



Authorized Federal Supply Schedule
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology Services

Information Technology (IT)

SIN 132-51 – Information Technology (IT) Professional Service

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

SIN 132-62 – HSPD-12 Product and Service Components (FPDS D399)

Note 1: Personal Identity Verification (PIV) Credentials and Services. This facilitates trusted physical and electronic access to government facilities and networks using smart card technology. PIV Credentials and Services is a key enabler of identity assurance for access control and protects Federal facilities and information systems from unauthorized access, interception, and tampering.

Booz Allen Hamilton, Inc.

8283 Greensboro Drive
McLean, VA 22102
888.224.7041 - phone
703.902.9200 - facsimile
<http://itschedule.bah.com>

Contract Administrator: Toby Heffernan
Business Size: Large Business
Contract Number: GS-35F-0306J

Period Covered by Contract: April 1, 2004 through January 31, 2010 with two 5-year Option Periods.

Pricelist current through Modification Number PO-0021, dated September 25, 2009

Products and ordering information in this Authorized FSS Information Technology 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.gsa.gov>.

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Information for Ordering Activities

Applicable to all Special Item Numbers

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

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

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

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

1. Geographic Scope of the 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:

Ordering Address:

Booz Allen Hamilton, Inc
Attention: Contracts*
8283 Greensboro Drive
McLean, VA 22102-3838
888/224-7041 phone
703/902-3200 facsimile
itschedulebah@bah.com

* Please mail to the attention of the Contract Administrator identified in the task order proposal.

Payment Address Is as Follows:

Payment via Wire Transfer

Financial Institution: Wachovia Bank
9-Digit ABA routing number: see invoice
Telegraphic abbreviation: PNB
Account number: see invoice

Payment via Check/U.S. Mail

Booz Allen Hamilton Inc.
Wachovia Bank
P.O. Box 8500 (S-2725)
Philadelphia, PA 19178-2725

International Funds

Booz Allen Hamilton Inc.
CHIPS participant number: 0509
SWIFT TID: PNBUS33

Payment via Check/U.S. Mail

Booz Allen Hamilton Inc.
Wachovia Bank
P.O. Box 8500 (S-2725)
Philadelphia, PA 19178-2725

ACH Payments

Booz Allen Hamilton Inc.
Wachovia Bank
ABA routing number: see invoice
Account number: see invoice

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

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
888/224-7041

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. Statical 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: **00-692-8857**
Block 30: Type of Contractor - **Large Business**

Block 31: Woman-Owned Small Business - **No**
Block 36: Contractor's Taxpayer Identification Number (TIN): **36-2513626**

- a. CAGE Code: **17038**
- b. Contractor has/has not 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 Times (Days ARO)

132-51

As negotiated between ordering agency and contractor

132-62

As negotiated between ordering agency and contractor

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

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

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Other: None

8. **Trade Agreement 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:**

10. **Small Requirements:**

The minimum dollar value of orders to be issued is \$100.00.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000: Special Item Number 132-51 - Information Technology (IT) Professional Services
- c. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000: Special Item Number 132-62 – HSPD-12 Product and Service Components

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 / Telecommunications 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.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 and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. Overseas Activities:

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

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

20. Blanket Purchase Agreements (BPAs):

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

21. Contractor Team Arrangements:

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

22. Installation, Deinstallation, Reinstallation:

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

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

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:

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

24. Prime Contractor Ordering from Federal Supply Schedules:

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

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

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

25. Insurance—Work on a Government Installation (JAN 1997) (FAR 52.228-5):

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

copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. Software Interoperability:

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

27. Advance Payments:

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

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51):

1. Scope:

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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 Service:

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

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. Responsibility 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:

Please refer to Appendices A, B, and C for labor category descriptions and rates.

Terms and Conditions Applicable to Authentication Products and Services (Special Item Number 132-62)

Authentication Products and Services (May 2006) (C-FCI-007)

a. General Background:

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

b. Special Item Numbers:

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

- (1) SIN 132-60: Access Certificates for Electronic Services (ACES) Program. This program provides identity management and authentication services and ACES digital certificates for use primarily by external end users to access Federal Government electronic services and transactions in accordance with the X.509 Certificate Policy for the Federal ACES Program.
- (2) SIN 132-61: PKI Shared Service Providers (PKI SSP) Program. This program provides PKI services and digital certificates for use by Federal employees and contractors to the Federal Government in accordance with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework.
- (3) SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:
 - PIV enrollment and registration services,
 - PIV systems infrastructure,
 - PIV card management and production services,
 - PIV card finalization services,
 - Physical access control products and services,
 - Logical access control products and services,
 - PIV system integration services, and
 - Approved FIPS 201-Compliant products and services.

c. Qualifications:

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification

Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category "Approved FIPS 201-Compliant Products and services.

d. Qualification Requirements.

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

(1) Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).

(2) After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.

(3) If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.

If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

e. Demonstrating Conformance.

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

(1) for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

(2) for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

(3) for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>

f. Acquisition Program Management Office (APMO):

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

(1) The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

Stephen P. Duncan
Program Manager
E-Authentication Program Management Office

2011 Crystal Drive, Suite 911
Arlington, VA 22202
stephen.duncan@gsa.gov
703.872.8537

(2) The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

Mike Brooks
Director, Center for Smartcard Solutions
Office of Center for Smartcard Solutions
1800 F Street, N.W., Room 5010
Washington, D.C. 20405
202.501.2765 (telephone)
202.208.3133 (fax)

1. Order:

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

2. 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 the Services under SINs 132-60, 132-61 and 132-62 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.

3. 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.

4. 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.

5. Responsibilities of the Ordering Activity:

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

6. Independent Contractor:

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

7. 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.

8. Invoices:

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

9. 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.

10. Resumes:

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

11. 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.

12. 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.

13. Description of Authentication Products, Services and Pricing:

Please refer to Appendices A, B, and C for labor category descriptions and rates.

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Diane Marsden
Manager, Small Business Office
business_registration@bah.com
703-377-5800 ext. 98678
703-902-3574 fax
<http://doingbusiness.bah.com>

**(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.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers 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.

