant hardware repair.

Functional Responsibility:

Provide assistance to the LAN administrator in LAN management, including the daily operations of the LAN and manages backup and recovery. Provide user assistance and training; answer questions and provide solutions; and familiarize customer personnel with LAN purposes, uses, capabilities, and operating procedures.

Develop and maintain standard operating procedures for the daily operation of each LAN and develop and maintain current documentation for all procedures, operation, maintenance, and standard operating procedures.

Update the documentation whenever system modifications/enhancements/additions are made.

Ensure thorough implementation of security procedures through physical measures and using operating system procedures; and assists in hardware/software upgrades by researching needs and availability. Evaluate hardware/software configuration capabilities against user requirements and make recommendations for system enhancements and procedural changes. Work with users to define new requirements and perform initial configuration design.

Minimum Education:

Graduation from a four-year accredited college or university with a degree preferably in engineering, business management, or the computer sciences or an accredited computer trade school.

1012. LAN Specialist**General Experience:**

A minimum of two years, one year of which shall have been within the last year, documented experience involving LAN design and analysis.

Specialized Experience:

Comprehensive experience in developing and managing information management training programs. Also responsible for Help Desk management. Work with client to provide optimum service. Experience in design, diagnostics and troubleshooting of related LAN components on a minimum of three IEEE-type LANs.

Functional Responsibility:

Provide assistance to the Senior LAN Specialist in LAN management, including the daily operations of the LAN and manages backup and recovery. Provide user assistance and training; answer questions and provide solutions; and familiarize customer personnel with LAN purposes, use capabilities and operating procedures. Develop and maintain standard operating procedures for the daily operation of each LAN and develop and maintain current documentation for all procedures, operation, maintenance, and standard operating procedures. Update the documentation whenever system modifications, enhancements, and additions are made.

Ensure thorough implementation of security procedures through physical measures and using operating system procedures; and assist in hardware/software upgrades by researching needs and availability.

Evaluate hardware/software configuration capabilities against user request for new requirements, and make recommendations for system enhancements and procedural changes.

Work with users to define new requirements and performs initial configuration design.

Minimum Education:

Graduation from a four-year accredited college or university with a degree preferably in engineering, business management., or the computer sciences or an accredited computer trade school.

1013. Senior Management Analyst

General Experience:

A minimum of eight years of related experience, four of which must be on ADP feasibility studies, requirements analyses, or similar tasks.

Must have demonstrated technical writing and presentation capabilities and skills.

Specialized Experience:

Two to four years of relevant experience. Specific training in business process or operations engineering with specialized training in workflow analysis.

Functional Responsibility:

Provide analytical support directly to the customer project officers, and also internally to the technical project leaders as required in the execution of feasibility studies and requirements analyses. This support is frequently required by offices implementing new or radically revised programs, to help clarify organizational, staff, work flow, and regulatory requirement issues, as an essential prerequisite to conducting an ADP feasibility study or requirements analysis. Conduct or advise technical project leaders in the conduct of analyses of alternative courses of action for planning, organizing, staffing, directing, and controlling program functions. Consider the linking of new operations with existing customer operations and support facilities as a major consideration. Examples of the work to be done by senior management analysts include the following:

- Developing new or improved mechanisms to support customer's interaction with external organizations, such as other agencies, states, and industry.
- Identifying needs for interoffice coordination and designing ways to meet these needs.
- Developing operational system strategies for assessing the consistency of software applications within a system used by several organizations, and identifying the types of data fields necessary for system consistency.

Minimum Education:

Masters degree in business administration, management, public administration, or related discipline, or the equivalent combination of education and experience (8 years).

1014. Senior Systems Engineer**General Experience:**

A minimum of seven years of experience, of which at least three are in systems development, functional and data requirements analysis, systems analysis and design, programming, program design, data conversion implementation and documentation preparation.

Specialized Experience:

Three years systems development, analysis and design with supporting programming and programming design experience.

Functional Responsibility:

Participates in system feasibility studies concerning system capabilities - both hardware and software. Reviews computer systems in terms of machine capabilities and man/machine time. Prepares reports and studies concerning all phases of system development. Responsible for the monitoring of a variety of information management systems. This includes database management, testing and evaluation of hardware and software products and conversion of equipment.

Minimum Education:

Bachelor's degree from an accredited college or university with a curriculum or major field of study which either provides substantial knowledge useful in managing large, complex AIS projects; is closely related to work to be automated; or is a computer science, a physical science or a mathematics intensive discipline.

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

1015. Systems Engineer**General Experience:**

Five years experience in automated data processing, with emphasis on systems development, functional and data requirements analysis, systems analysis and design, programming, program design, data conversion implementation and documentation preparation.

Specialized Experience:

One year systems development, analysis and design with supporting programming and programming design experience. Broad knowledge of existing hardware and software products available and conversion capabilities.

Functional Responsibility:

Responsible for assisting in the monitoring of a variety of information management systems. This includes database management, testing and evaluation of hardware and software products and conversion of equipment.

Minimum Education:

Bachelor's degree from an accredited college or university with a curriculum or major field of study which either is closely related to work to be automated; or is a computer science, a physical science or a mathematics intensive discipline.

1016. Information Engineering Design Support Specialist**General Experience:**

Six years experience with the last two specifically focused on systems analysis and design. Prior experience in information systems development including functional and data requirements analysis, systems analysis and design, program design, programming and the preparation of documentation.

Specialized Experience:

Experience in performing systems analysis and design using IE techniques. This includes performing all phases of IE including knowledge of and experience in using IE automated support tools.

Functional Responsibility:

Provide technical guidance and support in the efficient application of Information Engineering techniques for customer personnel. This may include support to personnel during any project phase. Provide technical guidance and direction in applying IE techniques, in the use of automated support, tools, and in the review of products. Lead discussions and introduce and initiate project phases, and will give technical guidance to project leaders, review progress and recommend redirection of effort on a continuing basis.

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which includes engineering, computer science, mathematics, chemistry, physics, biology or other fields of science.

1017. Information Engineering Technical Support Specialist**General Experience:**

Five years experience in information systems development with the last two specifically focused on performing functional and data requirements analysis.

Specialized Experience:

Two years experience performing functional and data requirements analysis, and system and program design using fourth generation languages, data communications, relational databases, and application generators. This experience must include a minimum of one year using the IE techniques associated with the applicable IE phases. The IETSS must have experience using IE automated support tools.

Functional Responsibility:

Provides technical guidance and support to client during the following phases of Information Engineering projects:

- Distribution Analysis
- Physical Data Base Design
- Program Specification Synthesis
- Information System Development
- Conversion and Implementation
- Human Subsystems Engineering

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which includes engineering, computer science, mathematics, chemistry, physics, biology or other fields of science.

1018. Senior Automated Information Systems Specialist - Scientific**General Experience:**

Eight years intensive and progressive experience in programming and systems analysis in broad based ADP settings including system analysis, design, development and implementation on contemporary hardware and programming languages. Three of the last five years must reflect current technologies.

Specialized Experience:

Four years of the last eight years in independent or supervisory performance on substantive ADP S/E projects. In Supervisor capacity, in-depth experience in planning research programs, analyzing results, and developing solutions to associated problems.

Functional Responsibility:

Perform systems analysis, evaluation, design, integration, programming, documentation, and implementation of very complex applications requiring a thorough knowledge of S/E and related FIP systems concepts for effective implementation. May design trusted databases, test and evaluate operating system controls, implement secure data communications networks, prepare technical reports.

