

AUTHORIZED FEDERAL SUPPLY SERVICE
 INFORMATION TECHNOLOGY SCHEDULE PRICE LIST
 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
 EQUIPMENT, SOFTWARE AND SERVICES

Special Item Numbers (SIN) 132-51 & 132-51STLOC Information Technology (IT) Professional Services FPDS CODE(s)	
D301	IT Facility Operation and Maintenance
D302	IT Systems Development Services
D306	IT Systems Analysis Services
D307	Automated Information Systems Design and Integration Services
D308	Programming Services
D310	IT Backup and Security Services
D311	IT Data Conversion Services
D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
D316	IT Network Management Services
D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under schedule 76)
D399	Other Information Technology Services, Not Elsewhere Classified

Data Solutions & Technology Incorporated

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 Lanham, Maryland 20706-1887

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DUNS: 947382842

Contract Number: **GS-35F-0587S**

Period Covered by Contract: August 25, 2011 – August 24, 2016

General Services Administration Federal Supply Service

Woman-Owned / Veteran-Owned Business



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Pricelist current through Modification # PS-0004, dated August 8, 2011.

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 micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ On-line shopping service (www.fss.gsa.gov). 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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:



PAYMENT ADDRESS:

**Data Solutions & Technology Inc.
9901 Business Parkway, Suite R
Lanham, MD 20706-1887**

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

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

**Attn: Deborah Scott Thomas
Ph: 301-583-3500
Fax: 301-583-3511
E-mail: Deborah.Scott.Thomas@dstincorporated.com**

3. LIABILITY FOR INJURY OR DAMAGE:

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

4. 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: **947382842**
- Block 30: Type of Contractor: **Woman-Owned / Veteran-Owned Business**
- Block 31: Woman-Owned Small Business: **No**
- Block 36: Contractor's Taxpayer Identification Number (TIN): **521887478**

4a. CAGE Code: **095G8**

4b. Contractor 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:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
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IT Services (132-51 & 132-51STLOC) As Negotiated

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: **None**
- 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: N/A

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$500.00.

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

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

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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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



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

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

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



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 C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF 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 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 continuous states and the District of Columbia, except as indicated below:

Upon request 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 is 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 \$2000, then the requirement of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE

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

www.dstincorporated.com or call (301) 583-3500

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 & 132-51STLOC)**

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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



facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

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

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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

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 SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 & 132-51STLOC. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

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

EXAMPLE: Commercial Job Title: 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, and structure and management practices.

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

Minimum Education: Bachelor's Degree in Computer



COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Data Solutions & Technology provides management, technical, IT, and logistics support services to the Federal Government. We are committed to promoting participation of small, small disadvantaged, woman-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 demonstrates 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 Ms. Jeanine Stallworth, (301) 583-3500 ext. 234, Jstallworth@dstincorporated.com or by fax at (301) 583-3509.



Data Solutions & Technology
Incorporated

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**DATA SOLUTIONS & TECHNOLOGY INCORPORATED
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Year 10: August 25, 2015 – August 24, 2016

Labor Category	GSA Labor Category Offered	Year 6	Year 7	Year 8	Year 9	Year 10
1	Program Manager IV	\$179.80	\$185.19	\$190.75	\$196.47	\$202.36
2	Program Manager III	\$149.17	\$153.65	\$158.26	\$163.01	\$167.90
3	Program Manager II	\$131.34	\$135.28	\$139.33	\$143.51	\$147.82
4	Program Manager I	\$107.49	\$110.72	\$114.04	\$117.46	\$120.98
5	Project Manager IV	\$98.66	\$101.62	\$104.67	\$107.81	\$111.05
6	Project Manager III	\$93.89	\$96.71	\$99.61	\$102.60	\$105.68
7	Project Manager II	\$76.57	\$78.87	\$81.23	\$83.67	\$86.18
8	Project Manager I	\$66.62	\$68.62	\$70.68	\$72.80	\$74.98
9	Subject Matter Expert IV	\$255.78	\$263.45	\$271.36	\$279.50	\$287.88
10	Subject Matter Expert III	\$218.90	\$225.46	\$232.23	\$239.19	\$246.37
11	Subject Matter Expert II	\$182.41	\$187.89	\$193.52	\$199.33	\$205.31
12	Subject Matter Expert I	\$147.20	\$151.61	\$156.16	\$160.85	\$165.67
13	Systems Analyst IV	\$90.29	\$93.00	\$95.79	\$98.66	\$101.62
14	Systems Analyst III	\$87.31	\$89.93	\$92.63	\$95.41	\$98.27
15	Systems Analyst II	\$71.97	\$74.13	\$76.35	\$78.64	\$81.00
16	Systems Analyst I	\$60.17	\$61.98	\$63.84	\$65.75	\$67.72
17	Programmer Analyst IV	\$88.71	\$91.38	\$94.12	\$96.94	\$99.85
18	Programmer Analyst III	\$77.49	\$79.81	\$82.21	\$84.67	\$87.21
19	Programmer Analyst II	\$64.48	\$66.41	\$68.40	\$70.46	\$72.57
20	Programmer Analyst I	\$51.63	\$53.18	\$54.78	\$56.42	\$58.11
21	Website Manager III	\$113.37	\$116.77	\$120.28	\$123.88	\$127.60
22	Website Manager II	\$103.50	\$106.61	\$109.81	\$113.10	\$116.50
23	Website Manager I	\$88.04	\$90.69	\$93.41	\$96.21	\$99.09
24	Database Analyst/Programmer IV	\$126.39	\$130.18	\$134.09	\$138.11	\$142.25
25	Database Analyst/Programmer III	\$110.92	\$114.25	\$117.68	\$121.21	\$124.84
26	Database Analyst/Programmer II	\$100.18	\$103.18	\$106.28	\$109.47	\$112.75
27	Database Analyst/Programmer I	\$95.12	\$97.97	\$100.91	\$103.94	\$107.06