Appendix A: IT Labor Rates

Labor Category No.	SIN 132-51 IT LABOR CATEGORY	Year 10 (4/1/08 - 3/31/09)		Year 10 EXTENSION (4/1/09 - 9/25/09)	
		Contractor Site	Government Site	Contractor Site	Government Site
		1	Program Manager	\$209.00	\$148.00
2	Project Manager	\$159.00	\$125.00	\$164.57	\$129.38
3	Senior Comp Soft/ Integration Analyst	\$109.00	\$87.00	\$112.82	\$90.05
4	Senior Computer Specialist	\$109.00	\$86.00	\$112.82	\$89.01
5	Subject Matter Expert, Level 1	\$152.00	\$113.00	\$157.32	\$116.96
6	Subject Matter Expert, Level 2	\$191.00	\$146.00	\$197.69	\$151.11
7	Subject Matter Expert, Level 3	\$220.00	\$152.00	\$227.70	\$157.32
*8	Senior BPR Specialist	\$109.00	\$94.00	\$112.82	\$97.29
*9	Principal BPR Specialist	\$122.00	\$94.00	\$126.27	\$97.29
10	Computer Specialist	\$92.00	\$75.00	\$95.22	\$77.63
11	Junior Computer Specialist	\$66.00	\$59.00	\$68.31	\$61.07
*12	Senior Financial Analyst	\$122.00	\$93.00	\$126.27	\$96.26
*13	Financial Analyst	\$99.00	\$83.00	\$102.47	\$85.91
*14	Junior Financial Analyst	\$73.00	\$63.00	\$75.56	\$65.21
15	Senior Computer Systems Analyst	\$109.00	\$94.00	\$112.82	\$97.29
16	Computer Systems Analyst	\$92.00	\$77.00	\$95.22	\$79.70
17	Junior Computer Systems Analyst	\$75.00	\$62.00	\$77.63	\$64.17
*18	Telecommunications Systems Analyst	\$92.00	\$71.00	\$95.22	\$73.49
19	Applications Programmer	\$85.00	\$68.00	\$87.98	\$70.38
20	Computer Systems Programmer	\$84.00	\$69.00	\$86.94	\$71.42
21	Senior Computer Programmer	\$109.00	\$88.00	\$112.82	\$91.08
22	Computer Programmer	\$92.00	\$75.00	\$95.22	\$77.63
23	Junior Computer Programmer	\$73.00	\$65.00	\$75.56	\$67.28
*24	Principal Information Engineer	\$127.00	\$98.00	\$131.45	\$101.43
*25	Senior Information Engineer	\$116.00	\$93.00	\$120.06	\$96.26
*26	Information Engineer	\$92.00	\$78.00	\$95.22	\$80.73
*27	Data Base Manager	\$103.00	\$86.00	\$106.61	\$89.01
*28	Data Base Mgmt Specialist	\$97.00	\$84.00	\$100.40	\$86.94
*29	Quality Assurance Manager	\$97.00	\$75.00	\$100.40	\$77.63
*30	Quality Assurance Specialist	\$78.00	\$66.00	\$80.73	\$68.31
31	Senior Systems Engineer	\$97.00	\$84.00	\$100.40	\$86.94
32	Software Engineer	\$73.00	\$59.00	\$75.56	\$61.07
*33	Systems Engineer	\$73.00	\$59.00	\$75.56	\$61.07
34	Line Item No Longer Available	-	-	-	-
35	Interdisciplinary Engineer	\$94.00	\$74.00	\$97.29	\$76.59
*36	Operations Research Analyst	\$94.00	\$81.00	\$97.29	\$83.84
*37	Network Installation Technician	\$109.00	\$95.00	\$112.82	\$98.33
38	Telecommunications Network Engineer	\$85.00	\$70.00	\$87.98	\$72.45

Appendix A: IT Labor Rates (Continued)

Labor Category No.	SIN 132-51 IT LABOR CATEGORY	Year 10 (4/1/08 - 3/31/09)		Year 10 EXTENSION (4/1/09 - 9/25/09)	
		Contractor Site	Government Site	Contractor Site	Government Site
39	Senior Telecommunications Network Engineer	\$109.00	\$101.00	\$112.82	\$104.54
*40	Telecommunications Analyst	\$85.00	\$71.00	\$87.98	\$73.49
41	Telecomm Operations Specialist	\$97.00	\$80.00	\$100.40	\$82.80
42	Communications Network Manager	\$94.00	\$77.00	\$97.29	\$79.70
*43	Communications Specialist	\$85.00	\$71.00	\$87.98	\$73.49
44	Help Desk Manager	\$98.00	\$83.00	\$101.43	\$85.91
45	Help Desk Specialist	\$81.00	\$72.00	\$83.84	\$74.52
46	Senior Computer Security Systems Specialist	\$109.00	\$99.00	\$112.82	\$102.47
47	Computer Security Systems Specialist	\$86.00	\$72.00	\$89.01	\$74.52
48	Testing Specialist	\$85.00	\$65.00	\$87.98	\$67.28
*49	Senior Training Specialist/Instructor	\$84.00	\$69.00	\$86.94	\$71.42
*50	Training Specialist/Instructor	\$68.00	\$55.00	\$70.38	\$56.93
*51	Facilitator	\$73.00	\$60.00	\$75.56	\$62.10
*52	Documentation Specialist	\$59.00	\$44.00	\$61.07	\$45.54
*53	Research Analyst	\$58.00	\$41.00	\$60.03	\$42.44
*54	Technical Writer/Editor	\$77.00	\$71.00	\$79.70	\$73.49
*55	Technical Typist	\$58.00	\$45.00	\$60.03	\$46.58
*56	Project Control Specialist	\$73.00	\$57.00	\$75.56	\$59.00
*57	Senior Project Control Specialist	\$86.00	\$67.00	\$89.01	\$69.35
*58	Program Administration Specialist	\$66.00	\$54.00	\$68.31	\$55.89
*59	Senior Program Admin Specialist	\$92.00	\$72.00	\$95.22	\$74.52
60	Advanced Technology Program Manager	\$248.00	\$185.00	\$256.68	\$191.48
61	Advanced Technology Project Manager	\$185.00	\$131.00	\$191.48	\$135.59
62	Advanced Technology Task Leader	\$161.00	\$125.00	\$166.64	\$129.38
63	Advanced Technology Senior Applications Developer	\$136.00	\$108.00	\$140.76	\$111.78
64	Advanced Technology Applications Developer	\$118.00	\$94.00	\$122.13	\$97.29
65	Internet/Intranet Site Developer	\$118.00	\$94.00	\$122.13	\$97.29
66	Internet/Intranet HTML Developer	\$86.00	\$69.00	\$89.01	\$71.42
67	Line Item No Longer Available	-	-	-	-
68	Line Item No Longer Available	-	-	-	-
69	Line Item No Longer Available	-	-	-	-
70	Line Item No Longer Available	-	-	-	-
71	Line Item No Longer Available	-	-	-	-
72	Line Item No Longer Available	-	-	-	-

Appendix A: IT Labor Rates (Continued)

Labor Category No.	SIN 132-51 IT LABOR CATEGORY	Year 10 (4/1/08 - 3/31/09)		Year 10 EXTENSION (4/1/09 - 9/25/09)	
		Contractor Site	Government Site	Contractor Site	Government Site
73	Line Item No Longer Available	-	-	-	-
74	Senior Computer Sys Security Specialist	\$119.00	\$97.00	\$123.17	\$100.40
75	Junior Computer Sys Security Specialist	\$85.00	\$68.00	\$87.98	\$70.38
76	Senior INFOSEC Engineer	\$136.00	\$108.00	\$140.76	\$111.78
77	Junior INFOSEC Engineer	\$86.00	\$69.00	\$89.01	\$71.42
78	Senior Network Security Analyst	\$157.00	\$125.00	\$162.50	\$129.38
79	Junior Network Security Analyst	\$104.00	\$85.00	\$107.64	\$87.98
80	Systems Security Research Analyst	\$73.00	\$61.00	\$75.56	\$63.14
81	Information Technology Principal	\$248.00	\$202.00	\$256.68	\$209.07
82	Information Technology Senior Associate	\$185.00	\$156.00	\$191.48	\$161.46
83	Information Technology Associate	\$136.00	\$115.00	\$140.76	\$119.03
84	Information Technology Senior Consultant	\$97.00	\$85.00	\$100.40	\$87.98
85	Information Technology Consultant	\$73.00	\$62.00	\$75.56	\$64.17
86	Information Technology Researcher	\$58.00	\$52.00	\$60.03	\$53.82
87	Line Item No Longer Available	-	-	-	-
*88	Administrative/Clerical - Level 2	\$65.00	\$65.00	\$67.28	\$67.28
89	Line Item No Longer Available	-	-	-	-
90	Line Item No Longer Available	-	-	-	-
91	Line Item No Longer Available	-	-	-	-
92	Line Item No Longer Available	-	-	-	-
93	Line Item No Longer Available	-	-	-	-
94	Line Item No Longer Available	-	--	-	-
*95	Functional Specialist	\$146.00	\$146.00	\$151.11	\$151.11
*96	Senior Functional Specialist	\$203.00	\$203.00	\$210.11	\$210.11
*97	Functional Expert	\$273.00	\$273.00	\$282.56	\$282.56
*98	Senior. Functional Expert	\$366.00	\$366.00	\$378.81	\$378.81
99	Analyst Level 1	\$42.85	\$36.42	\$44.35	\$37.69
100	Analyst Level 2	\$64.27	\$49.28	\$66.52	\$51.00
101	Analyst Level 3	\$74.99	\$57.85	\$77.61	\$59.87
102	Analyst Level 4	\$96.41	\$78.20	\$99.78	\$80.94
103	Analyst Level 5	\$117.83	\$94.27	\$121.95	\$97.57
104	Analyst Level 6	\$139.26	\$109.26	\$144.13	\$113.08
105	Analyst Level 7	\$171.40	\$137.12	\$177.40	\$141.92
106	Analyst Level 8	\$198.18	\$159.61	\$205.12	\$165.20
107	Analyst Level 9	\$241.03	\$188.54	\$249.47	\$195.14
108	Analyst Level 10	\$289.23	\$233.53	\$299.35	\$241.70