Direct and participate in all phases of software development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases. Applies higher level S/E or data manipulation principles and methods to a problem, arriving at automated solutions. Design and prepare technical reports and related documentation; use charts and graphs to record results. Prepare and deliver presentations and briefings as required. As Supervisor, ensure the quality and services of deliverables. Technical knowledge and analysis of highly specialized and complex security problems.

Minimum Education:

Bachelor's degree from an accredited college or university with a curriculum or major field of study which either provides substantial knowledge useful in managing large, complex AIS projects; is closely related to the project to be completed; or is a computer science, a physical science or a mathematics intensive discipline.

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

A Master's or Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be automated may be substituted for one year of experience.

1019. Automated Information Systems Specialist - Scientific

General Experience:

Five years experience, the last three years of which must be in systems analysis and programming. Two of the five years must reflect current technologies and have occurred within the last four calendar years.

Specialized Experience:

Three years experience in numerous highly specialized ADP disciplines involving a wide range of hardware/software solutions including general accounting applications. Twelve months of concentrated experience in three of the following four disciplines:

- Data Communications Analysis and Design
- Data Base Management Systems
- Application, Utility and Systems Software
- Interactive Graphics

Functional Responsibility:

Provide highly technical and specialized guidance concerning ADP solutions to complex information processing problems. Knowledgeable in state-of-the-art software/hardware solutions involving mini, micro and mainframe computers, DBMS, specialized software and databases, data communications facilities, protocols and interactive graphics.

Minimum Education:

Bachelor's degree from an accredited college or university with a curriculum or major field of study which either provides substantial knowledge useful in managing large, complex AIS projects; is closely related to the project to be completed; or is a computer science, a physical science or a mathematics intensive discipline.

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

1020. Senior Lotus Notes Developer

General Experience:

Six years within the past eight calendar years of intensive and progressive experience in performing computer programming and systems analysis in broad-based ADP settings including contemporary hardware and programming languages.

Specialized Experience:

Two years within the past four calendar years of specialized experience in complex projects involving ADP software development using Lotus Notes. Eighteen months experience supervising analysts or programmers in significant systems development activity.

Functional Responsibility:

Perform systems analysis, design, integration, programming, documentation and implementation of administrative or business oriented applications using Lotus Notes as a development tool. Direct and participate in all phases of complex systems development involving interfaces between Lotus Notes applications and systems developed using other tools; i.e., x-based applications, mainframe legacy systems, COTS software. Use business and data manipulation principles and methods to arrive at automated solutions.

Design and prepare technical reports and related documentation; make charts and graphs to record results. Prepare and deliver presentations and briefings as required. Provide formal and informal user training. As Supervisor, ensure the quality and services delivered for particular jobs. Demonstrate a working knowledge of Lotus Notes administration.

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which either provides a substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated and/or is a computer science, physical science or mathematics intensive discipline.

A Masters or Doctorate Degree from an accredited college or university with a major in a field of study closely related to the work to be automated may be substituted for one year of general experience.

1021. Lotus Notes Developer**General Experience:**

Three years within the past five calendar years of experience in an environment of significant ADP systems development activity for administrative and business related computer programming and ADP analysis.

Specialized Experience:

One year within the past three calendar years of specialized AIS experience using Lotus Notes as a development tool.

Twelve months experience supervising analysts or programmers in an environment of significant systems development activity.

Functional Responsibility:

Perform systems analysis, design, integration, programming, documentation and implementation of applications which are administrative or business oriented in nature using Lotus Notes as a development tool.

Participate in all phases of software development using technical principles to develop standard business application solutions. Designs and prepares technical reports and related documentation and makes charts

and graphs to record results. Provide formal and informal user training. Set up Lotus Notes applications on client workstations.

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which either provides substantial knowledge useful in managing large, complex AIS programs, is closely related to the work to be automated and/or is a computer science, a physical science or a mathematics intensive discipline.

Six months experience using Lotus Notes as an application development tool may be substituted for specific Lotus Notes training.

1022. Senior Lotus Notes Administrator**General Experience:**

A minimum of five years experience involving LAN design and analysis. A minimum of two years of the above five years experience involving Lotus Notes configuration and administration.

Functional Responsibility:

Provide Notes administration support to the organization, including the daily operations of the Lotus Notes Network and manage backup and recovery. Provide user assistance and training; answer questions and provide solutions; and familiarize customer personnel with Lotus Notes Network purposes, uses, capabilities, and operating procedures.

Develop and maintain standard operating procedures for the daily operation of each Notes server as well as the network and develop and maintain current documentation for all procedures, operation, maintenance, and standard operating procedures. Update the documentation whenever system modifications/enhancements/additions are made.

Ensures thorough implementation of security procedures through physical measures as well through the use of extensive security measures supported by Lotus Notes. Track the latest upgrades to the application and keep the organization's Lotus Notes environment current by expeditiously implementing these upgrades. Has a thorough understanding of available Lotus Notes companion products such as LN:DI MSS, RepliAction, NotesView, Lotus Fax Server, etc. and effectively uses them to enhance the customer's Lotus Notes environment.

Evaluate hardware/software configuration capabilities against user requirements and make recommendations for enhancements and procedural changes to implement an optimal Notes client/server environment. Work with users to define new requirements and perform initial server and client configuration design. Work with Notes applications developers and provide application configuration support and establish maintenance protocols.

Demonstrate a working knowledge of Lotus Notes application development.

Minimum Education:

Graduation from a four-year accredited college or university with a degree preferably in engineering, business management, or the computer sciences or an accredited computer trade school.

1023. Lotus Notes Administrator

General Experience:

A minimum of two years of experience involving LAN design and analysis. A minimum of one year of the above two years experience involving Lotus Notes configuration and administration.

Functional Responsibility:

Provide assistance to the Senior Lotus Notes Administrator in providing Notes administration support to the organization. Provide user assistance and training; answer questions and provide solutions; and familiarize customer personnel with Lotus Notes Network purposes, uses, capabilities, and operating procedures. Perform Notes client installations, train customer staff in the use of Notes, and successfully resolve Notes-related user problems.

Assist the Senior Lotus Notes Administrator with development and maintenance of standard operating procedures for the daily operation of each Notes server as well as the network and develop and maintain current documentation for all procedures, operation, maintenance, and standard operating procedures. Assist the Senior Lotus Notes Administrator with updates to the documentation whenever system modifications/enhancements/additions are made.

Assist the Senior Lotus Notes Administrator with implementation of security procedures and with upgrades to the Lotus Notes server and client environment when required. Has familiarity with Notes companion products and assists the Senior Lotus Notes Administrator with their implementation, interface, and maintenance.

Assist the Senior Lotus Notes Administrator with the evaluation of Lotus Notes environment with user requirements and with installation and configuration of Lotus Notes applications.

Minimum Education:

Graduation from a four-year accredited college or university with a degree preferably in engineering, business management or the computer sciences or an accredited computer trade school.

1024. DBMS Manager

General Experience:

Six years of progressive experience in DBMS systems analysis/programming.

Specialized Experience:

Three years of application design experience utilizing various data base management systems, including DBMS internals.