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Labor Category	GSA Labor Category Offered	Year 6	Year 7	Year 8	Year 9	Year 10
28	Database Administrator III	\$89.86	\$92.55	\$95.33	\$98.19	\$101.14
29	Database Administrator II	\$85.70	\$88.27	\$90.91	\$93.64	\$96.45
30	Database Administrator I	\$74.87	\$77.12	\$79.43	\$81.81	\$84.27
31	Configuration Management Specialist III	\$113.37	\$116.77	\$120.28	\$123.88	\$127.60
32	Configuration Management Specialist II	\$97.19	\$100.11	\$103.11	\$106.20	\$109.39
33	Configuration Management Specialist I	\$80.35	\$82.76	\$85.24	\$87.80	\$90.43
34	Data Security Analyst III	\$85.70	\$88.27	\$90.91	\$93.64	\$96.45
35	Data Security Analyst II	\$78.73	\$81.10	\$83.53	\$86.03	\$88.61
36	Data Security Analyst I	\$64.35	\$66.29	\$68.27	\$70.32	\$72.43
37	Disaster Recovery Analyst II	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
38	Disaster Recovery Analyst I	\$69.56	\$71.64	\$73.79	\$76.01	\$78.29
39	Technical Writer/Editor III	\$102.44	\$105.52	\$108.68	\$111.94	\$115.30
40	Technical Writer/Editor II	\$85.10	\$87.65	\$90.28	\$92.99	\$95.78
41	Technical Writer/Editor I	\$63.04	\$64.93	\$66.87	\$68.88	\$70.95
42	Information Center Consultant	\$142.22	\$146.49	\$150.88	\$155.41	\$160.07
43	Information Center Specialist	\$103.84	\$106.96	\$110.17	\$113.47	\$116.88
44	Trainer IV	\$273.69	\$281.90	\$290.36	\$299.07	\$308.04
45	Trainer III	\$255.15	\$262.81	\$270.69	\$278.81	\$287.18
46	Trainer II	\$218.37	\$224.92	\$231.67	\$238.62	\$245.78
47	Trainer I	\$196.53	\$202.43	\$208.50	\$214.76	\$221.20
48	Quality Assurance Specialist III	\$78.50	\$80.85	\$83.28	\$85.78	\$88.35
49	Quality Assurance Specialist II	\$70.12	\$72.23	\$74.39	\$76.62	\$78.92
50	Quality Assurance Specialist I	\$59.23	\$61.00	\$62.83	\$64.72	\$66.66
51	Assistive Technology Engineer III	\$160.53	\$165.34	\$170.30	\$175.41	\$180.67
52	Assistive Technology Engineer II	\$110.99	\$114.32	\$117.75	\$121.28	\$124.92
53	Assistive Technology Engineer I	\$102.23	\$105.29	\$108.45	\$111.71	\$115.06
54	Systems Engineer III	\$147.20	\$151.61	\$156.16	\$160.85	\$165.67



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55	Systems Engineer II	\$107.25	\$110.47	\$113.79	\$117.20	\$120.72
56	Systems Engineer I	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
57	Network/Systems Engineer V	\$176.25	\$181.54	\$186.99	\$192.60	\$198.37
58	Network/Systems Engineer IV	\$155.11	\$159.76	\$164.55	\$169.49	\$174.58
59	Network/Systems Engineer III	\$142.21	\$146.48	\$150.87	\$155.40	\$160.06
60	Network/Systems Engineer II	\$95.12	\$97.97	\$100.91	\$103.94	\$107.06
61	Network Systems Engineer I	\$82.48	\$84.96	\$87.51	\$90.13	\$92.83
62	Network Designer II	\$101.18	\$104.21	\$107.34	\$110.56	\$113.88
63	Network Designer I	\$91.26	\$94.00	\$96.82	\$99.72	\$102.71
64	Computer Operator IV	\$103.84	\$106.96	\$110.17	\$113.47	\$116.88
65	Computer Operator III	\$95.12	\$97.97	\$100.91	\$103.94	\$107.06
66	Computer Operator II	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
67	Computer Operator I	\$82.48	\$84.96	\$87.51	\$90.13	\$92.83
68	LAN/WAN Administrator IV	\$103.84	\$106.96	\$110.17	\$113.47	\$116.88
69	LAN/WAN Administrator III	\$95.12	\$97.97	\$100.91	\$103.94	\$107.06
70	LAN/WAN Administrator II	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
71	LAN/WAN Administrator I	\$82.48	\$84.96	\$87.51	\$90.13	\$92.83
72	Customer Support Technician IV	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
73	Customer Support Technician III	\$82.24	\$84.70	\$87.24	\$89.86	\$92.56
74	Customer Support Technician II	\$76.58	\$78.88	\$81.24	\$83.68	\$86.19
75	Customer Support Technician I	\$69.36	\$71.44	\$73.58	\$75.79	\$78.07
76	Data Entry Clerk IV	\$42.96	\$44.25	\$45.58	\$46.94	\$48.35
77	Data Entry Clerk III	\$41.45	\$42.69	\$43.97	\$45.29	\$46.65
78	Data Entry Clerk II	\$40.39	\$41.60	\$42.85	\$44.13	\$45.46
79	Data Entry Clerk I	\$37.97	\$39.10	\$40.28	\$41.49	\$42.73
80	Administrative Assistant IV	\$55.37	\$57.03	\$58.75	\$60.51	\$62.32
81	Administrative Assistant III	\$52.04	\$53.60	\$55.20	\$56.86	\$58.57
82	Administrative Assistant II	\$44.88	\$46.22	\$47.61	\$49.04	\$50.51



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Labor Category	GSA Labor Category Offered	Year 6	Year 7	Year 8	Year 9	Year 10
83	Administrative Assistant I	\$40.31	\$41.52	\$42.77	\$44.05	\$45.37
84	Graphic Specialist III	\$79.23	\$81.60	\$84.05	\$86.57	\$89.17
85	Graphics Specialist II	\$71.13	\$73.27	\$75.46	\$77.73	\$80.06
86	Graphics Specialist I	\$59.10	\$60.87	\$62.70	\$64.58	\$66.52
87	Electronic Data Interchange Manager	\$84.39	\$86.92	\$89.53	\$92.21	\$94.98
88	Electronic Data Interchange Specialist	\$68.32	\$70.37	\$72.48	\$74.65	\$76.89
89	Documentation Specialist III	\$98.99	\$101.96	\$105.02	\$108.17	\$111.42
90	Documentation Specialist II	\$92.91	\$95.69	\$98.56	\$101.52	\$104.57
91	Documentation Specialist I	\$86.57	\$89.17	\$91.84	\$94.60	\$97.44
92	Applications System Analyst/Programmer II	\$113.37	\$116.77	\$120.28	\$123.88	\$127.60
93	Applications System Analyst/Programmer I	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
94	Software Architect	\$155.11	\$159.76	\$164.55	\$169.49	\$174.58
95	Software Developer II	\$126.91	\$130.71	\$134.63	\$138.67	\$142.83
96	Software Developer I	\$107.32	\$110.54	\$113.85	\$117.27	\$120.78
97	Software Systems Engineer II	\$107.25	\$110.47	\$113.79	\$117.20	\$120.72
98	Software Systems Engineer I	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
99	Systems Administrator III	\$110.19	\$113.50	\$116.90	\$120.41	\$124.02
100	Systems Administrator II	\$100.89	\$103.92	\$107.03	\$110.24	\$113.55
101	Systems Administrator I	\$87.24	\$89.86	\$92.55	\$95.33	\$98.19
102	Digital Computer Media Exploiter III	\$138.90	\$143.06	\$147.35	\$151.77	\$156.33
103	Digital Computer Media Exploiter II	\$124.88	\$128.62	\$132.48	\$136.46	\$140.55
104	Digital Computer Media Exploiter I	\$116.16	\$119.65	\$123.24	\$126.93	\$130.74
105	Analog Computer Media Exploiter III	\$138.90	\$143.06	\$147.35	\$151.77	\$156.33
106	Analog Computer Media Exploiter II	\$124.88	\$128.62	\$132.48	\$136.46	\$140.55
107	Analog Computer Media Exploiter I	\$116.16	\$119.65	\$123.24	\$126.93	\$130.74
108	Data Warehouse Supervisor	\$133.15	\$137.14	\$141.26	\$145.49	\$149.86
109	Contract Administrator II	\$93.60	\$96.40	\$99.30	\$102.27	\$105.34
110	Contract Administrator I	\$73.20	\$75.40	\$77.66	\$79.99	\$82.39



LABOR CATEGORY DESCRIPTIONS

1. PROGRAM MANAGER IV

Minimum/General Experience: 7 years of technical experience. Demonstrated experience in the areas of major systems management, engineering, and/or development. Demonstrated communications and technical skills at all levels of management. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity described in the Task Order.