Appendix A: IT Labor Rates (Continued)

Labor Category No.	SIN 132-51 IT LABOR CATEGORY	Year 10 (4/1/08 - 3/31/09)		Year 10 EXTENSION (4/1/09 - 9/25/09)	
		Contractor Site	Government Site	Contractor Site	Government Site
109	Design & Development Engineer Level 1	\$48.21	\$39.64	\$49.90	\$41.03
110	Design & Development Engineer Level 2	\$62.13	\$48.21	\$64.30	\$49.90
111	Design & Development Engineer Level 3	\$91.05	\$72.84	\$94.24	\$75.39
112	Design & Development Engineer Level 4	\$112.48	\$89.98	\$116.42	\$93.13
113	Design & Development Engineer Level 5	\$128.55	\$101.77	\$133.05	\$105.33
114	Design & Development Engineer Level 6	\$155.33	\$123.19	\$160.77	\$127.50
115	Design & Development Engineer Level 7	\$203.53	\$161.76	\$210.65	\$167.42
116	Design & Development Engineer Level 8	\$230.31	\$182.11	\$238.37	\$188.48
117	Design & Development Engineer Level 9	\$267.81	\$212.10	\$277.18	\$219.52
118	Design & Development Engineer Level 10	\$321.37	\$261.38	\$332.62	\$270.53

** Must be offered in conjunction with IT professional labor categories; labor category cannot be sold separately**

Labor Category No.	SIN 132-62 HSPD-12 Services LABOR CATEGORY	Year 10 (4/1/08 - 3/31/09)		Year 10 EXTENSION (4/1/09 - 9/25/09)	
		Contractor Site	Government Site	Contractor Site	Government Site
62-1	Security Program Manager	\$209.00	\$148.00	\$216.39	\$153.19
62-2	Security Project Manager	\$159.00	\$125.00	\$164.97	\$129.62
62-3	Security Subject Matter Expert Level 1	\$152.00	\$113.00	\$157.48	\$116.77
62-4	Security Subject Matter Expert Level 2	\$191.00	\$146.00	\$198.18	\$151.05
62-5	Security Subject Matter Expert Level 3	\$220.00	\$152.00	\$228.18	\$157.48
62-6	Security Advanced Technology Program Manager	\$248.00	\$185.00	\$257.09	\$191.75
62-7	Security Advanced Technology Project Manager	\$185.00	\$131.00	\$191.75	\$136.05
62-8	Security Advanced Technology Task Leader	\$161.00	\$125.00	\$167.11	\$129.62
62-9	Security Advanced Technology Application Developer	\$118.00	\$94.00	\$122.12	\$97.49
62-10	Security Advanced Technology Sr. Application Developer	\$136.00	\$108.00	\$141.40	\$111.41
62-11	Security Analyst Level 5	\$113.85	\$91.08	\$117.83	\$94.27
62-12	Security Analyst Level 7	\$171.81	\$136.62	\$177.82	\$141.40
62-13	Security Analyst Level 8	\$197.69	\$159.39	\$204.61	\$164.97
62-14	Security Design & Development Engineer Level 2	\$62.10	\$48.65	\$64.27	\$50.35
62-15	Security Design & Development Engineer Level 4	\$112.82	\$90.05	\$116.77	\$93.20
62-16	Security Specialist Level 1	\$86.92	\$67.79	\$71.04	\$55.41
62-17	Security Specialist Level 2	\$101.89	\$79.47	\$87.28	\$68.07
62-18	Security Specialist Level 3	\$115.28	\$89.91	\$117.96	\$92.01
62-19	Security Specialist Level 4	\$146.67	\$114.41	\$143.31	\$111.78

Appendix B: SIN 132-51 IT Labor Category Descriptions

1. PROGRAM MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 12 years of IT experience, including at least 8 years of IT and/or telecommunications system management experience.

Specialized Experience: At least 8 years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

2. PROJECT MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 10 years of IT or telecommunications experience, including at least 5 years of IT software management experience.

Specialized Experience: At least 5 years of experience in direct supervision of IT software development, integration maintenance projects, and/or telecommunications management.

Duties: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.

3. SENIOR COMPUTER SOFTWARE/INTEGRATION ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have 8 years of progressive working experience as a computer specialist or a computer systems analyst.

Specialized Experience: At least 5 years of experience as a computer systems analyst.

Duties: Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in lifecycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

4. SENIOR COMPUTER SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 8 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

Specialized Experience: At least 5 years of experience either as a computer hardware or systems software specialist or as a systems analyst with duties relating to the evaluation of third- and fourth-generation and current state-of-the-art computer hardware and software and its ability to support specific requirements for hardware and software evaluation, system management, or large-scale system development and maintenance.

Duties: Must be able to determine costs for converting computer systems from one language or machine to another by using compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency. Develops, manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools; evaluates their ability to support specific requirements and interface with other equipment and systems; determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimal hardware and software use.

5. SUBJECT MATTER EXPERT - LEVEL 1

Education: B.A. or B.S. degree.

Basic Experience: Must have 8 years of experience in the IT field.

Specialized Experience: At least 5 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation.

6. SUBJECT MATTER EXPERT- LEVEL 2

Education: B.A. or B.S. degree.

Basic Experience: Must have 12 years of experience in the IT field.

Specialized Experience: At least 8 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Duties: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation.

7. SUBJECT MATTER EXPERT - LEVEL 3

Education: B.A. or B.S. degree.

Basic Experience: Must have 15 years of experience in the IT field.

Specialized Experience: At least 10 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Duties: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation.

8. SENIOR BUSINESS PROCESS REENGINEERING SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 8 years of experience.

Specialized Experience: At least 5 years of specialized experience, which may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identification of best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices, and supervision of business process reengineers.

Duties: Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently. *This labor category is offered only in conjunction with IT Professional labor categories.*

9. PRINCIPAL BUSINESS PROCESS REENGINEERING SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 10 years of experience.