Functional Responsibility:

Provides highly technical expertise in the use of DBMS. Must have demonstrated experience in state of the art DBMS technology. Evaluates and recommends available DBMS products after matching user requirements with system capabilities. Define organization and indexing methods for specific application

databases. Work closely with customer security specialists to define required security procedures for backup and recovery and to control access to the data. Monitor and fine tune database performance. Establish standards for data access. Specify and control implementation of database software enhancements and provide problem solutions to operational database systems.

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which includes computer science, engineering, business or other relevant discipline.

1025. Data Communications Specialist

General Experience:

Seven years of progressive experience in systems analysis/programming and data communications.

Specialized Experience:

Three years of experience in design of data communications systems with experience in performing systems analysis and feasibility studies related to data communications and communications networks.

Functional Responsibility:

Participates in systems analysis and feasibility studies concerning data communications and communications networks. Plans, coordinates and participates in design, acquisition and implementation of data communications systems. Analyzes proposed and existing ADP applications, particularly in the area of general accounting, in terms of data communications requirements and costs. Prepares studies and gives presentations on updated data communications concepts. Prepares, or participates in preparing, functional specifications for acquiring commercially available data communications facilities. Consults with user management to assure proper problem identification and that solution will satisfy the user's requirements.

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which includes computer science, engineering, mathematics, or other relevant subject matter.

Graduate Degree in Computer Science or related study will be considered equivalent to one year specialized experience and three years of general experience.

Five years experience in the ADP/computer sciences training field.

1026. IRM Training Specialist

General Experience:

A minimum of two years experience as a computer programmer, systems analyst or systems designer; including a minimum of three years documented experience developing and managing IRM training programs.

Functional Responsibility:

Provide technical assistance and training related to the use of a variety of IRM tools, methods and technologies. Training assistance is associated with the organization's Personal Computer, LAN, and mainframe computer community and focuses on application systems and systems engineering methods, techniques and tools. Assist in the selection, development, coordination, and update of training methods and training materials (e.g., hardware and application software, tools and user guides, classroom texts, automated tutorials and referencing systems, and self-help instructional systems).

Plan IRM training including system and software demonstrations; organization of, and/or conducting of specialized project team training in system development structured methodologies, specific aspects of the systems development life-cycle, and/or CASE tools; IRM and project-related training plans; training logistics and associated record keeping; and training to introduce customer management to various aspects of systems engineering and related activities and experiences.

Minimum Education:

Graduation from an accredited four-year college or university in administration, management, public administration, or related discipline.

1027. Lotus Notes Training Specialist**General Experience:**

A minimum of two (2) years experience as a computer programmer, systems analyst, or systems designer; including a minimum of three years documented experience developing and managing IRM training programs.

Specialized Experience:

Lotus Notes certification as training specialist preferred.

Functional Responsibility:

Provide technical assistance and training related to the use of applications developed using Lotus Notes development environment. Provide basic or specialized end-user training targeted to satisfy the requirements of a specific customer group. Assist in the selection, development, coordination, and update of training methods and training materials (e.g., hardware and application software, tools and user guides, classroom texts, automated tutorials and referencing systems, and self-help instructional systems) targeted towards providing Lotus Notes training.

Responsible for the planning of Lotus Notes training including hardware/software configuration demonstrations; organization of, and/or conducting of specialized project team training in preliminary Notes development and administration methodologies.

Minimum Education:

- (a) Graduation from an accredited four-year college or university in administration, management, public administration, or related discipline.
- (b) Lotus Notes training certification desirable.

1028. Technical Writer**General Experience:**

A minimum of two years experience, one of which shall be within the last year, in general technical documentation preparation, including development of system maintenance and user's manuals.

Specialized Experience:

A minimum of one year of Specialized IRM technical documentation writing experience. This experience must include development of IRM system, program and user documentation.

Prepare and edit IRM system documentation incorporating information provided by users, specialist, analysts, programmers, and operations personnel.

Substantial knowledge of the capabilities and operation of computer systems and various IRM technologies. Duties include the writing, editing, and graphic representation of technical-information, and will require interpretation of technical documentation standards. Ability to use the latest Desk Top Publishing Packages to develop various system maintenance and user manuals.

Minimum Education:

Graduation from an accredited four-year college or university.

1029. Quality Assurance Manager**Minimum/General Experience:**

Four years of experience, of which at least two years must be specialized. Increasing responsibilities in quality assurance and quality control. Experience in configuration management, verification and validation, software testing and integration and software metrics and their application to software quality assessment.

Functional Responsibility:

Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures. Establishes and maintains a process for evaluating hardware systems and associated documentation. Maintains the level of quality throughout the project life cycle. Plans implements and tests QA activities in support of ADP and/or communications systems programs. Monitors work quality and conducts training in quality assurance standards. Provides daily supervision and direction to support staff.

Minimum Education:

Bachelor's degree in Computer Science, Information Systems, Business or other related technical field (or equivalent combination of education and experience).

1030. Quality Assurance Specialist**Minimum/General Experience:**

Two years of experience in software testing and integration. Knowledge of system and project life cycles. Experience working with quality control methods and tools. Experience in software testing and integration and knowledge of system and project life cycles. Must demonstrate the ability to work independently or under general direction.

Functional Responsibility:

Assists in the evaluation of software and associated documentation. Provides support to maintain the level of quality throughout the project life cycle. Participates in reviews to determine quality. Maintains the level of quality assurance and or quality control procedures required throughout the project life cycle. Tests QA activities in support of ADP and/or communications systems programs.

Minimum Education:

Bachelor's degree in Computer Science, Information Systems, Business (or equivalent combination of education and experience).

1031. Technical Information Specialist II**Minimum/General Experience:**

Three years experience in scanning documents and editing and post processing review of these documents; and at least two years experience using automated information storage and retrieval systems.

Functional Responsibility:

Provides computer support to client in abstracting data for input into system; scans, indexes and verifies documents imaged and provides research and modification services as required. Provides extensive document editing and post processing review of documents to ensure accuracy of converted files in accordance with contract requirements. Provides support to customer by recording, searching and reviewing records and document results. Opens new records, as required, and registers changes on documents. Executes simple searches and documents results through generation of standard reports. Abstracts information from records provided by client. Scans documents and provides post processing services in the form of cataloging, indexing and verification.

Minimum Education:

High School diploma or equivalent.

1032. Technical Information Specialist III**Minimum/General Experience:**

Four years of direct experience using automated information storage and retrieval systems. Demonstrated experience in managing a technical team of up to six individuals. Three years experience in screening and processing documents of complex and specific nature and cross-referencing to related documents.

Functional Responsibility:

Provides technical support to client in abstracting data from records/documents for input into system; oversees and monitors all scanning, indexing and verification of documents imaged/processed and provides assistance for research and modification services. Provides extensive document editing and post processing review of documents to ensure accuracy of converted files in accordance with contract requirements.

Minimum Education:

Associate degree in Computer Science or a related degree or the equivalent combination of education and experience.

1033. Imaging Technician I**Minimum/General Experience:**

One year experience processing documents related to a specific field of work utilizing various types of imaging equipment. Knowledge of office workflow systems such as IBM compatible PC, MS Windows and sub-applications. Ability to provide life cycle scanning processes which include but is not limited to:

- document preparation
- document batching
- scanning
- indexing
- verification

Functional Responsibility:

Provides scanning support to customer which includes all phases of scanning from document preparation through verification of documents scanned. Provides training in the life cycle of document scanning, including training on various scanning devices.

Minimum Education:

High School diploma (or equivalent).