Functional Responsibility: Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Responsible for overall contract performance. Ability to serve as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

2. PROGRAM MANAGER III

Minimum/General Experience: 6 years of technical experience. Demonstrated experience in the areas of major systems management, engineering, and/or development. Demonstrated communications skills at all levels of management. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity described in the Task Order.

Functional Responsibility: Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Responsible for overall contract performance. Ability to serve as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



3. PROGRAM MANAGER II

Minimum/General Experience: 5 years of technical experience. Demonstrated experience in the areas of major systems management, engineering, and/or development. Demonstrated communications skills at all levels of management. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity described in the Task Order.

Functional Responsibility: Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Responsible for overall contract performance. Ability to serve as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

4. PROGRAM MANAGER I

Minimum/General Experience: 4 years of technical experience. Demonstrated experience in the areas of major systems management, engineering, and/or development. Demonstrated communications skills at all levels of management. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity described in the Task Order.

Functional Responsibility: Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Responsible for overall contract performance. Ability to serve as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



5. PROJECT MANAGER IV

Minimum/General Experience: 4 years of technical experience

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates on complex information technology projects. Responsible for overall contract administrative and technical performance. Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of experience maybe substituted for each year of degree level education.

6. PROJECT MANAGER III

Minimum/General Experience: 3 years of technical experience

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates on complex information technology projects. Responsible for overall contract administrative and technical performance. Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of experience maybe substituted for each year of degree level education.

7. PROJECT MANAGER II

Minimum/General Experience: 2 years of technical experience

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates on complex information technology projects. Responsible for overall contract administrative and technical performance. Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of experience maybe substituted for each year of degree level education.



8. PROJECT MANAGER I

Minimum/General Experience: 1 year of technical experience

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates on complex information technology projects. Responsible for overall contract administrative and technical performance. Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

Minimum Education: Bachelors degree in an IT related field. Two years of experience maybe substituted for each year of degree level education.

9. SUBJECT MATTER EXPERT IV

Minimum/General Experience: 8 years of IT experience. Demonstrated relevant experience in one or more areas to include: telecommunications, ADP, and systems design or engineering. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in a technical/specialty area.

Functional Responsibility: Confers with client executive management using line of business expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing conceptual strategic plans. Advises client on the impact of new legislation or new technologies relevant to their agency.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

10. SUBJECT MATTER EXPERT III

Minimum/General Experience: 6 years of IT experience. Demonstrated relevant experience in one or more areas to include: telecommunications, ADP, and systems design or engineering. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in a technical/specialty area.

Functional Responsibility: Confers with client executive management using line of business expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing conceptual



strategic plans. Advises client on the impact of new legislation or new technologies relevant to their agency.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education

11. SUBJECT MATTER EXPERT II

Minimum/General Experience: 4 years of IT experience. Demonstrated relevant experience in one or more areas to include: telecommunications, ADP, and systems design or engineering. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in a technical/specialty area.

Functional Responsibility: Confers with client executive management using line of business expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing conceptual strategic plans. Advises client on the impact of new legislation or new technologies relevant to their agency.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

12. SUBJECT MATTER EXPERT I

Minimum/General Experience: 2 years of IT experience. Demonstrated relevant experience in one or more areas to include: telecommunications, ADP, and systems design or engineering. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in a technical/specialty area.

Functional Responsibility: Confers with client executive management using line of business expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing conceptual strategic plans. Advises client on the impact of new legislation or new technologies relevant to their agency.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education

13. SYSTEMS ANALYST IV

Minimum/General Experience: 3 years of IT experience



Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems. May function as team leader and provide direction to less experienced programmers.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

14. SYSTEMS ANALYST III

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems. May function as team leader and provide direction to less experienced programmers.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

15. SYSTEMS ANALYST II

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and



knowledge of document imaging, document management, and workflow systems. May function as team leader and provide direction to less experienced programmers.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

16. SYSTEMS ANALYST I

Minimum/General Experience: 1 year of IT experience

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. May include programming experience with database systems such as Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

17. PROGRAMMER ANALYST IV

Minimum/General Experience: 3 years of IT experience

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs highly complex and customized software. Analyzes functional business applications and design specifications for functional activities. Develops detailed analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. May include programming experience with database systems such as COBOL, Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems. May provide daily supervision and direction to staff.

Education/Experience: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



18. PROGRAMMER ANALYST III

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs highly complex and customized software. Analyzes functional business applications and design specifications for functional activities. Develops detailed analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. May include programming experience with database systems such as COBOL, Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems. May provide daily supervision and direction to staff.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

19. PROGRAMMER ANALYST II

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs highly complex and customized software. Analyzes functional business applications and design specifications for functional activities. Develops detailed analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. May include programming experience with database systems such as COBOL, Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems. May provide task supervision and direction to staff.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



20. PROGRAMMER ANALYST I

Minimum/General Experience: 1 year of IT experience

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs highly complex and customized software. Analyzes functional business applications and design specifications for functional activities. Develops detailed analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Uses system design specifications to customize software to meet application requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Modifies existing software, as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. May include programming experience with database systems such as COBOL, Sybase, Oracle, and Informix; and knowledge of document imaging, document management, and workflow systems.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

21. WEBSITE MANAGER III

Minimum/General Experience: 3 years IT experience

Functional Responsibility: Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. May provide human factors engineering and usability testing and support. May provide database design and modeling. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++, GIF, JPEG, MPEG, video/audio streaming, and more. Provides web site development, design, support, and maintenance. May function as team leader for less experienced developers.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

22. WEBSITE MANAGER II

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. May provide human factors engineering and usability testing and support. May provide database design and modeling. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++,



GIF, JPEG, MPEG, video/audio streaming, and more. Provides web site development, design, support, and maintenance. May function as team leader for less experienced developers.

Minimum Education: Bachelors Degree. Two years of IT experience may be substituted for each year of degree-level education.

23. WEBSITE MANAGER I

Minimum/General Experience: 1 year of IT experience

Functional Responsibility: Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Intranet/Extranet sites and applications. May provide human factors engineering and usability testing and support. May provide database design and modeling. Works with HTML, Java, JScript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, ActiveX, Plug-Ins, Visual Basic, Visual C++, GIF, JPEG, MPEG, video/audio streaming, and more. Provides web site development, design, support, and maintenance.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

24. DATABASE ANALYST/PROGRAMMER IV

Minimum/General Experience: 4 years of IT experience

Functional Responsibility: Reviews, evaluates, designs, implements and maintains database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Knowledge of commonly-used database concepts, practices, and procedures. Follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Applies approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Relies on instructions and pre-established guidelines to perform the functions of the job. May function as team leader for less experienced developers. The majority of job functions do require exercising independent judgment.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

25. DATABASE ANALYST/PROGRAMMER III

Minimum/General Experience: 3 years of IT experience



Functional Responsibility: Reviews, evaluates, designs, implements and maintains database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Knowledge of commonly-used database concepts, practices, and procedures. Follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Applies approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Relies on instructions and pre-established guidelines to perform the functions of the job. May function as team leader for less experienced developers. The majority of job functions do require exercising independent judgment.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

26. DATABASE ANALYST/PROGRAMMER II

Minimum/General Experience: 2 years of IT experience.