Specialized Experience: At least 7 years of specialized experience, which may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices, and supervision of Business Process Reengineering Specialist.

Duties: Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Responsible for effective transitioning of existing project. Responsible for effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Serves as key coordinator among multiple project teams to ensure enterprisewide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist. This labor category shall be used in support an IT effort.

10. COMPUTER SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 5 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

Specialized Experience: At least 3 years of experience either as a computer hardware and/or systems software specialist or as a systems analyst with duties relating to the evaluation of third- and fourth-generation or state-of-the-art computer hardware and software and its ability to support specific requirements for system management or large-scale system development and maintenance.

Duties: Must be able to determine costs for converting computer systems from one language or machine to another by using compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency. Must be able to develop, manage, maintain, and evaluate state-of-the-art computer hardware, software, and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks and propose recommendations for their elimination; and make recommendations for system improvements that will result in optimal hardware and software use.

11. JUNIOR COMPUTER SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 3 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

Specialized Experience: At least 1 year of experience in evaluating state-of-the-art computer hardware and software and its ability to support specific requirements.

Duties: Participates in the evaluation of state-of-the-art computer hardware and software and assessment of its ability to support specific requirements and to interface with other equipment and systems; determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimization of development and/or maintenance efforts.

12. SENIOR FINANCIAL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have 10 years of financial management experience.

Specialized Experience: At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

Duties: Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multitiered system application standards. Must be able to grasp interrelationships between financial management requirements and automation solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Coordinates all aspects of complex financial application automation, requesting guidance only in extremely difficult situations. Completes objectives independently within the negotiated budget. *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

13. FINANCIAL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have 6 years of financial management experience.

Specialized Experience: At least 4 years of experience in financial management with demonstrated ability in analyzing, designing, and developing automated applications for unique business practices in a fee-for-service environment.

Duties: Must be able to clearly define government financial business practices for integration into the government financial business system. Identifies potential problems and solutions through analysis identifying recommended solutions. Must be able to work with functional specialists, automation specialists, contractors, vendors, and customers to effectively automate the customer's requirements into an automated application. Acts as a focal point for coordinating all disciplines in the recommended solution. Must be able to apply state-of-the-art applications that will effectively automate financial applications in the most effective manner while adhering to the established accounting principles and practices. *This labor category is offered only in conjunction with IT Professional labor categories.*

14. JUNIOR FINANCIAL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have 3 years of financial management experience.

Specialized Experience: At least 1 year of experience in government financial fee-for-service environment that incorporates financial processes into automated systems.

Duties: Must be able to determine the feasibility of automating government financial business practices. Must be able to define governmental financial business practices and electronic commerce and electronic data interchange (EC/EDI) opportunities and to incorporate the defined processes into an automated solution that includes relational databases and distributed systems. Must be able to either recommend functional requirements for applications to be developed or justify the no development on the basis of either cost or unavailability of technology. Must be able to communicate with both IT- and financial-oriented individuals to document the flow, recommend opportunities, influence recommendations, and serve as the liaison between the financial specialist and automation specialist that do not have both disciplines. Applies sound accounting and data processing principles while developing automated processes to fit an existing financial application. *This labor category is offered only in conjunction with IT Professional labor categories.*

15. SENIOR COMPUTER SYSTEMS ANALYST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 8 years of computer experience working independently or under general direction on complex application problems involving all phases of system analysis.

Specialized Experience: At least 5 years of experience in the analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in database management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

Duties: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Incumbent must be able to coordinate with the Program Manager to ensure solutions problems and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Appendix B: SIN 132-51 IT Labor Category Description (Continued)

16. COMPUTER SYSTEMS ANALYST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 5 years of computer experience in information systems design and management. Must demonstrate an ability to work independently, or under only general direction, on requirements that are moderately complex to analyze, plan, program, and implement.

Specialized Experience: At least 3 years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in DBMS, and use of programming languages. Knowledge of current storage and retrieval methods; 1 year of system analysis experience designing technical applications on computer systems; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

Duties: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and record management duties. Develops plans for IT systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.

17. JUNIOR COMPUTER SYSTEMS ANALYST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 3 years of computer experience in assignments of a technical nature working under close supervision and direction.

Specialized Experience: At least 1 year of experience in analyzing and programming applications on large-scale or mid-tier computers (or LAN-based) with a minimum of 1 year of experience designing and programming moderately complex IT systems.

Duties: Develops requirements for information systems from a project's inception to its conclusion. Develops required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system.

18. TELECOMMUNICATIONS SYSTEMS ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have 5 years of experience in engineering, system analysis, design, and programming.

Specialized Experience: At least 2 years of experience in functional and data requirement analysis; system analysis and design; programming; and program design of billing, trouble ticket management, service order entry, and/or configuration management systems supporting operations of large telecommunications support organizations.

Duties: Must be capable of planning, analysis, design, development, and maintenance of operations support systems used by telecommunications organizations. Must be capable of performing business systems planning, information planning, and analysis in support of telecommunications support functions, including billing, trouble ticket management, service order entry, and/or configuration management. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Provides technical guidance in software engineering techniques and automated support tools. *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Description (Continued)

19. APPLICATIONS PROGRAMMER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 5 years of computer experience in information system design.

Specialized Experience: At least 3 years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.

Duties: Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. 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 and improve efficiency. Provides technical direction to programmers, as required, to ensure that program deadlines are met.

20. COMPUTER SYSTEMS PROGRAMMER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 5 years of computer experience in information system design.

Specialized Experience: At least 3 years of experience in IT system analysis and programming.

Duties: Creates and/or maintains operating systems, communications software, database packages, compilers, repositories, and utility and assembler programs. Modifies existing software and develops special-purpose software to ensure efficiency and integrity between systems and applications.

21. SENIOR COMPUTER PROGRAMMER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 8 years of programming experience in software development or maintenance.

Specialized Experience: At least 5 years of experience in IT system analysis and programming.

Duties: Must be capable of using third- and fourth-generation or current state-of-the-art IT equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. Must be able to design detailed programs, flowcharts, and diagrams showing the mathematical computations and the sequence of machine operations necessary to copy and process data and print results. Must be able to verify the accuracy and completeness of programs and systems by preparing sample representative data and perform testing by means of cycle and system processing.

22. COMPUTER PROGRAMMER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 5 years of computer programming experience.

Specialized Experience: At least 2 years of experience in IT system analysis and programming.

Duties: Must be capable of using third- and fourth-generation or current state-of-the-art IT equipment and languages to analyze systems requirements and devise program logic for business, management, communication, tactical, and technical problems. Must be able to develop detailed flowcharts and instructions for programs, develop general run diagrams, and process flowcharts. Must be able to develop tape layouts and record formats and add additional data items necessary to accomplish work products.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

23. JUNIOR COMPUTER PROGRAMMER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 3 years of computer programming experience.

Specialized Experience: None.

Duties: Must be capable of translating detailed program flowcharts into program-coded instructions used by third- and fourth-generation, or current state-of-the-art computers.

24. PRINCIPAL INFORMATION ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have 10 years of experience in managing the implementation of information engineering projects and experience in system analysis, design, and programming.

Specialized Experience: At least 5 years of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation.