1034. Imaging Technician II**Minimum/General Experience:**

Two years experience processing documents related to a specific field of work utilizing various types of imaging equipment. Knowledge of office workflow systems such as IBM compatible PC, MS Windows and sub-applications. Familiar with records/document preparation and document imaging procedures. Ability to provide life cycle scanning processes which include but is not limited to:

- document preparation
- document batching
- scanning

- indexing
- verification

Functional Responsibility:

Provides scanning support to customer which includes all phases of scanning from document preparation through verification of documents scanned. Screens submitted material for specific information and codes for inclusion in database. Reviews and verifies documents of various nature and complexity.

Minimum Education:

High school diploma (or equivalent)

1035. Imaging Technician III**Minimum/General Experience:**

Two years experience processing and analyzing documents related to a specific field of work utilizing various types of imaging equipment. Knowledge of office workflow systems such as IBM compatible PC, MS Windows and sub-applications. Familiar with records document preparation and document imaging procedures. Two years experience in using database management systems applications (e.g. indexing, sorting, creating reports, etc.)

Functional Responsibility:

Provides scanning support to customer which includes all phases of scanning from document preparation through verification of documents scanned. Screens submitted material for specific information and codes for inclusion in database. Reviews and verifies documents of various nature and complexity. Develops and implements QA/QC procedures involving records flow systems. Monitors work quality of technicians. Provides training in the life cycle of document imaging, including training on various imaging devices.

Minimum Education:

High school diploma (or equivalent)

1036. Imaging Technician IV**Minimum/General Experience:**

Three years experience processing and analyzing documents related to a specific field of work utilizing various types of imaging equipment. Knowledge of office workflow systems such as IBM compatible PC, MS Windows and sub-applications. Familiar with records document preparation and document imaging procedures. Demonstrated experience using database management systems applications (e.g. indexing, sorting, creating reports, etc.)

Functional Responsibility:

Provides scanning support to customer which includes all phases of scanning from document preparation through verification of documents scanned. Screens submitted material for specific information and codes for inclusion in database. Reviews and verifies documents of various nature and complexity. Develops and

implements QA/QC procedures involving records flow systems. Monitors work quality of technicians. Provides training in the life cycle of document imaging, including training on various imaging devices. Acts as backup to the Task Manager during his/her absence.

Minimum Education:

High school diploma (or equivalent)

1037. General Clerk II

Minimum/General Experience:

One year experience using filing practices and procedures/records management by simple (subject matter) headings or partly classified materials by sub-heading. Knowledge of computers and associated applications required.

Functional Responsibility:

Provides clerical and manual tasks required to maintain files. Responsible for routine office or clerical duties such as filing, coding and posting data; operates simple office machines.

Minimum Education:

High school diploma (or equivalent)

1038. General Clerk III

Minimum General Experience:

Two years experience of filing practices and procedures/records management in an established system containing a number of varied subject matter files. Knowledge of IBM or compatible PC, MS Windows and database management. Experience using Microsoft ACCESS, DBASE IV, PARADOX, LOTUS 123 or EXCEL desired.

Functional Responsibility:

Provides more complex clerical and manual tasks required to maintain files. Responsible for routine office or clerical duties such as filing, coding and posting data; operates simple office machines.

Education:

High school diploma (or equivalent)

1039. General Clerk IV

Minimum/General Experience:

Three years of demonstrated experience of filing practices and procedures/records management in an established system containing a number of varied subject matter files. Knowledge of IBM or compatible PC,

MS Windows and database management. Two years experience using Microsoft ACCESS, DBASE IV, PARADOX, LOTUS 123 or EXCEL.

Functional Responsibility:

Provides more complex clerical and manual tasks required to maintain files. Responsible for routine office or clerical duties such as filing, coding and posting data; operates simple office machines. Classifies and indexes file material such as correspondence, reports, technical documents, etc. in an established filing system.

Provides project administration-type support.

Education:

High school diploma (or equivalent)

1040. Data Entry Technician II**Minimum/General Experience:**

One year experience entering data from various source documents which require little or no selecting, coding or standardized interpretation. Ability to operate an alphanumeric keyboard and possess an understanding of keyboard procedure and relevant data entry equipment.

Functional Responsibility:

Operates data entry equipment and /or enters data at a workstation. Transcribes, deciphers, and codes alphanumeric data from source documents and verifies data for accuracy and completeness. Responds to system request for routine reports and for routine printing of special forms.

Education:

High school diploma or equivalent

1041. Data Entry Technician III**Minimum/General Experience:**

Two years experience entering data from various source documents which requires standardized coding and interpretation. Ability to operate an alphanumeric keyboard and possess an understanding of keyboard procedure and relevant data entry equipment.

Functional Responsibility:

Operates data entry equipment and /or enters data at a workstation. Transcribes, deciphers, and codes alphanumeric data from source documents and verifies data for accuracy and completeness. Maintains and updates data into automated systems. Utilizes the data controls to access, read and evaluate the substance of specific records to take corrective action. Responds to system requests for import/export of data into various library files, routine report generation and routine printing of special forms.

Education:

High school diploma or equivalent

1042. Data Analyst I**Minimum/General Experience:**

One year experience in extracting information from technical documents preferably in the disciplines listed in the education requirements for this position. Ability to perform detailed analyses of extracted information . Must be familiar with PC's.

Functional Responsibility:

Provides technical support to the continuing maintenance of a database system. Screens documents for compliance with established standards for format and quality. Captures all ADP transactions needed for addition to the master index. Performs quality checks on the content of transactions. Transmits quality checked transactions to the mainframe. Provides coding, verification, and correction of data in support of information system.

Education:

Bachelors degree preferably in the area of Biology, Chemistry, Environmental Science, Library Science, Information Management or the equivalent combination of education and experience.

1043 Data Analyst II**Minimum/General Experience:**

Two years experience in extracting information from technical documents preferably in the disciplines listed in the education requirements for this position. Ability to perform detailed analyses of extracted information . Knowledge of computers and associated software applications.

Functional Responsibility:

Provides technical support to the continuing maintenance of a database system. Screens documents for compliance with established standards for format and quality. Captures all ADP transactions needed for addition to the master index. Performs quality checks on the content of transactions. Transmits quality checked transactions to the mainframe. Provides coding, verification, and correction of data in support of information system. Maintains DBMS software integrity and troubleshoots for program malfunctions. Generates, verifies, and transmits all transactions necessary to reconcile any exceptions discovered during ADP file updates. Codes, verifies and completes transaction posting to file in accordance with written guidance provided by the customer.

Education:

Bachelors degree preferably in the area of Biology, Chemistry, Environmental Science, Library Science, Information Management or the equivalent combination of education and experience.

1044. Data Analyst III**Minimum/General Experience:**

Three years experience in extracting information from technical documents preferably in the disciplines listed in the education requirements for this position. Ability to perform detailed analyses of extracted information.

Three years experience working with computers and associated software applications and databases.

Functional Responsibility:

Provides technical support to the continuing maintenance of a database system. Screens documents for compliance with established standards for format and quality. Captures all ADP transactions needed for addition to the master index. Performs quality checks on the content of transactions. Transmits quality checked transactions to the mainframe. Provides coding, verification, and correction of data in support of information system. Maintains DBMS software integrity and troubleshoots for program malfunctions. Generates, verifies, and transmits all transactions necessary to reconcile any exceptions discovered during ADP file updates. Codes, verifies and completes transaction posting to file in accordance with written guidance provided by the customer. Determines the natures and scope of required action for source documents then codes, verifies, and completes transaction posting to the files. Posts all status changes to the LAN master file utilizing software, equipment and the technical guidance provided by the customer. Transfers data to the LAN for posting to the master file. Trains new hires. Acts as backup to the Task Manager during his/her absence.