Functional Responsibility: Reviews, evaluates, designs, implements and maintains database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Knowledge of commonly-used database concepts, practices, and procedures. Follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Applies approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Relies on instructions and pre-established guidelines to perform the functions of the job. May function as team leader for less experienced developers. The majority of job functions do require exercising independent judgment.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

27. DATABASE ANALYST/PROGRAMMER I

Minimum/General Experience: 1 year of IT experience

Functional Responsibility: Reviews, evaluates, designs, implements and maintains database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Knowledge of commonly-used database concepts, practices, and procedures. Follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing



requirements. Maintains and modifies programs. Applies approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Relies on instructions and pre-established guidelines to perform the functions of the job.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

28. DATABASE ADMINISTRATOR III

Minimum/General Experience: 4 years of IT experience

Functional Responsibility: Manages high-level databases. Directs and manages the entire software development process from the establishment and definition of requirements to implementation, acceptance and maintenance. Defines system and subsystems and provide leadership in problem solving and implementation practices. Develop reports and custom requests for end users. Prepares activity and progress reports regarding database management. Assigns personnel to various projects and manages activities. Provides guidance to less experienced database administrators.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

29. DATABASE ADMINISTRATOR II

Minimum/General Experience: 3 years of IT experience

Functional Responsibility: Manages high-level databases. Directs and manages the entire software development process from the establishment and definition of requirements to implementation, acceptance and maintenance. Defines system and subsystems and provide leadership in problem solving and implementation practices. Develop reports and custom requests for end users. Prepares activity and progress reports regarding database management. Assigns personnel to various projects and manages activities. Provides guidance to less experienced database administrators.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

30. DATABASE ADMINISTRATOR I

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Manages high-level databases. Directs and manages the entire software development process from the establishment and definition of requirements to



implementation, acceptance and maintenance. Defines system and subsystems and provide leadership in problem solving and implementation practices. Develop reports and custom requests for end users. Prepares activity and progress reports regarding database management. Assigns personnel to various projects and manages activities.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

31. CONFIGURATION MANAGEMENT SPECIALIST III

Minimum/General Experience: 4 years of technical experience. Performs work in one or more specialty areas of configuration management, data management, or engineering data.

Functional Responsibility: Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of standards and requirements for the Statement of Work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems, and electronic data support.

Minimum Education: Bachelors degree in an IT related field. Two years of experience may be substituted for each year of degree-level education.

32. CONFIGURATION MANAGEMENT SPECIALIST II

Minimum/General Experience: 3 years related experience. Performs work in one or more specialty areas of configuration management, data management, or engineering data.

Functional Responsibility: Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of standards and requirements for the Statement of Work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems, and electronic data support.

Minimum Education: Bachelors degree in an IT related field. Two years of experience may be substituted for each year of degree-level education.



33. CONFIGURATION MANAGEMENT SPECIALIST I

Minimum/General Experience: 2 years related experience. Performs work in one or more specialty areas of configuration management, data management, or engineering data.

Functional Responsibility: Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of standards and requirements for the Statement of Work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems, and electronic data support.

Minimum Education: Bachelors degree in an IT related field. Two years of experience may be substituted for each year of degree-level education.

34. DATA SECURITY ANALYST III

Minimum/General Experience: 4 years of IT Database experience; including 2 years of data security experience.

Functional Responsibility: Performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulated issues to management. Provide guidance and direction to less experienced Data Security Analyst.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

35. DATA SECURITY ANALYST II

Minimum/General Experience: 3 years of IT Database experience; including 2 years of data security experience.

Functional Responsibility: Performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security



required. May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulated issues to management. Provide guidance and direction to less experienced Data Security Analyst.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

36. DATA SECURITY ANALYST I

Minimum/General Experience: 2 years of IT Database experience; including 2 years of data security experience.

Functional Responsibility: Performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulated issues to management. Provide guidance and direction to less experienced Data Security Analyst.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

37. DISASTER RECOVERY ANALYST II

Minimum/General Experience: 4 years IT experience

Functional Responsibility: Responsible for security and integrity of assigned electronic data, data systems and data networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recover. Oversees and reviews the testing and implementation of software, data systems and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for ensuring the business resumption plan adequately addresses the organization's requirements and established timeframes. Provide guidance and direction to less experienced Disaster Recovery Analyst.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

38. DISASTER RECOVERY ANALYST I

Minimum/General Experience: 2 years of IT experience



Functional Responsibility: Under general direction, responsible for security and integrity of assigned electronic data, data systems and data networks. Performs testing and implementation of software, data systems and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

39. TECHNICAL WRITER/EDITOR III

Minimum/General Experience: 4 years of IT experience

Functional Responsibility: Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance checks on all materials.

Education/Experience: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

40. TECHNICAL WRITER/EDITOR II

Minimum/General Experience: 3 years of IT experience

Functional Responsibility: Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance checks on all materials.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



41. TECHNICAL WRITER/EDITOR I

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance checks on all materials.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

42. INFORMATION CENTER CONSULTANT

Minimum/General Experience: 5 years of IT experience

Functional Responsibility: Works with users to solve problems with available technology including hardware, software and peripherals. Studies and analyzes systems needs, trains users on software and hardware, handles troubleshooting, and provides quality assurance review of user systems. Acts as project manager typically performs time estimates, and regularly reviews status of projects. May have specialization in particular software that would be utilized in an end user environment. Keeps abreast of technological developments and may install new hardware and software for user groups. May support unlimited end users groups.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

43. INFORMATION CENTER SPECIALIST

Minimum/General Experience: 4 years of IT experience

Functional Responsibility: Under general direction, advises and assists users in problem-solving activities using information center tools. Assists in the selection and installation of information center tools. Evaluates new and existing software products. Competent to work at the highest technical level of all phases of information center activities.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



44. TRAINER IV

Minimum/General Experience: 9 years technical experience

Functional Responsibility: Confers with client executive management to understand business goals and initiatives. Develops training to assist in meeting business goals and initiatives with expected results. Conducts required research to develop and/or revise training courses. Prepares instructor materials to include course outline, background material, and training aids. Prepares student materials, i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Has the ability to develop training videos. Conducts high level complex training. Conduct follow-up study of completed training to evaluate and measure results.

Minimum Education: Bachelors degree in an IT related field. Two years of experience may be substituted for each year of degree-level education.

45. TRAINER III

Minimum/General Experience: 7 of years related experience.

Functional Responsibility: Confers with client management to develop training on based on needs assessment. Identifies and develops suitable training. Conducts required research to develop and/or revise training courses. Prepares instructor materials to include course outline, background material, and training aids. Prepares student materials, i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Has the ability to develop training videos. Conducts high level complex training.

Minimum Education: Bachelors Degree. Two years of experience may be substituted for each year of degree-level education.

45. TRAINER II

Minimum/General Experience: 5 years of technical experience.

Functional Responsibility: Confers with client management to understand business initiatives and expected training results. Conducts the research necessary to develop and revise training courses. Prepares instructor materials to include: (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Has the ability to develop training videos.

Minimum Education: Bachelors degree in an IT related field. Two years of experience may be substituted for each year of degree-level education.