Duties: Must be capable of applying an enterprisewide set of disciplines for planning, analyzing, designing, and constructing information systems enterprisewide or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Must be capable of performing enterprisewide strategic system planning, information planning, business, and analysis. Performs process and data modeling in support of the planning and analysis efforts, using manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Must be able to apply reverse engineering and reengineering disciplines to developing migration strategic and planning documents. Provides technical guidance or in software engineering techniques and automated support tools *This labor category is offered only in conjunction with IT Professional labor categories.*

25. SENIOR INFORMATION ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have 8 years of experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming using CASE and IE tools and methods.

Specialized Experience: At least 5 years of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation.

Duties: Must be capable of applying business process improvement practices to modernization projects. Applies, as appropriate, activity and data modeling transaction flow analysis, internal control and risk analysis; modern business methods, and performance measurement techniques. Assists in establishing standards for information system procedures. Develops and applies organization wide information models for use in designing and building integrated, shared software and database management systems. *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

26. INFORMATION ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have 5 years of experience in engineering, system analysis, design, and programming.

Specialized Experience: At least 2 years of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation.

Duties: Must be capable of applying a business wide set of disciplines for planning, analysis, design, construction, and maintenance of information systems business wide or across a major sector of the business. Must be capable of performing business strategic systems planning, information planning, and analysis. Performs process and data modeling in support of the planning and analysis efforts, using both manual and automated tools, such as I-CASE tools. Must be able to apply reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provides technical guidance on software engineering techniques and automated support tools. *This labor category is offered only in conjunction with IT Professional labor categories.*

27. DATABASE MANAGER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 7 years of experience in the development and maintenance of database systems.

Specialized Experience: At least 5 years of experience with database management systems, system design and analysis, operating systems software, and internal and data manipulation languages.

Duties: Must be capable of managing the development of database projects. Must be able to plan and budget staff and data resources. Supports application developers in planning preparation, load analysis, and backup and recovery of data. When necessary, reallocates resources to maximize benefits. Incumbent must be able to prepare and deliver presentations on DBMS concepts. Provides daily supervision and direction to support staff. Monitors performance and evaluates areas to improve efficiency. *This labor category is offered only in conjunction with IT Professional labor categories.*

28. DATABASE MANAGEMENT SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 6 years of experience in DBMS analysis and programming.

Specialized Experience: At least 3 years of experience in using current DBMS technologies and application design using various database management systems; experience with DBMS internals.

Duties: Must be capable of providing highly technical expertise and support in the use of DBMSs. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the DBMS applications. *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

29. QUALITY ASSURANCE MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 6 years of experience in quality assurance and quality control of IT Systems.

Specialized Experience: At least 3 years of experience in verification and validation, software testing and integration, and software metrics, and their application to software quality assessment.

Duties: Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Must be able to determine the resources required for IT quality control. Must be able to maintain the level of quality throughout the software lifecycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development lifecycle.

30. QUALITY ASSURANCE SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Must have 4 years of experience working with IT quality control methods and tools.

Specialized Experience: At least 2 years of experience in software testing and integration and a demonstrated knowledge of system and project lifecycles.

Duties: Must be capable of evaluating software and associated documentation. Participates in formal and informal reviews to determine information technology quality and in the development of software quality assurance plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Develops information technology quality standards.

31. SENIOR SYSTEMS ENGINEER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 6 years of experience in system engineering.

Specialized Experience: At least 3 years of experience in the supervision of systems engineers, and demonstrated use of interactive, interpretative systems with online, real-time acquisition capabilities.

Duties: Analyzes information requirements. Evaluates problems in work flow, organization, and planning. Develops appropriate corrective action. Provides daily supervision and direction to staff.

32. SOFTWARE ENGINEER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 3 years of experience as a software engineer.

Specialized Experience: At least 2 years of experience working with Ada, standard query language (SQL), or third- and fourth-generation languages in the design and implementation of systems; 1 year of experience working with DBMS.

Duties: Reviews and analyzes system specifications. Prepares programming specifications. Analyzes existing systems and subsystems for reusability benefits and needed changes. Prepares design plans and written analyses, unit and test scripts, and documentation.

33. SYSTEMS ENGINEER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 3 years of experience in systems engineering.

Specialized Experience: At least 1 year of experience in analytical problem solving related to information technology work flow, organization, and planning.

Duties: Must be capable of analyzing information technology requirements. Evaluates IT system problems of workflow, organization, and planning. Develops appropriate corrective action.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

35. INTERDISCIPLINARY ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have 5 years of experience in technical work in the areas of IT system management and system integration.

Specialized Experience: At least 3 years of experience in IT disciplines involving operating systems software, electronics communications analysis and design, networking, mechanical engineering, or civil engineering.

Duties: Must be capable of translating IT mission requirements and information problems into solutions employing current state-of-the-art information system equipment and software. Must be able to define interactions and interfaces among different categories of requirements and develop an appropriate design to support the requirements while employing IT methodologies. Must be able to serve as a liaison for interpreting and translating various disciplines represented on the task team and as a point of contact for evaluation of problems arising from the interdisciplinary nature of the task. *This labor category is offered only in conjunction with IT Professional labor categories.*

36. OPERATIONS RESEARCH ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have 5 years of experience in defining and formulating models.

Specialized Experience: At least 3 years of experience in operations research related directly to economic analysis, cost modeling, and modeling of IT problems.

Duties: Must be able to apply appropriate operations research modeling techniques to problems that model input, output, and logical flow in sufficient detail for programming. Must be capable of monitoring the mathematical and programming aspects of a project for adherence to the objectives of the model. Must be capable of developing models that can use simulation. Must be capable of applying operations research methodology to defining and formulating economic analysis and related benefit, cost, and risk studies. Must have knowledge of principles, theories, procedures, and techniques of cost analysis, including statistical concepts (standard deviation, confidence limits, and expected value), financial analysis concepts (present value analysis, return on investment [ROI], discounting, and inflation), and cost-accounting concepts (depreciation, amortization, overhead identification and distribution). Must have knowledge of principles of cost modeling. *This labor category is offered only in conjunction with IT Professional labor categories.*

37. NETWORK INSTALLATION TECHNICIAN

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 8 years of experience.

Specialized Experience: At least 5 years of specialized experience, including supervision of installation technicians; analysis, design, and installation of local and wide area networks; and analysis and installation of communications systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, frame relay, bridges, and routers. General experience includes increasing responsibilities in technical management.

Duties: Organizes and directs network installations on site surveys. Assesses and documents current site network configurations. Directs and leads preparation of engineering plans and site installation technical design packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

38. TELECOMMUNICATIONS NETWORK ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have 4 years of experience in telecommunications network design and management. Must demonstrate the ability to work independently, or under only general direction, on requirements that are moderately complex to analyze, plan, program, and implement.

Specialized Experience: At least 2 years of experience in analysis and design of voice networks, LAN and WAN data networks, wireless networks, and/or network management systems to support voice and data services.

Duties: Analyzes and develops telecommunications networks supporting a wide range of capabilities, including voice, data, video, and/or wireless services. Develops designs and plans for installation and maintenance of telecommunications systems from project inception to conclusion. Analyzes the problem and the characteristics of the information to be transported. Defines the problem and develops system requirements and network specifications. Closely coordinates with other information system professionals to ensure proper implementation of network services. In conjunction with functional users, develops alternative solutions and backup plans.

39. SENIOR TELECOMMUNICATIONS NETWORK ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have 8 years of telecommunications design and management experience, particularly on complex applications involving all phases of telecommunications network design, implementation, and analysis.