Education:

Bachelors degree preferably in the area of Biology, Chemistry, Environmental Science, Library Science, Information Management or the equivalent combination of education and experience.

1045. Database Analyst**Minimum/General Experience:**

Two years experience processing and analyzing data input and output through electronic databases. Thorough knowledge of source documents and operator commands. Experience using IBM compatible PC, MS Windows and database applications. Demonstrated ability to communicate both verbally and written in a clear and concise manner. Proficient in the use of computer-based spreadsheets and related software.

Functional Responsibility:

Maintains and updates data into automated systems for specific user applications. Manually and electronically retrieves source documents and creates such documents based on electronic mail requests. Provides assistance to users in accessing and using business/computer data base systems. Reviews data for accuracy and batches transactions for electronic transfers into other databases. Responds to system requests for the import/export of data into various files. Generates reports. Analyzes and reconciles computer printouts with operating unit reports.

Education:

Bachelors degree in Business Administration, Accounting (or equivalent combination of education and experience)

1046. Senior Database Analyst**Minimum/General Experience:**

Four years related experience. MS Windows and database application experience required. Demonstrated ability to communicate both verbally and written in a clear and concise manner. Experience using database management systems application with increasing responsibilities in DBMS systems analysis.

Functional Responsibility:

Supervises and manages the daily work activities of the Database Analyst. Manually and electronically retrieves source documents and creates such documents based on electronic mail requests. Assists users in accessing and using business/computer data base systems. Reviews and validates data for accuracy and batches transactions for electronic transfers into other databases. Responds to system requests for the import/export of data into various files. Generates reports. Oversees configuration and operation of data management systems. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Manages and/or develops data base projects. Evaluates and recommends available DBMS products and services for specific user applications. Defines file organization and security procedures for specific user applications. Provides training to staff.

Minimum Education:

Bachelor's degree in Business, Computer Science, Information Systems or other related business or scientific discipline (or equivalent combination of education and experience)

1047. Senior Computer Security Systems Specialist**Minimum/General Experience:**

Eight years experience of which at least six years must be specialized experience in defining computer security requirements for high level applications, evaluations of approved security product capabilities, and developing solutions to Multilevel Security (MLS) problems.

Functional Responsibility:

Designs, develops, engineers and implements solutions to Multilevel Security (MLS) requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Provides daily supervision and direction to staff. Analyzes and defines security requirements for MLS issues.

Education:

A Bachelors' degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline.

1048. Computer Security Systems Specialist**Minimum/General Experience:**

Requires four years experience, of which at least two years must be specialized experience in defining computer security requirements for high level applications, evaluations of approved security product capabilities, and developing solutions to Multilevel Security (MLS) problems.

Functional Responsibility:

Designs, develops, engineers and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Analyzes and defines security requirements for Multilevel Security (MLS) issues.

Education:

A Bachelor' degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline.

1049. Help Desk Specialist I**Minimum/General Experience:**

Two years of experience in a similar capacity supporting end-users. Demonstrated ability to communicate verbally and in writing a clear and concise manner. Knowledge of PC operating systems, as well as other functional areas. General experience in the use of office automation software such as word processors, spreadsheets and electronic-mail.

Functional Responsibility:

Performs all aspects of support to users in specific functional areas of standard Windows desktop applications, and other applications developed. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Maintains records of all reported problems and method of resolution. Assists user in performing software installations and upgrades.

Minimum Education:

Associates Degree in Computer Science, Information Systems, Business, or other related scientific or technical discipline or the equivalent combination of education and experience.

1050. Help Desk Specialist II**Minimum/General Experience:**

Three years of experience performing in a similar capacity supporting end-users. Knowledge of PC operating systems, DOS, Windows, as well as other functional areas. General experience in the use of office automation software such as word processors, spreadsheets and electronic-mail. Demonstrated ability to communicate verbally and in writing a clear and concise manner.

Functional Responsibility:

Performs all aspects of support to users in specific functional areas, standard Windows desktop applications, and other applications developed. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Maintains records of all reported problems and methods of resolution. Assists user in performing software installations and upgrades. Provides technical support to users experiencing various degrees of system failures including explaining common error codes and the methodology for restoring system functions following a system crash. Provides guidance to users reconstructing/rebuilding corrupted indices and data files.

Minimum Education:

Associates Degree in Computer Science, Information Systems, Business or other related scientific or technical discipline or the equivalent combination of education and experience.

1051. Help Desk Manager**Minimum/General Experience:**

Five years of experience managing a help desk, or similar function, comprehensive knowledge of PC operating systems, as well as specific functional areas. General experience includes information systems development, network and other work in the client/server field or related fields. Demonstrated ability to communicate orally and in writing in a clear concise manner.

Functional Responsibility:

Performs all aspects of support to users in specific functional areas of standard Windows desktop applications, and other applications developed. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Maintains records of all reported problems and method of resolution. Assists user in performing software installations and upgrades. Provides daily supervision and direction to staff.

Minimum Education:

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or the equivalent combination of education and experience.

1052. Cost Analyst**Minimum/General Experience:**

This position requires a minimum of two years experience, of which at least year must be specialized. Specialized experience includes: demonstrated experience in providing technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of computer system selections. General experience includes increasing responsibilities in information systems of a technical and fiscal nature.

Functional Responsibility:

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

Education:

Bachelor's degree in Business, Computer Science, Information Systems, Engineering or other related scientific or technical discipline. (or equivalent combination of education and experience)

1053. DBMS Specialist II**Minimum/General Experience:**

This position requires a minimum of two years experience. Demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. Ability to work independently or under general direction.

Functional Responsibility:

Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Education:

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. (or equivalent combination of education and experience)

1054. DBMS Specialist III**Minimum/General Experience:**

This position requires a minimum of three years experience in DBMS systems analysis/programming, of which at least two years must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under general direction.

Functional Responsibility:

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

Education:

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. (or equivalent combination of education and experience)

1055. Applications Programmer II

Minimum/General Experience:

Three years experience of which at least two years must be specialized. Specialized in using current programming languages to translate detailed logical steps developed by others into language codes that computers accept where this requires understanding of procedures and limitations appropriate to use of a programming language. Knowledge of a particular programming language (e.g. COBOL, FORTRAN, dBase, Clipper, Visual Basic, C++ etc.) is an important consideration. Proficient in the use of all particular assembly level programming language, knowledge of general techniques for analysis of system software requirements and skill in development and implementation of specifications for system software programs.

Specialized Experience:

Responsible for translating system designs into the plans of instructions and logic by which computers can produce the desired actions or products.

Education:

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. (or equivalent combination of education and experience)

1056. Applications Programmer III

Minimum/General Experience:

Five years experience of which at least three years must be specialized. Specialized experience using current programming languages to translate detailed logical steps developed by others into language codes that computers accept where this requires understanding of procedures and limitations appropriate to use of a programming language. Knowledge of a particular programming language (e.g. COBOL, FORTRAN, dBase, Clipper, Visual Basic, C++ etc.). Proficient in the use of all particular assembly level programming language, knowledge of general techniques for analysis of system software requirements and skill in development and implementation of specifications for system software programs. Demonstrates knowledge of computer requirements and techniques in carrying out project assignments consisting of several related tasks, such as typically is the case in the development of minor modifications to parts of a system on the basis of detailed specifications provided

Functional Responsibility:

Responsible for translating system designs into the plans of instructions and logic by which computers can produce the desired actions or products.