47. TRAINER I

Minimum/General Experience: 3 years technical experience

Functional Responsibility: Conducts the research necessary to develop and/or revise training courses. Prepares instructor materials to include: (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Bachelors degree in an IT related field. Two years of experience may be substituted for each year of degree-level education.

48. QUALITY ASSURANCE SPECIALIST III

Minimum/General Experience: 4 years of technical experience

Functional Responsibility: Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide task direction and guidance to less experienced team members.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

49. QUALITY ASSURANCE SPECIALIST II

Minimum/General Experience: 3 years of technical experience

Functional Responsibility: Under general direction, carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.



Minimum Education/: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

50. QUALITY ASSURANCE SPECIALIST I

Minimum/General Experience: 2 years of technical experience

Functional Responsibility: Under general direction, carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.

Minimum Education/: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

51. ASSISTIVE TECHNOLOGY ENGINEER III

Minimum/General Experience: 7 years of technical experience

Functional Responsibility: Plans, organizes and manages tasks to provide assistive technology expertise and assistance in office environment. This shall include: providing administrative support and direction to contractor personnel and administration. Establishing procedures and controls, where necessary or requested, to ensure that all services meet schedule or production; provide the Contracting Officer's Technical Representative (COTR) weekly reports on the status and activities of personnel. Ensures that all activities are properly executed; makes suggestions and recommendations to the COTR for improvement of the program and/or the resolution and prevention of problems; ensures that contract employees perform their assigned duties efficiently and timely. Applies continuous evaluation and control measures to assure that performance metrics are being met.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree level education.

52. ASSISTIVE TECHNOLOGY ENGINEER II

Minimum/General Experience: 5 years of technical experience.

Functional Responsibility: Plans, organizes and manages tasks to provide assistive technology expertise and assistance in office environment. This shall include: providing administrative support and direction to contractor personnel and administration. Establishing procedures and



controls, where necessary or requested, to ensure that all services meet schedule or production; provide the Contracting Officer's Technical Representative (COTR) weekly reports on the status and activities of personnel. Ensures that all activities are properly executed; makes suggestions and recommendations to the COTR for improvement of the program and/or the resolution and prevention of problems; ensures that contract employees perform their assigned duties efficiently and timely. Applies continuous evaluation and control measures to assure that performance metrics are being met.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree level education.

53. ASSISTIVE TECHNOLOGY ENGINEER I

Minimum/General Experience: 3 years of technical experience

Functional Responsibility: Plans, organizes and manages tasks to provide assistive technology expertise and assistance in office environment. This shall include: providing administrative support and direction to contractor personnel and administration. Establishing procedures and controls, where necessary or requested, to ensure that all services meet schedule or production; provide the Contracting Officer's Technical Representative (COTR) weekly reports on the status and activities of personnel. Ensures that all activities are properly executed; makes suggestions and recommendations to the COTR for improvement of the program and/or the resolution and prevention of problems; ensures that contract employees perform their assigned duties efficiently and timely. Applies continuous evaluation and control measures to assure that performance metrics are being met.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree level education.

54. SYSTEMS ENGINEER III

Minimum/General Experience: 7 years of IT experience

Functional Responsibility: Applies information technology skills in the analysis, specification, development, integration, and acquisition of systems. Assignments are generally complex in nature and may be in support of one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, interoperability analysis, system standards, program analysis, programming, and cost analysis. May have knowledge of document imaging, document management, and workflow systems. May function as team leader for less experienced systems engineers. Ensures systems and applications are compliant with applicable standards specified in task orders. Tests and installs software products and applications, and integrates them into the client's environment. Provides on-site support for minor requirements that do not meet functional specifications; modifies programs to be compliant with specifications.



Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

55. SYSTEMS ENGINEER II

Minimum/General Experience: 5 years of IT experience.

Functional Responsibility: Applies information technology skills in the analysis, specification, development, integration, and acquisition of systems. Assignments are generally complex in nature and may be in support of one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, interoperability analysis, system standards, program analysis, programming, and cost analysis. May have knowledge of document imaging, document management, and workflow systems. May function as team leader for less experienced systems engineers. Ensures systems and applications are compliant with applicable standards specified in task orders. Tests and installs software products and applications, and integrates them into the client's environment. Provides on-site support for minor requirements that do not meet functional specifications; modifies programs to be compliant with specifications.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

56. SYSTEMS ENGINEER I

Minimum/General Experience: 3 years of IT experience

Functional Responsibility: Applies information technology skills in the analysis, specification, development, integration, and acquisition of systems. Assignments are generally complex in nature and may be in support of one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, interoperability analysis, system standards, program analysis, programming, and cost analysis. May have knowledge of document imaging, document management, and workflow systems. Ensures systems and applications are compliant with applicable standards specified in task orders. Tests and installs software products and applications, and integrates them into the client's environment. Provides on-site support for minor requirements that do not meet functional specifications; modifies programs to be compliant with specifications.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

57. NETWORK/SYSTEMS ENGINEER V

Minimum/General Experience: 8 years of IT experience



Functional Responsibility: Reviews, Plans, and evaluates network systems. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Provides task direction to less experienced network engineers. Acts as lead in defining and executing systems engineering activities. Applies advanced networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education. Certification on the platform described in the statement of work may be required.

58. NETWORK/SYSTEMS ENGINEER IV

Minimum/General Experience: 6 years of IT experience.

Functional Responsibility: Reviews, Plans, and evaluates network systems. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Provides task direction to less experienced network engineers. Acts as lead in defining and executing systems engineering activities. Applies advanced networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education. Certification on the platform described in the statement of work may be required.

59. NETWORK/SYSTEMS ENGINEER III

Minimum/General Experience: 4 years of IT experience.

Functional Responsibility: Reviews, Plans, and evaluates network systems. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Provides task direction to less experienced network engineers. Acts as lead in defining and executing systems engineering activities. Applies advanced networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time,



transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education. Certification on the platform described in the statement of work may be required.

60. NETWORK/SYSTEMS ENGINEER II

Minimum/General Experience: 2 years of IT experience.

Functional Responsibility: Under general directions designs and optimizes network topologies and site configurations. Assist with plans installations, transitions, and cutovers of network components and capabilities. May provide task direction to less experienced network engineers. Review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education. Certification on the platform described in the statement of work may be required.

61. NETWORK/SYSTEMS ENGINEER I

Minimum/General Experience: 1 year of IT experience.

Functional Responsibility: Under general directions designs and optimizes network topologies and site configurations. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Assist with plans installations, transitions, and cutovers of network components and capabilities.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education. Certification on the platform described in the statement of work may be required.

62. NETWORK DESIGNER II

Minimum/General Experience: 4 years of IT experience

Functional Responsibility: Plans, designs, and provides leadership in the development and implementation of complex data communications networks and systems applications using wide



application of state of the art engineering principles, theories, and concepts. Designs Large WANs which interface with legacy equipment and state of the art equipment, as well as networks that permit multiple environments to work together. Leads customer engagements and plays a key role developing recommendations based on customer requirements. Leads development and definitions of programs and projects, and implementation solutions. Provides technical guidance to senior members of the technical staff. Develops and implements procedures and techniques to ensure that technical solutions are achieved.

Minimum Education: Bachelors Degree in a related field. Two years of IT experience may be substituted for each year of degree-level education.