Specialized Experience: At least 5 years of experience in analysis and design of voice networks, LAN and WAN data networks, wireless networks, and/or network management systems to support voice and data services. At least 2 years of experience in managing these activities. Experience in managing the evaluation and cost estimation of voice and data WAN services from telecommunications carriers, designing access and backbone networks using carrier services, or in managing the analysis and design of wireless voice or data networks (using private radio facilities or commercial services).

Duties: Provides technical and administrative direction for personnel responsible for telecommunications network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Makes recommendations, if needed, for approval of major network installations. Prepares milestone status reports and deliveries/presentations on network progress to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

40. TELECOMMUNICATIONS ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have 4 years of telecommunications analysis experience involving requirements definition, identification, and analysis of alternative designs, and acquisition support involving telecommunications systems and/or services.

Specialized Experience: At least 2 years of experience that demonstrates the ability to analyze, design, and develops telecommunications solutions and applications for business practices. Specialized experience may also include call center design and implementation, and assessing telecommunications and IT systems for call center operations.

Duties: Must be able to understand government business practices and identify telecommunications support requirements. Identifies potential problems and solutions through analysis identifying recommended solutions. Incumbent must be able to work with functional specialists, automation specialists, contractors, vendors, and customers to effectively automate the customer's requirements into an automated application. Acts as a focal point for coordinating all disciplines in the recommended solution. Must be able to define state-of-the-art telecommunications alternatives for call centers that will effectively automate customer service operations in government business environments.

Appendix B: SIN 132-51 IT Labor Category Descriptions

41. TELECOMMUNICATIONS OPERATIONS SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Must have 6 years of experience in operations and/or management of telecommunications support organizations.

Specialized Experience: At least 3 years of experience in the supervision of telecommunications operations and maintenance personnel and demonstrated use and understanding of interactive database and other applications systems supporting telecommunications business functions, such as service order entry, billing, trouble ticket management, and configuration management.

Duties: Must be able to analyze information requirements of large telecommunications support organizations. Must be able to evaluate problems in work flow, organization, and planning. Develops appropriate corrective action. Provides daily supervision and direction to staff and supporting analyses for management. *This labor category is offered only in conjunction with IT Professional labor categories.*

42. COMMUNICATIONS NETWORK MANAGER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 5 years of experience.

Specialized Experience: At least 3 years of specialized experience in the supervision of operations and maintenance activities for voice and data communications networks. Specialized experience also includes protocol analysis and knowledge of LAN and WAN data communications protocols, including, but not limited to, TCP/IP, ATM, frame relay, X.400, and X.500. Experience with bridges, routers, gateways, Fiber Distributed Data Interface (FDDI), and UNIX operating systems. Experience as a CNE or ECNE desirable. General experience includes all aspects of communications network planning, installation, and support.

Duties: Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network-related problems, and provides technical expertise for performance and configuration of networks. Performs and supervises general voice and data network administration, provides technical leadership in the integration and testing of complex large-scale networks. Schedules network conversions and cutovers. Oversees network control center. Supervises maintenance of network systems, including PBXs, Cads, routers, bridges, multiplexers, LAN hubs, and ATM switches. Coordinates with all responsible users and sites. Supervises staff.

43. COMMUNICATIONS SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 4 years of experience.

Specialized Experience: Must have 2 years of specialized experience in the installation and maintenance of voice or data network communications hardware or software. General experience includes all aspects of communication networks. Demonstrates an ability to work independently or under only general direction.

Duties: Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements and schedules with users and suppliers. Installs, tests, and operates voice and data network communications equipment, including hardware and software for network systems (e.g., switches, modems, controllers, terminals, and multiplexers). Uses communications hardware test and monitoring equipment and analyzes the results. *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

44. HELP DESK MANAGER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 7 years of experience.

Specialized Experience: At least 5 years of specialized experience, including management of help desks in a multiserver environment; comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking, and mail standards; and supervision of help desk employees. General experience includes information system development and network and other work in the client/server field or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Duties: Provides daily supervision and direction to staff who are responsible for telephone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other network services. Manages personnel who serve as the first point of contact for troubleshooting hardware and software PC and printer problems.

45. HELP DESK SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 5 years of experience.

Specialized Experience: At least 3 years of specialized experience, including knowledge of PC operating systems (e.g., DOS, Windows), and networking and mail standards, and work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Duties: Provides telephone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting network applications and hardware and software PC and printer problems.

46. SENIOR COMPUTER SECURITY SYSTEMS SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: This position requires a minimum of 8 years of experience.

Specialized Experience: At least 5 years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to multilevel security (MLS) problems.

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

47. COMPUTER SECURITY SYSTEMS SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 5 years of experience.

Specialized Experience: At least 3 years of specialized experience in defining computer security requirements for high-level applications, evaluating approved security product capabilities, and developing solutions to MLS problems.

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

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

48. TESTING SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 4 years of experience in computer software development.

Specialized Experience: At least 2 years of software testing experience (integration and acceptance).

Duties: Must be capable of designing and executing IT software tests and evaluating results to ensure compliance with applicable regulations. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

49. SENIOR TRAINING SPECIALIST/INSTRUCTOR

Education: B.A. or B.S. degree.

Basic Experience: Must have 6 years of experience in information system development, training, or related fields.

Specialized Experience: At least 3 years of experience in developing and providing IT and end user training on computer hardware and application software.

Duties: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (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. Provides daily supervision of, and direction to, staff. *This labor category is offered only in conjunction with IT Professional labor categories.*

50. TRAINING SPECIALIST/INSTRUCTOR

Education: B.A. or B.S. degree.

Basic Experience: Must have 4 years of experience in information systems development, training, or related fields.

Specialized Experience: At least 2 years of experience in developing and providing IT and end user training on computer hardware and application software.

Duties: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (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. *This labor category is offered only in conjunction with IT Professional labor categories.*

51. FACILITATOR

Education: B.A. or B.S. degree.

Basic Experience: A minimum of 3 years of work experience.

Specialized Experience: At least 1 year of demonstrated experience within the past year.

Duties: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision making. Provides support for task teams involved in quality and process improvement projects *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

52. DOCUMENTATION SPECIALIST

Education: Associate's degree in related field.

Basic Experience: Must have 4 years of experience in technical writing and documentation pertaining to all aspects of IT.

Specialized Experience: A minimum of 2 years of experience in preparing technical documentation, including conducting research on applicable standards.

Duties: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and nontechnical personnel. For applications built to run in a Windows environment, uses the standard help compiler to prepare all online documentation. *This labor category is offered only in conjunction with IT Professional labor categories.*

53. RESEARCH ANALYST

Education: High school diploma or associate's degree in business or related field.

Basic Experience: A minimum of 1 year of work experience in a business environment.

Specialized Experience: At least 1 year of demonstrated experience in word processing, using electronic spreadsheets and other administrative software products. General knowledge of government documents and procedures.

Duties: Analyzes existing and potential product and service information and prospective customers and markets. Collates information into meaningful reports and presentation material. Maintains any technical information in a systems library. *This labor category is offered only in conjunction with IT Professional labor categories.*

54. TECHNICAL WRITER/EDITOR

Education: Associate's degree in related field.

Basic Experience: A minimum of 5 years of experience in this area.

Specialized Experience: At least 2 years of experience in editing documents, including technical documents.

Duties: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction. *This labor category is offered only in conjunction with IT Professional labor categories.*

55. TECHNICAL TYPIST

Education: Associate's degree in related field.