Education:

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. (or equivalent combination of education and experience)

1057. Senior Technical Writer**Minimum/General Experience:**

Three years experience of which at least one year must be specialized in the preparing and editing IRM technical documentation writing. Substantial knowledge of the capabilities and operation of computer systems and various IRM technologies. Ability to use state-of-the-art Desk Top Publishing Packages to develop various system maintenance and user manuals.

Functional Responsibility:

Prepares IRM system documentation (i.e. user manuals, training materials, installation guides, proposal, and reports.) incorporating information provided by users, specialist, analysts, programmers, and operations personnel. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

Education:

Bachelor's degree in English, Literature or other related discipline to this position. (or the equivalent combination of education and experience)

1058. Task Leader**Minimum/General Experience:**

Two years experience in supervision which the last year of experience included supervising a staff of five or more employees in an office. Knowledge of implementing QA/QC procedures in a multi-faceted operation. Demonstrated abilities in planning and organizing work to meet established deadlines and specific goals. Experience in using an IBM or compatible PC with experience using MicroSoft windows and database management systems.

Functional Responsibility:

Plans, manages, and reviews other team members work performed under the contract for accuracy and completeness. Assists in the preparation of procedures manuals, reports and work plans. Establishes controls for measuring progress and task status. Conducts training/cross training. Independently performs a variety of complex tasks. Coordinates production schedule for tasks performed. Provides backup support for Project Manager's duties.

Education:

Graduation from an accredited four-year college or university with a degree preferably in Business Management or the Computer Sciences. (or the equivalent combination of education and experience)

1059. Network Analyst I**Minimum/General Experience:**

One year related experience. Demonstrated experience maintaining a simple network of 25 or fewer nodes, or for a section of a larger network.

Functional Responsibility:

Provides technical support in the installation and maintenance of Local Area Network (LAN). Assists in the evaluation of hardware and software, including peripheral, output, and telecommunications equipment. Installs network hardware and software, including network operating systems. Monitors data communications to ensure that network is available to all users. Troubleshoots and resolves routine problems.

Education:

High School diploma (or equivalent)

1060. Network Analyst II**Minimum/General Experience:**

Two years related experience. Demonstrated experience maintaining moderately complex network of 25 to 100 nodes.

Functional Responsibility:

Designs, installs, maintains and coordinates Local Area Network (LAN). Evaluates hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software and manages network performance. Troubleshoots and resolves routine problems. Implements and coordinates network policies, procedures and standards. Train users.

Education:

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. (or equivalent combination of education and experience)

1061. Network Analyst III**Minimum/General Experience:**

Three years related experience. Demonstrated experience across hardware and software systems supplied by multiple users. Experience in the past year supervising at least five technical personnel.

Functional Responsibility:

Designs, installs, and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Designs, tests, and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure no disruption of mission-critical applications. Designs and maintains fault-tolerant systems and manages system backups. Supervises subordinate network analysts.

Education:

Graduation from a four-year accredited college or university with a degree preferably in engineering, computer science, Information Systems, Business or other related scientific or technical discipline (or equivalent combination of education and experience)

1062. Records/Information Manager**Minimum/General Experience:**

Five years experience in a records/information management position. Demonstrated ability to communicate orally and in a clear and concise manner; strong organization and planning skills; In-depth knowledge of organizational records and information management programs. Experience in managing, controlling and directing active records systems and centers. Knowledge of records organization and evaluation; inactive records systems, centers and maintenance; correspondence control; reports and directives control and records retention. Thorough understanding of automated systems and applications. Expertise in other functional areas such as electronic information, reprographics, etc.

Functional Responsibility:

Prepares departmental objectives in accordance with long-range plans and mission statements set by client. Monitors costs involved with information creation, storage and retrieval using automated tools. Researches alternatives and presents recommendations when required. Consults with users on automated records management applications and recommends hardware/software solutions. Implements records and information management policies and procedures. Develops plan and design of the organization's vital records protection and disaster prevention and recovery efforts as required. Manages organization-wide records retention efforts regardless of type of media storage. Ensures adherence to legal requirements which affect the information of the client. Coordinates staff and equipment resources to provide efficient usage of information throughout organization. Utilizes expertise to evaluate manual and/or automated records systems; make recommendations to client.

Minimum Education:

Bachelors Degree in Business Administration, *Certification in Records Management (CRM) desired.* Course work to have included computer science, business law, human relations, records and information management and accounting. (or the equivalent combination of education and experience.)

1063. Records Center Supervisor**Minimum/General Experience:**

Four years experience in records management which the last two years of experience included supervising a staff of up to five employees in an office. Demonstrated abilities in planning and organizing work to meet established deadlines and goals. knowledge of facilities operations and knowledge of technology applications relevant to records management environment; Demonstrated effective oral and written communication skills; ability to plan and organize work; ability to perceive and analyze problems, develop alternatives and make or recommend solutions; thorough knowledge of retention schedules; .Experience in using an IBM or compatible PC with records management software.

Functional Responsibility:

Responsible for receipt, storage, retrieval, use and disposition of inactive records according to information management procedures. Supervises and coordinate daily work of the Records Center staff. Develops and supervises training programs for the staff and user departments to ensure standardization of automated systems organization-wide. Develops and implements policies and procedures for the Records Center. Works with user departments on special research and retrieval projects. Plans, schedules and assigns work tasks. Prepares automated statistical reports on all phases of records and information program monthly or as required. Ensures efficient utilization of storage space. Justifies and recommends the purchase, disposition, or acquisition of hardware and/or software and peripheral supplies within area of assigned responsibility. Recommends changes to retention schedules and communicate suggestions to Records Manager. Ensures security and preservation of records in storage. Creates, updates and maintains automated programs for retention policies and procedures and retention schedules for all record types.

Minimum Education:

Bachelors Degree (or equivalent) with specialized course work in records management, business law, administrative management and computer technology. (or the equivalent combination of education and experience.)

1064. Senior Records Analyst**Minimum/General Experience:**

Two to four years experience in records management in the areas of vital records, active records and inactive records. Prior experience as a records analyst or senior records clerk. Thorough knowledge of records management techniques, including computer technology applications and retention policies. Ability to perceive and analyze problems, develops alternatives and make or recommend sound decisions. Demonstrated ability to communicate orally and in writing in a clear and concise manner.

Functional Responsibility:

Responsible for the creation, updating and maintenance of organization's retention schedules in an automated system. Reviews, evaluates and recommends designation of records/information considered vital to organization. Evaluates user needs based on inventory of records and interviews with users; reviews current methods and recommends improvements; coordinates automated file conversion process; writes procedures and trains departmental personnel on use of automated systems; develops and coordinates correspondence and reports control programs; prepares status reports on current projects. Identifies vital records; recommends proper procedures/equipment for protection in the office environment; establishes rotation procedures for both in house and off site storage; trains users in disaster planning and recovery; creates program to use in compiling statistics on projects for monthly reports; coordinates work flow of records analysts. Analyzes department records, categorizes and researches appropriate retention values for each; trains users in retention policies; conducts all legal research necessary to determine retention values and maintain library of legal references.