63. NETWORK DESIGNER I

Minimum/General Experience: 2 years of IT experience

Functional Responsibility: Participates in consulting engagements for the assessment and design network solutions. Assesses and documents current site network configurations and user requirements. Designs and optimizes network topologies. Participates in customer engagements and plays a key role developing recommendations based on customer requirements. Implements procedures and techniques to ensure that technical solutions are achieved.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

64. COMPUTER OPERATORS IV

Minimum/General Experience: 3 years of technical experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to resolve problems. Leads and direct the work of others.

Functional Responsibility: Performs system start up and sign-on procedures and ensures system is operational at designated time schedule for user access. Performs routine task to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives to resume operation. Makes recommendations for changes in the operational schedule.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



65. COMPUTER OPERATORS III

Minimum/General Experience: 5 years of technical experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to resolve problems.

Functional Responsibility: Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Resolves common error conditions, diagnoses and acts on machine stoppage and error conditions. May deviate from standard procedures if procedures do not provide solutions. Refers problems that do not respond to corrective procedures. May lead and direct the work of others.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

66. COMPUTER OPERATORS II

Minimum/General Experience: 4 years of technical experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to resolve problems.

Functional Responsibility: Under general supervision, performs routine task to maintain computer equipment and their peripherals. Applies standard operating or corrective procedures to respond to computer output instructions or error conditions. Refers problems to supervisor that do not respond to preplanned procedures.

Education/ Experience: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

67. COMPUTER OPERATORS I

Minimum/General Experience: 2 years of technical experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to resolve problems.

Functional Responsibility: Works under close supervision to resolve common operating problem. Loads peripheral equipment such as tapes, and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Refers problems to supervisor that do not respond to preplanned procedures.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.



68. LAN/WAN ADMINISTRATOR IV

Minimum/General Experience: 5 years of IT experience. Knowledgeable in a multi-platform operating environment. Maintains high level of technical expertise and studies vendor products to determine those which best meet organization needs.

Functional Responsibility: Responsible for network integration including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN administration and operation of organization's local area network (LAN). Responsible for technical architecture and recommendations related to LAN/WAN. Presents information to management, which may result in the purchase and installation of hardware, software, and telecommunications equipment.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

69. LAN/WAN ADMINISTRATOR III

Minimum/General Experience: 4 years of IT experience. Knowledgeable in a multi-platform operating environment.

Functional Responsibility: Under general direction, responsible for administration and day-to-day operation of organization's local area network (LAN). Provides integrated team support and maintenance of LAN hardware and software. Maintains integrity of the LAN hardware and software. Installs LAN software upgrades, including planning and scheduling, testing and coordination. Studies vendor products to determine those which best meet organization needs; assists in presentation of information to management resulting in purchase, and installation of hardware, software, and telecommunications equipment. Performs LAN security procedures, including implementing login requests. Evaluates new products and technologies to determine impact on existing system configurations. Prepares proposals, cost/benefit analyses, and feasibility studies. Provides liaison support between the PC/LAN team, vendors and internal support group as needed.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

70. LAN/WAN ADMINISTRATOR II

Minimum/General Experience: 2 years of IT experience. Knowledgeable in a multi-platform operating environment.

Functional Responsibility: Under general supervision, responsible for the acquisition, installation, maintenance, and usage of the organization's local area network. Manages LAN performance and maintains LAN security. Ensures that security procedures are implemented and



enforced. Installs all network software. Evaluates, develops and maintains telecommunications systems. Troubleshoots LAN problems. Establishes and implements LAN policies, procedures, and standards and ensures their conformance with information systems and organization objectives. Maintains high level of technical expertise and studies vendor products to determine those which best meet organization needs. Trains users on LAN operation.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

71. LAN/WAN ADMINISTRATOR I

Minimum/General Experience: 1 year of IT experience. Knowledgeable in a multi-platform operating environment.

Functional Responsibility: Monitors LAN, WAN, and servers. Provides batch monitoring, tape back-up, and restoration. Responsibilities include performing data configurations and installation of routers and firewalls. Administers mail systems and implements new database architecture. Monitors and conducts performance evaluations of networks. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

72. CUSTOMER SUPPORT TECHNICIAN IV

Minimum/General Experience: 5 years of related IT experience

Functional Responsibility: Ensures second-tier support to end users of on-site and telephone desktop and electronic mail applications. Handles problems that first-tier of customer support technicians unable to resolve. Interact with network services, software systems engineering, and/or applications regarding installation of software and web applications. Diagnoses and corrects operating systems problems and repairing equipment. Documents problems and corrective procedures. Supervises and trains less experienced customer support technicians

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

73. CUSTOMER SUPPORT TECHNICIAN III

Minimum/General Experience: 4 years of related IT experience

Functional Responsibility: Under general supervision provides second-tier support to end users of on-site and telephone desktop and electronic mail applications. Handles problems that first-



tier of customer support technicians unable to resolve. May interact with network services, software systems engineering, and/or applications regarding installation of software and web applications. Diagnoses and corrects operating systems problems and repairing equipment. Documents problems and corrective procedures. Escalates more complex problems to senior level. Supervises and trains less experienced customer support technicians.

Minimum Education: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

74. CUSTOMER SUPPORT TECHNICIAN II

Minimum/General Experience: 3 years of related IT experience. Minimum of two years experience in help desk support in a PC based multiple platform environments

Functional Responsibility: Provides on-site and telephone support to users in desktop and electronic mail applications. Installation of software and web applications. Diagnoses and corrects operating systems problems and repairing equipment. Documents problems and corrective procedures. May lead less experienced customer support technicians.

Education/Experience: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

75. CUSTOMER SUPPORT TECHNICIAN I

Minimum/General Experience: 2 years of related IT experience

Functional Responsibility: Provides on-site and telephone support to users in desktop and electronic mail applications. Installation of software and web applications. Diagnoses and corrects operating systems problems and repairing equipment. Documents problems and corrective procedures.

Education/Experience: Associates Degree in an IT related field. Two years of IT experience may be substituted for each year of degree-level education.

76. DATA ENTRY CLERK IV

Minimum/General Experience: 4 years related experience

Functional Responsibility: Manages, supervises and coordinates the workflow of data into various information systems. Verifies accuracy and correctness of data entered into systems ensuring documents are entered on a first in first out (FIFO) basis. Ensures accurate filing of all source documents after data processing and performance of related clerical duties. Handles problems that first tier of Data Entry Clerks unable to resolve; documents problems and corrective procedures. Supervises and trains less experienced data entry clerks.



Minimum Education: High School Diploma

77. DATA ENTRY CLERK III

Minimum/General Experience: 3 years related experience

Functional Responsibility: Manages, supervises and coordinates the workflow of data into various information systems. Verifies accuracy and correctness of data entered into systems ensuring documents are entered on a first in first out (FIFO) basis. Ensures accurate filing of all source documents after data processing and performance of related clerical duties. Handles problems that first tier of Data Entry Clerks unable to resolve; documents problems and corrective procedures. Escalates more complex problems to senior level. Supervises and trains less experienced data entry clerks.

Education/Experience: High School Diploma

78. DATA ENTRY CLERK II

Minimum/General Experience: 2 years related experience

Functional Responsibility: Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing; performs related clerical duties.

Minimum Education: High School Diploma

79. DATA ENTRY CLERK I

Minimum/General Experience: 1 year related experience

Functional Responsibility: Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing; performs related clerical duties.