Basic Experience: Must have 2 years of experience in a technical typing position.

Specialized Experience: At least 1 year of experience working as a technical typist preparing computer system documentation or documenting developed software requirements.

Duties: Must be able to type at least 60 words per minute with a less than 1 percent error rate. Must be capable of preparing final-form technical documents. Must be familiar with IT terminology and be able to use various PC word processing software products (e.g., Word for Windows, WordPerfect, Project Management, and Excel). *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

56. PROJECT CONTROL SPECIALIST

Education: High school diploma or equivalent.

Basic Experience: Must have 3 years of experience working with monitoring systems. Familiar with manpower and resource planning, preparing financial reports and presentations, and cost reporting under government contract guidelines.

Specialized Experience: Preparation and analysis of financial statements, development of project schedules, using cost-accounting and labor-reporting systems, working knowledge of contract and subcontract management. Proficient in the use of spreadsheets and project management tools.

Duties: Monitors financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders. Uses automated systems to track deliverables, financial transactions, and management information. *This labor category is offered only in conjunction with IT Professional labor categories.*

57. SENIOR PROJECT CONTROL SPECIALIST

Education: Associate's degree or equivalent.

Basic Experience: Must have 5 years of experience working with accounting and financial systems. Direct contract experience with manpower and resource planning, preparing financial reports and presentations, and cost reporting under government contract guidelines.

Specialized Experience: Preparation and analysis of financial statements, development of project schedules, using cost-accounting and labor-reporting systems, working knowledge of contract and subcontract management. Proficient in the use of spreadsheets and project management tools.

Duties: Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders. Uses automated systems to track deliverables, financial transactions, and management information. *This labor category is offered only in conjunction with IT Professional labor categories.*

58. PROGRAM ADMINISTRATION SPECIALIST

Education: High school diploma or equivalent.

Basic Experience: Must have 3 years of experience working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/ business plans, and program reporting.

Specialized Experience: At least 2 years of direct program experience in contract administration and preparing management reports. Has worked in support of a Program Manager on a Government contract.

Duties: Assists in the preparation of management plans and various customer reports. Coordinates schedules to facilitate the completion of task order and change proposals, contract deliverables, task order reviews, briefings and presentations, and in-progress review (IPR) preparation. Performs analysis, development, and review of program administrative operating plans and procedures. *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 Labor Category Descriptions (Continued)

59. SENIOR PROGRAM ADMINISTRATION SPECIALIST

Education: B.A. or B.S. degree or equivalent experience.

Basic Experience: Must have 5 years of experience working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/ business plans, and program reporting.

Specialized Experience: At least 3 years of direct program experience in contract administration and preparing management reports. Has worked in support of a Program Manager on a government contract.

Duties: Manages the preparation of management plans and various customer reports. Develops and presents results to program and executive management and provides direction to other administrative personnel. Coordinates schedules to facilitate the completion of task order and change proposals, contract deliverables, task order reviews, briefings and presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating plans and procedures. *This labor category is offered only in conjunction with IT Professional labor categories.*

60. ADVANCED TECHNOLOGY PROGRAM MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 10 years of experience, including at least 8 years of IT and/or information system management experience.

Specialized Experience: At least 6 years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems and at least 2 years of experience directing new technology and research and development (R&D)-based programs. Must be capable of leading projects using advanced technologies that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing high technology (i.e., Internet or intranet) systems. Must have proven skills that are specified in the delivery order to be managed.

Duties: Performs day-to-day management of overall contract support operations, involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Must be capable of negotiating and making binding decisions for the company.

61. ADVANCED TECHNOLOGY PROJECT MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 7 years of IT, systems integration, or telecommunications experience, including at least 3 years of IT software management experience.

Specialized Experience: At least 2 years of experience in direct supervision of IT software development, systems integration, maintenance projects, and/or telecommunications management and at least 1 year of experience managing research and development (i.e., Internet or intranet) projects.

Duties: Performs day-to-day management of delivery order projects for advanced technology projects that involve teams of data processing and other information systems and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates written and oral communication skills.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

62. ADVANCED TECHNOLOGY TASK LEADER

Education: B.A. or B.S. degree.

Basic Experience: Must have 3 years of progressive working experience as a computer specialist or a computer systems analyst, including at least project involving Internet/intranet/web application development or equivalent leading-edge technology.

Specialized Experience: At least 1 year of application development experience with an advanced technology such as Internet/intranet or web applications.

Duties: Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis through testing, using Internet/intranet technology. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Must be knowledgeable in lifecycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

63. ADVANCED TECHNOLOGY SENIOR APPLICATION DEVELOPER

Education: B.A. or B.S. degree or 5 years of equivalent experience in a related field.

Basic Experience: Must have 3 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

Specialized Experience: At least 1 year of experience developing applications using advanced technologies, including Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.

Duties: Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

64. ADVANCED TECHNOLOGY APPLICATION DEVELOPER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 2 years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis.

Specialized Experience: At least 1 year of experience developing applications using advanced technologies, such as Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.

Duties: Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

65. INTERNET/INTRANET SITE DEVELOPER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 1 year of computer experience using Internet/intranet products, including Web server and related products selection and administration.

Specialized Experience: At least 1 year of experience building and installing web sites, including product selection, configuration, installation, maintenance, and site policy development. Experience developing web pages using HTML and associated scripting and graphics integration.

Duties: Must be able to translate applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as standalone sites or as the front end to web-based applications. Must be able to apply new and emerging technologies to the site development process.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

66. INTERNET/INTRANET HTML DEVELOPER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 1 year of computer experience in at least two of the following disciplines: HTML, Javascript, GIF or JPG imaging, computer graphics, web page development.

Specialized Experience: At least 1 year of experience developing web pages using HTML and associated scripting and graphics integration.

Duties: Must be able to translate applications requirements into web pages to serve either as stand-alone site elements or as the front end to web-based applications. Must be able to apply new and emerging technologies to the page development process.

74. SENIOR COMPUTER SYSTEM SECURITY SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 8 years of experience.

Specialized Experience: At least 5 years of experience in defining computer security requirements for systems or high-level applications, evaluating approved security product capabilities, and developing proper computer system security solutions.

Duties: Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Performs risk analyses of computer systems and applications during all phases of the system development lifecycle.

75. JUNIOR COMPUTER SYSTEM SECURITY SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 4 years of experience.

Specialized Experience: At least 2 years of experience in defining computer security requirements for systems or high-level applications, evaluating approved security product capabilities, and developing proper computer system security solutions.

Duties: Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions to security requirements. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security.

76. SENIOR INFOSEC ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 8 years of experience.

Specialized Experience: At least 5 years of experience in defining security programs or processes for the protection of sensitive or classified information.

Duties: Analyzes and defines security requirements for information protection. Defines and develops security policies. Analyzes the sensitivity of information, performs vulnerability and risk assessments on the basis of defined sensitivity and information flow.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

77. JUNIOR INFOSEC ENGINEER

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 4 years of experience.

Specialized Experience: At least 2 years of experience in defining security programs or processes for the protection of sensitive or classified information.

Duties: Analyzes and defines security requirements for information protection. Defines and develops security policies. Analyzes the sensitivity of information and performs vulnerability and risk assessments on the basis of defined sensitivity and information flow.

78. SENIOR NETWORK SECURITY ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 8 years of experience.

Specialized Experience: At least 5 years of experience in defining network security requirements for local and wide area networks, evaluation of approved network security product capabilities, configuring standard communications protocols, detecting and analyzing network vulnerabilities, and developing proper computer system security solutions.