Minimum Education:

Bachelors Degree preferred. Minimum of two years of college with specialized course work in records management, business law and computer technology. (or the equivalent combination of education and experience.)

1065. Records Analyst**Minimum/General Experience:**

One to two years prior experience in records management as records clerk or data entry clerk. Good oral and communication skills; ability to organize and plan work; ability to research and find information on various subjects; good arithmetic skills; and basic knowledge of records management principles. Experience with vital, inactive and active records management programs.

Functional Responsibility:

Works closely with Senior Records Analyst in training of users; researches information technology applications, governmental requirements or corporate policies for possible implementation in departments; completes paperwork required to establish program within a department. Gathers statistical information of departmental justifications or internal procedures; routes information for input to internal automated systems. Implements retention schedules, and creates destruction notifications for approval; coordinates input of inventory into computer database to ensure accuracy and compliance with retention/disposition guidelines; provide training in destruction policies as required.

Minimum Education:

Two years of college preferred with specialized course work in records management, business law and computer technology. (or the equivalent combination of education and experience.)

1066. SENIOR PROGRAM MANAGER**General Experience:**

Fifteen years experience as a Project/Contract Manager with seven years specific experience in progressively complex information technology projects. Interfaces with high-level Government management personnel, contract managers and customer agency representatives. Can facilitate inter-agency collaboration.

Specialized Experience:

Experienced in management of complex system design, system integration, network design, network administration, and telecommunications and/or data processing projects. Responsible for collaboration with Government management for defining and implementing contract performance standards from contract initiation to contract termination/transition. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, purposes and goals of the organization to subordinates. Supervises management of contract performance.

Functional Responsibility:

Serves as the contract manager and is the contractor's authorized point-of-contact with the Government Contracting Officer and the Contracting Officer's Representative (COR). Interfaces with Government management personnel, contract managers, and customer representatives. Ensures that contract performance standards are conveyed to Project Managers and other subordinate management personnel. Reviews, improves, and authorizes project planning and execution protocols, project schedules, project budget, project staffing, and all other contract related matters. .

Minimum Education:

Masters degree from an accredited college or university with a curriculum or major field of study which either provides substantial knowledge useful in managing large, complex AIS projects; is closely related to the project to be completed; or is a computer science, a physical science or a mathematics intensive discipline.

Substitution of experience for education may be made when two years of specialized ADP or applications subject matter knowledge and experience will be equivalent to a two-year masters program. Years of experience which are used to substitute for a college degree cannot be used to otherwise qualify under the skill category description.

A Doctorate degree from an accredited college or university with a major in a field of study which is closely related to the work to be performed may be substituted for two years of general experience.

1067 - APPLICATION SYSTEMS DEVELOPER**General Experience:**

Three years within the past five calendar years of intensive and progressive experience in performing cost/benefit and systems analysis, application design and coding, and deployment in large Government-approved development platforms. Proven expertise in web-based application development, deployment, and maintenance a must.

Specialized Experience:

Two years within the past three calendar years of specialized experience in complex web-based applications involving application development using Oracle, ColdFusion, and associated design tools. Twelve months experience supervising analysts or programmers in similar systems development activity. Experience in designing and building data bases using DBMS software required by specific user applications.

Functional Responsibility:

Provides technical expertise in the use of DBMS. Must have demonstrated experience in state-of-the-art DBMS technology. Evaluates and recommends available DBMS products after matching user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific user applications.

Perform systems analysis, design, integration, programming, documentation and implementation of program-specific applications using ColdFusion as a development tool and Oracle as the DBMS. Assists with deployment and maintenance of the applications in the agency's infrastructure. Coordinates the above activity with agency's enterprise architects. Conducts presentations and sessions to coordinate and gather requirements from large user group. Prepares technical reports, charts and graphs, and related materials to assist with dispensing information to the user group. Provides formal and informal user training. Provide technical supervision of staff working on the development project.

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which either provides a substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated and/or is a computer science, physical science or mathematics intensive discipline.

A Masters or Doctorate Degree from an accredited college or university with a major in a field of study closely related to the work to be automated may be substituted for one year of general experience.

1068 - SENIOR APPLICATION SYSTEMS DEVELOPER

General Experience:

Six years within the past eight calendar years of intensive and progressive experience in performing cost/benefit and systems analysis, application design and coding, and deployment in large Government-approved development platforms. Proven expertise in web-based application development, deployment, and maintenance a must.

Specialized Experience:

Three years within the past four calendar years of specialized experience in complex web-based applications involving application development using Oracle, ColdFusion, and associated design tools. Eighteen months experience supervising analysts or programmers in similar systems development activity. Experience in designing and building data bases using DBMS software required by specific user applications.

Functional Responsibility:

Provides highly technical expertise in the use of DBMS. Must have demonstrated experience in state-of-the-art DBMS technology. Evaluates and recommends available DBMS products after matching user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific user applications. Prepares and delivers presentation on DBMS concepts.

Perform systems analysis, design, integration, programming, documentation and implementation of program-specific applications using ColdFusion as a development tool and Oracle as the DBMS. Coordinates with enterprise architecture experts to successfully deploy and maintain the applications in the agency's infrastructure. Conduct presentations and sessions to coordinate and gather requirements from a multi-program user group. Prepare appropriate technical reports, charts and graphs, and related materials to continue to dispense information to the user group. Provide formal and informal user training. Provide technical supervision of staff working on the development project.

Minimum Education:

Bachelors Degree from an accredited college or university with a curriculum or major field of study which either provides a substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated and/or is a computer science, physical science or mathematics intensive discipline.

A Masters or Doctorate Degree from an accredited college or university with a major in a field of study closely related to the work to be automated may be substituted for one year of general experience.

1069 - SENIOR NETWORK ENGINEER/TELECOMM SPECIALIST

General Experience:

A minimum of eight years of progressively complex information technology experience as well as experience supervising junior technical personnel.

Specialized Experience:

Specialized experience includes protocol analysis, knowledge of OSI protocols particularly TCP/IP, X.25, X.400, X.500. Experience with ATM, Frame Relay, other knowledge with bridges, routers, and gateways. Experience in direct supervision or in management of technical staff supervising the operation and maintenance of communication network systems. Is typically a top-level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software (e.g., bridges, gateways, routers, multiplexers, hubs). Knowledgeable in many network topologies and protocols.

Functional Responsibility:

Responsible for the overall integration of the enterprise network including: planning, design, installation, and management of the client Local Area Network (LAN)/Wide Area Network (WAN)/Metropolitan Area Network (MAN). Responsible for comprehensive research leading to the planning and design of the above mentioned networks. Maintains technical currency and studies vendor products to determine those, which best meet client agency's needs. Presents information to customer management, which may result in purchases and installation of hardware, software, and telecommunication equipment. Recommends network security procedures and policies. Works with voice and/or data communications analysis. Evaluates communication hardware and software, and troubleshoots complex LAN/MAN/WAN and other network related problems. Provides technical expertise for performance and configuration of networks. Provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites.

Minimum Education:

Graduation from an accredited four-year college or university.

1070 - NETWORK ENGINEER/TELECOMMUNICATIONS SPECIALIST**General Experience:**

A minimum of six years of progressively complex information technology experience.

Specialized Experience:

Specialized experience includes protocol analysis, knowledge of OSI protocols. Experience with ATM, Frame Relay, knowledge with bridges, routers, and gateways. Experience in the supervising the operation and maintenance of communication network systems. Is typically a high-level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software (e.g., bridges, gateways, routers, multiplexers, hubs). Knowledgeable in many network topologies and protocols.