Minimum Education: High School Diploma

80. ADMINISTRATIVE ASSISTANT IV

Minimum/General Experience: 4 years related experience

Functional Responsibility: Responsible for the coordination of all administrative tasks. Performs clerical and administrative activities. Plans and coordinates conferences, meetings and



seminars and makes travel arrangements for staff members. Provides word processing, editing, spreadsheets and graphical services as directed. Performs others duties as assigned.

Minimum Education: High School Diploma

81. ADMINISTRATIVE ASSISTANT III

Minimum/General Experience: 3 years of related experience

Functional Responsibility: Conducts a variety of clerical and administrative activities. Maintains program, project and task files. Plans and coordinates meetings and makes travel arrangements for staff. Provides word processing, spreadsheets and graphical services as directed. Performs other duties as assigned.

Minimum Education: High School Diploma

82. ADMINISTRATIVE ASSISTANT II

Minimum/General Experience: 2 years of related experience

Functional Responsibility: Conducts a variety of clerical and administrative activities. Maintains program, project and task files. Plans and coordinates meetings and makes travel arrangements for staff. Provides word processing, spreadsheets and graphical services as directed. Performs other duties as assigned

Minimum Education: High School Diploma

83. ADMINISTRATIVE ASSISTANT I

Minimum/General Experience: 1 year of related experience

Functional Responsibility: Conducts a variety of clerical and administrative activities. Maintains program, project and task files. Plans and coordinates meetings and makes travel arrangements for staff. Provides word processing, spreadsheets and graphical services as directed. Performs other duties as assigned

Minimum Education: High School Diploma

84. GRAPHIC SPECIALIST III

Minimum/General Experience: 4 years related experience

Functional Responsibility: Supervises and provides full-service graphics support including design, development, and enhancement of graphic documents in various media using state-of-



the-art hardware and software. This support encompasses all phases of graphic development, i.e. color graphics, color slides, color view graphics using slides to paper reproduction and other similar products. Develops and enhances high quality graphics using high tech graphics automation tools, and provides quality manually created graphics. Supports the development of all contract deliverables and reports by developing and updating graphics presentations to improve quality and enhance usability of support documents. Responsible for integrating the graphics with other support documents. Ensures that graphic projects are completed on time, within budget and to user's satisfaction.

Minimum Education: Associates Degree. Two years of IT experience may be substituted for each year of degree-level education.

85. GRAPHIC SPECIALIST II

Minimum/General Experience: 3 years related experience

Functional Responsibility: Provides full-service graphics support including design, development, and enhancement of graphic documents in various media using state-of-the-art hardware and software. This support encompasses all phases of graphic development, i.e. color graphics, color slides, color view graphics using slides to paper reproduction and other similar products. Develops and enhances high quality graphics using high tech graphics automation tools, and provides quality manually created graphics. Supports the development of all contract deliverables and reports by developing and updating graphics presentations to improve quality and enhance usability of support documents. Responsible for integrating the graphics with other support documents.

Minimum Education: Associates Degree. Two years of IT experience may be substituted for each year of degree-level education.

86. GRAPHIC SPECIALIST I

Minimum/General Experience: 2 years of related experience

Functional Responsibility: Support all phases of graphic development, i.e. color graphics, color slides, color view graphics using slides to paper reproduction and other similar products. Develops and enhances high quality graphics using high tech graphics automation tools, and provides quality manually created graphics. Supports the development of all contract deliverables and reports by developing and updating graphics presentations to improve quality and enhance usability of support documents. Responsible for integrating the graphics with other support documents.

Minimum Education: Associates Degree. Two years of IT experience may be substituted for each year of degree-level education.



87. ELECTRONIC DATA INTERCHANGE MANAGER

Minimum/General Experience: 3 years of IT experience.

Functional Responsibility: Develops and executes strategies for Internet-based interchange capabilities. Coordinates and implements new EDI methods and systems and enhances and upgrades the existing systems. Responsible for daily electronic data interchange (EDI) operations of an organization. Finds EDI solutions for business operations. Establishes and maintains communications and trading partner routings, including online orders and fulfillment systems. Audits the quality of data provided, provide security and backup, and ensure system disaster recovery processes are in place. Resolves trading partner's technical problems involving EDI. Develops technical design documentation. Ensures customer/vendor agreements meet legal requirements. Responsible for internal training of EDI and related staff.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

88. ELECTRONIC DATA INTERCHANGE SPECIALIST

Minimum/General Experience: 2 years of IT experience.

Functional Responsibility: Maintains EDI account transaction activities. Frequently reports to an Electronic Data Interchange Manager. Provides support for EDI database analysis, design, and operations. Establishes and maintains communications within organization and with partners. Conducts and manages product evaluations. Provides product installation, configuration, and training. Performs systems maintenance to update records, specifications, and operating procedures of partner systems.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

89. DOCUMENTATION SPECIALIST III

Minimum/General Experience: 4 years of IT experience.

Functional Responsibility: Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of distributed processing client/server systems. Provides coordination in the analysis, acquisition, and installation of hardware, software, and facilities. Manages the training and efforts of a staff engaged in system and network planning, analysis and monitoring activities.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.



90. DOCUMENTATION SPECIALIST II

Minimum/General Experience: 3 years of IT experience.

Functional Responsibility: Under general supervision, responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

91. DOCUMENTATION SPECIALIST I

Minimum/General Experience: 2 years of IT experience.

Functional Responsibility: Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library.

Education/Experience: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

92. APPLICATIONS SYSTEMS ANALYST/PROGRAMMER II

Minimum/General Experience: 4 years of IT experience. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities.

Functional Responsibility: Formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debug, and document those programs. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

93. APPLICATIONS SYSTEMS ANALYST/PROGRAMMER I

Minimum/General Experience: 3 years of IT experience. Competent to work on most phases of applications systems analysis and programming activities, but requires instruction and guidance in other phases



Functional Responsibility: Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debug, documents, and maintain those programs.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

94. SOFTWARE ARCHITECT

Minimum/General Experience: 4 years of IT experience

Functional Responsibility: Works independently designing and developing new software products or major enhancements to existing software. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. May lead a large development team in the design of highly complex software systems. Responsible for project completion. Performs feasibility analysis on potential future projects to management.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

95. SOFTWARE DEVELOPER II

Minimum/General Experience: 3 years of IT experience

Functional Responsibility: Under general direction, works with technical staff to understand problems with software and develops specifications to resolve them. Participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

96. SOFTWARE DEVELOPER I

Minimum/General Experience: 2 years of IT experience. Good understanding of business applications.

Functional Responsibility: Under general supervision, develops codes, tests, and debugs new software or enhancements to existing software. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of



software user manuals. Works with technical staff to understand problems with software and resolve them.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

97. SOFTWARE SYSTEMS ENGINEER II

Minimum/General Experience: 4 years of IT experience. Competent to work at the highest technical level on all phases of software systems programming applications.

Functional Responsibility: Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debug, and document those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

98. SOFTWARE SYSTEMS ENGINEER I

Minimum/General Experience: 2 years of IT experience. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases

Functional Responsibility: Under general supervision, works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs, position control language, macros, subroutines, and other control modules.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

99. SYSTEMS ADMINISTRATOR III

Minimum/General Experience: 4 years of IT experience

Functional Responsibility: Responsible for the installation, configuration, and maintenance of UNIX operating systems. Recognizes and troubleshoots problems with server hardware and



applications software. Establishes and documents standards and procedures for management review. Regularly provides guidance and training to less-experienced UNIX System Administrators

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

100. SYSTEMS ADMINISTRATOR II

Minimum/General Experience: 3 years of IT experience.

Functional Responsibility: Responsible for the installation, configuration, and maintenance of UNIX operating systems. Recognizes and troubleshoots problems with server hardware and applications software. Establishes and documents standards and procedures for management review.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

101. SYSTEMS ADMINISTRATOR I

Minimum/General Experience: 2 years of IT experience.

Functional Responsibility: Responsible for the installation, configuration, and maintenance of UNIX operating systems. Recognizes and troubleshoots problems with server hardware and applications software. Establishes and documents standards and procedures for management review. Typically requires at least two years of experience. Requires extensive knowledge of computer operations and familiarity with shell and kernel programming

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

102. DIGITAL COMPUTER MEDIA EXPLOITER III

Minimum/General Experience: 6 years of technical experience

Functional Responsibility: Plans, organizes and provides leadership in the area of digital computer media exploitation in accordance with the requirements of a government, military or industry organization. Identifies electronic storage media and extracts media from PCs and other portable systems. Gives direction for extraction of data from digital tape media using both off the shelf and Linux-based utilities. Develops exploitation plans for networked computer systems. Responsible for development of new tools and techniques for field and back-end extraction of intelligence information from captured storage media. Travels to foreign areas of operation to



lead teams collecting and analyzing electronic and magnetic information storage media. Responsible for interviewing foreign personnel about captured storage media.

Education/Experience: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education.

103. DIGITAL COMPUTER MEDIA EXPLOITER II

Minimum/General Experience: 4 years technical experience

Functional Responsibility: Prepares systems for safe transport. Identifies all electronic systems and devices that cannot be transported to media processing centers. Creates images of standard PC hard disks using standard forensic copy tools. Use basic forensic tools to conduct text searches of disk drives from standard PC systems. Responsible for the digitization of a variety of formats from audio cassettes converting to WAV.file formats from analog. Utilizes various programs to convert VHS, Beta, Betamax, and HI-8 into DVD, VCD and/or into MPG, or AVI type files into digital format. Provides setup and repair support for all DOCEX deployable communications and processing systems. Assist with interviewing foreign technical personnel about captured storage media.

Minimum Education: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education.

104. DIGITAL COMPUTER MEDIA EXPLOITER I

Minimum/General Experience: 2 years of technical experience

Functional Responsibility: Conducts basic data extraction from non-PC data sources such as PDAs, GPS units, building security systems and voice mail systems. Responsible for the digitization of a variety of formats from audio cassettes converting to WAV.file formats from analog. Possess some background in computer digital encoding and de-coding or for finding tools and equipment as needed to job requirement in ripping DVDs and VCDs. Handles initial processing of electronic evidence and proficient with using one or more forensic utilities.

Education/Experience: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education.

105. ANALOG COMPUTER MEDIA EXPLOITER III

Minimum/General Experience: 6 years of technical experience

Functional Responsibility: Plans, organizes and provides leadership in the area of analog computer media exploitation in accordance with the requirements of a government, military or industry organization. Identifies electronic storage media and extracts media from PCs and other



portable systems. Gives direction for extraction of data from analog media using appropriate utilities and manages reconstruction of analog data. Develops exploitation plans for networked computer systems. Responsible for development of new tools and techniques for field and back-end extraction of intelligence information from captured storage media. Travels to foreign areas of operation to lead teams collecting and analyzing electronic and magnetic information storage media. Responsible for interviewing foreign personnel about captured storage media.

Education/Experience: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education.

106. ANALOG COMPUTER MEDIA EXPLOITER II

Minimum/General Experience: 4 years of technical experience

Functional Responsibility: Prepares systems for safe transport. Identifies all electronic systems and devices that cannot be transported to media processing centers. Creates images of standard PC hard disks using standard forensic copy tools. Use basic forensic tools to conduct text searches of disk drives from standard PC systems. In data recovery cases, determines the most appropriate method of protecting original evidence and recovering deleted, erased, hidden and encrypted data. Experience with analog equipment – set-up and operation; has light mechanicals. Assist with interviewing foreign technical personnel about captured storage media.

Minimum Education: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education.

107. ANALOG COMPUTER MEDIA EXPLOITER I

Minimum/General Experience: 2 years technical experience

Functional Responsibility: Conducts basic data extraction from non-PC data sources such as PDAs, GPS units, building security systems and voice mail systems. Possess some background in reconstruction of analog data. Handles initial processing of electronic evidence and proficient with using one or more forensic utilities.

Minimum Education: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education.

108. DATA WAREHOUSE SUPERVISOR

Minimum/General Experience: 4 years IT experience.

Functional Responsibility: Develop and maintain procedures for the use of data warehousing. Manages the daily operations of an organization's, government, military, industry, data warehouse. Supervise and directs technical data warehousing personnel in performance of duties



in compliance with appropriate Standard Operating Procedures (SOP). Develops database and recordkeeping procedures and manages appropriate department records in accordance with applicable government, military or industry regulations, policies and standards. Develops plans, policies and procedures for data extraction and transformations; testing & production; warehouse architecture & structures including files, tables and loading. Monitors performance, space utilization; identify problems proactively; maintain security & data as requested.

Minimum Education: Bachelors degree in an IT related field. Two years of IT experience maybe substituted for each year of degree level education.

109. CONTRACT ADMINISTRATOR II

Minimum/General Experience: 4 years of related experience in contracts administration.

Functional Responsibility: Directs activities concerned with contracts for purchase or sale of equipment, materials, products or services: Examines performance requirements, delivery schedules, and estimates of cost material, equipment, and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required. Reviews bids from other firms for conformity to contract requirements and determines acceptable bids. Negotiates contract with customer or bidder. Request or approves amendments to or extensions of contracts. Advises planning and production departments of contractual rights and obligations. May compile data for preparing estimates. May coordinate work of sales department with production and shipping department to implement fulfillment of contracts. May act as liaison between company and subcontractors. May direct sales program.

Minimum Education: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education.

110. CONTRACT ADMINISTRATOR I

Minimum/General Experience: 2 years of related experience in contracts administration.

Functional Responsibility: Directs activities concerned with contracts for purchase or sale of equipment, materials, products or services: Examines performance requirements, delivery schedules, and estimates of cost material, equipment, and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required. Reviews bids from other firms for conformity to contract requirements and determines acceptable bids. Negotiates contract with customer or bidder. Request or approves amendments to or extensions of contracts. Advises planning and production departments of contractual rights and obligations. May compile data for preparing estimates. May coordinate work of sales department with production and shipping department to implement fulfillment of contracts. May act as liaison between company and subcontractors. May direct sales program.



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Incorporated

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Website: www.dstincorporated.com

Education/Experience: Bachelors Degree in a related field. Two years of experience maybe substituted for each year of degree level education



BLANKET PURCHASE AGREEMENTS

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date

Contractor Date



BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER *SPECIAL
BPA DISCOUNT/PRICE

_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE POINT OF CONTACT

_____	_____
_____	_____
_____	_____

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



- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
 - (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



CONTRACTOR TEAM ARRANGEMENTS

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.