Functional Responsibility:

Responsible for the overall maintenance of the enterprise network including: installation, maintenance, and coordination of the client Local Area Network (LAN)/Wide Area Network (WAN)/Metropolitan Area Network (MAN). Performs routine maintenance and administrative tasks including, but not limited to database administration, server maintenance and troubleshooting, and system and user data backups. Maintain servers and databases in peak operating efficiency. Perform repair and maintenance of servers on an



as-needed basis. Troubleshoot server, database, and network problems affecting LAN/WAN/MAN performance and research and implement tools to establish optimum performance. Implement network security procedures and policies. Implement communication hardware and software.

Minimum Education:

Graduation from an accredited four-year college or university.



MACFADDEN GSA FSS IT SCHEDULE PRICELIST

SECTION 1

<u>LABOR CATEGORY</u>	<u>LEVEL</u>	<u>CLIENT SITE RATES</u>	<u>Macfadden SITE RATES</u>
Project Manager		\$96.39	\$123.93
BPR Specialist	Expert	\$91.98	\$114.54
	Intermediate	\$73.96	\$95.09
	Associate	\$41.78	\$53.72
Acquisition Support Specialist	Expert	\$84.34	\$108.45
	Intermediate	\$63.64	\$81.80
	Associate	\$47.69	\$61.31
IT Resource Utilization/Cost Analyst	Expert	\$78.23	\$100.57
	Intermediate	\$57.90	\$74.43
	Associate	\$44.64	\$57.40
Integration Specialist	Expert	\$86.78	\$111.59
	Intermediate	\$65.73	\$84.49
	Associate	\$28.70	\$36.00
System Performance Specialist	Expert	\$76.63	\$98.52
	Intermediate	\$60.67	\$78.01
	Associate	\$46.18	\$57.93
Systems Security Specialist	Expert	\$75.11	\$96.55
	Intermediate	\$60.60	\$77.92
	Associate	\$43.57	\$56.03
Programming Support	Expert	\$62.25	\$80.00
	Intermediate	\$49.79	\$63.98
	Associate	\$35.36	\$41.34
Cabling Support	Expert	\$47.14	\$62.14
	Intermediate	\$37.92	\$48.74
	Associate	\$28.29	\$35.91
Operations Support	Expert	\$73.85	\$94.94
	Intermediate	\$61.02	\$78.44
	Associate	\$30.54	\$41.50
Administrative Support	Expert	\$48.32	\$63.15
	Intermediate	\$33.43	\$40.16
	Associate	\$25.33	\$35.12
Functional Area Consultant	Expert	\$96.39	\$123.93
	Intermediate	\$80.01	\$102.87
	Associate	\$57.86	\$74.41

SECTION 2

CODES	PROFESSIONAL IT SERVICES	GSA Price/Government Site with IFF
1001	Program Manager	\$116.54
1002	Technical Project Manager	\$105.42
1003	Project Manager	\$85.66



1004	Technical Project Leader	\$94.20
1005	Sr. Microcomputer Specialist	\$86.89
1006	Microcomputer Specialist	\$46.25
1007	Sr. Systems Analyst	\$75.16
1008	Systems Analyst	\$58.53
1009	Sr. Programmer	\$69.08
1010	Programmer	\$53.16
1011	Sr. LAN Specialist	\$73.04
1012	LAN Specialist	\$53.54
1013	Sr. Management Analyst	\$90.05
1014	Sr. Systems Engineer	\$76.04
1015	Systems Engineer	\$47.35
1016	Information Engineering Design Support Specialist	\$72.76
1017	Information Engineering Technical Support Specialist	\$64.96
1018	Sr. Automated Information Systems Specialist Scientific	\$71.26
1019	Automated Information Systems Specialist Scientific	\$64.96
1020	Sr. Lotus Notes Developer	\$116.90
1021	Lotus Notes Developer	\$103.91
1022	Sr. Lotus Notes Administrator	\$87.40
1023	Lotus Notes Administrator	\$81.21
1024	DBMS Manager	\$65.85
1025	Data Communications Specialist	\$58.55
1026	IRM Training Specialist	\$46.76
1027	Lotus Notes Training Specialist	\$77.94
1028	Technical Writer	\$46.85
1029	Quality Assurance Manager	\$59.50
1030	Quality Assurance Specialist	\$54.39
1031	Technical Information Specialist II	\$45.90
1032	Technical Information Specialist III	\$59.50
1033	Computer Oper I/Imaging Technician I (see Note 2)	\$31.23
1034	Computer Oper II/Imaging Technician II (see Note 2)	\$37.10
1035	Computer Oper III/Imaging Technician III (see Note 2)	\$42.94
1036	Computer Oper IV/Imaging Technician IV (see Note 2)	\$44.20
1037	General Clerk II (see Note 2)	\$29.60
1038	General Clerk III (see Note 2)	\$31.23
1039	General Clerk IV (see Note 2)	\$42.23
1040	Data Entry Technician II (see Note 2)	\$32.31
1041	Data Entry Technician III (see Note 2)	\$35.69
1042	Data Analyst I	\$32.31
1043	Data Analyst II	\$35.69
1044	Data Analyst III	\$39.10
1045	Database Analyst	\$42.49
1046	Sr. Database Analyst	\$57.80
1047	Sr. Computer Security Systems Specialist	\$68.00
1048	Computer Security Systems Specialist	\$47.60
1049	Help Desk Specialist I	\$37.40
1050	Help Desk Specialist II	\$40.79
1051	Help Desk Manager	\$44.20
1052	Cost Analyst	\$37.40
1053	DBMS Specialist II	\$59.50
1054	DBMS Specialist III	\$68.00
1055	Applications Programmer II	\$57.80



General Services Administration (GSA) Federal Supply Service (FSS)
Information Technology (IT) Pricelist

1056	Applications Programmer III	\$64.60
1057	Sr. Technical Writer	\$47.60
1058	Task Leader	\$44.20
1059	Network Analyst I	\$37.40
1060	Network Analyst II	\$40.79
1061	Network Analyst III	\$47.60
1062	Records/Information Manager	\$93.88
1063	Records Center Supervisor	\$73.78
1064	Sr. Records Analyst	\$64.39
1065	Records Analyst	\$50.36
1066	Sr. Program Manager	\$125.16
1067	Applications Systems Developer	\$93.66
1068	Sr. Applications Systems Developer	\$111.45
1069	Sr. Network Eng/Telecom Specialist	\$101.86
1070	Network Eng/Telecom Specialist	\$89.59

Note 1 Place of Performance will be at the Government Site for SECTION 2 rates.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Joseph Coblentz, Director of Contracts
Telephone: (301) 588-5900
E-mail: [jacoblentz@macf.com](mailto:jcoblentz@macf.com)
Fax: (301) 588-0390



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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, _____(Ordering Activity)_____and **Macfadden & Associates, Inc.** 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) **GS-35F-0599J**.

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

 Macfadden & Associates, Inc. DATE



BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0599J, Blanket Purchase Agreements, Macfadden & Associates, Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH _____(Ordering Activity)_____:

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

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULE/DATES

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

(4) This BPA does not obligate any funds.

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

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

OFFICE POINT OF CONTACT

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

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

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

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

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

<p style="text-align: center;">BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”</p>

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