Duties: Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Responsible for integration and implementation of the network security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development lifecycle.

79. JUNIOR NETWORK SECURITY ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 4 years of experience.

Specialized Experience: At least 2 years of experience in defining network security requirements for local and wide area networks, evaluating approved network security product capabilities, configuring standard communications protocols, detecting and analyzing network vulnerabilities, and developing proper computer system security solutions.

Duties: Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Responsible for integration and implementation of the network security solution. Performs vulnerability and risk analyses of computer systems and applications during all phases of the system development lifecycle.

80. SYSTEM SECURITY RESEARCH ANALYST

Education: B.A. or B.S. degree or high school diploma with additional experience.

Basic Experience: This position requires no experience if a B.A. or B.S. degree has been obtained. If only a high school diploma has been obtained, a minimum of 2 years of experience is required.

Specialized Experience: If a B.A. or B.S. degree has been obtained, a minimum of 1 year of experience is required in researching information using technical documentation, library resources, and the Internet. Familiarity with Office 95 or Office 97 applications.

Duties: Gathers, analyzes, and composes technical information. Conducts research in one or more security disciplines and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and nontechnical personnel.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

81. INFORMATION TECHNOLOGY PRINCIPAL

Education: B.A. or B.S. degree.

Basic Experience: N/A

Specialized Experience: N/A

Duties: Functions as a practice leader developing, securing funding for, and managing multiple consulting assignments and clients within one or more specialty area. Responsible for practice financial management, developing business and strategic plans, proposals and presentations. Leads major projects working with senior staff members, interfaces with high-level government officials and develops responsive IT solutions.

82. INFORMATION TECHNOLOGY SENIOR ASSOCIATE

Education: B.A. or B.S. degree.

Basic Experience: N/A

Specialized Experience: N/A

Duties: Develops, plans, organizes, and leads major consulting assignments as well as those requiring a high degree of creativity. Determines objectives and methodology; selects and assigns staff; establishes and monitors schedules and progress, taking corrective action as necessary. Responsible for multiple project output and deliverables. May function as a technical expert on his/her own or other assignments. Responsible for project financial management.

83. INFORMATION TECHNOLOGY ASSOCIATE

Education: B.A. or B.S. degree

Basic Experience: N/A

Specialized Experience: N/A

Duties: Develops, plans, organizes, and leads major segments of and/or entire consulting projects. Determines technical objectives, defines data requirements and methodology, and recommends staffing levels and schedules. Reviews and coordinates the progress of other team members, taking corrective action as appropriate. Responsible for all and/or major segments of multiple project output and deliverables.

84. INFORMATION TECHNOLOGY SENIOR CONSULTANT

Education: B.A. or B.S. degree.

Basic Experience: N/A

Specialized Experience: N/A

Duties: Serves as a senior member of consulting teams as a task manager or as a project leader on projects of limited scope and complexity. As a consulting team member, collects, analyzes, and interprets data in one or more information technology specialties. Develops, or participates in the development of, assignment methodology.

85. INFORMATION TECHNOLOGY CONSULTANT

Education: B.A. or B.S. degree.

Basic Experience: N/A

Specialized Experience: N/A

Duties: Serves as a consulting team member with an IT background. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Drafts reports of findings along with related documentation.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

86. INFORMATION TECHNOLOGY RESEARCHER

Education: B.A. or B.S. degree.

Basic Experience: N/A

Specialized Experience: N/A

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects, analyzes, and summarizes data. Contributes to client reports as directed including documentation preparation, writing, editing, production coordination, and graphics.

88. ADMINISTRATIVE/CLERICAL, LEVEL 2

Education: No degree required.

Basic Experience: N/A

Specialized Experience: Must have 3 to 5 years of experience in the appropriate area.

Duties: Provides general-purpose administrative and clerical support for project tasks. May include secretarial, word-processing, graphics, desktop publishing, editing, and coordination.

95. FUNCTIONAL SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Minimum of 5 years experience in related field

Specialized Experience: Must have 3 years of demonstrated specialized experience in the field of the task required functional area.

Duties: This labor category is designed for other than IT functional expertise, but the expertise is required to support an IT task. Provides task-unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Advises IT consultants with the analysis, evaluation, and implementation of systems and other IT tasks. This is a non-management position. *This labor category is offered only in conjunction with IT Professional labor categories.*

96. SENIOR FUNCTIONAL SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 7 years experience in related field.

Specialized Experience: Must have 5 years of demonstrated specialized experience in the field of the task required functional area.

Duties: This labor category is designed for other than IT functional expertise, but the expertise is required to support an IT task. Provides task-unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Advises IT consultants on the analysis, evaluation, and implementation of systems and other IT tasks. This is a nonmanagement position. *This labor category is offered only in conjunction with IT Professional labor categories.*

97. FUNCTIONAL EXPERT

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 10 years experience in related field.

Specialized Experience: Must have 8 years of demonstrated specialized experience in the field of the task required functional area.

Duties: This labor category is designed for other than IT functional expertise, but the expertise is required to support an IT task. Provides task-unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Advises IT consultants on the analysis, evaluation, and implementation of systems and other IT tasks. This is a nonmanagement position. *This labor category is offered only in conjunction with IT Professional labor categories.*

Appendix B: SIN 132-51 IT Labor Category Descriptions (Continued)

98. SENIOR FUNCTIONAL EXPERT

Education: B.A. or B.S. degree.

Basic Experience: Must have a minimum of 12 years experience in related field.

Specialized Experience: Must have 10 years of demonstrated specialized experience in the field of the task required functional area, with demonstrated expertise through published works, invited speaking engagements, or other public forum on functional topic.

Duties: This labor category is designed for other than IT functional expertise, but the expertise is required to support an IT task. Provides task-unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Advises IT consultants on the analysis, evaluation, and implementation of systems and other IT tasks. This is a nonmanagement position. *This labor category is offered only in conjunction with IT Professional labor categories.*

ANALYST—(99 – 108)

Duties: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.

Analyst disciplines include but are not limited to mission analysis, requirements analysis and development, information assurance and security, telecommunications, performance standards and metrics, business process reengineering and change management, compliance and validation, configuration management, continuity planning and disaster recovery, COTS product evaluations, distance learning, economic business analysis, biometrics, identity protection and access management, instructional systems design, intelligence analysis, modeling and simulation, operations research, policy analysis and development, program and budget analysis, PKI development, risk analysis and management, financial analysis, technical consulting and planning, and transformation and enterprise business strategy.

99. ANALYST-LEVEL 1

Education: A.A. or A.S. degree

Experience: Must have a minimum of 1 year of experience in one of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Familiar with fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or in specialty area. Performs tasks that are routine and learns to apply training to practice. Follows standard practices and written instruction to accomplish duties and works under direct supervision in support of assigned projects.

100. ANALYST-LEVEL 2

Education: A.A. or A.S. degree

Experience: Must have a minimum of 2 years of experience in one of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Understands fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or in specialty area. Performs tasks that are routine and learns to apply training to practice. Uses established procedures and works under close supervision in support of assigned project.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

101. ANALYST-LEVEL 3

Education: B.A. or B.S. degree

Experience: Must have a minimum of 2 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Applies fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or specialty area. Performs work that requires practical experience and training. Work is performed independently, with evaluation and innovation in analyzing and identifying data, processes, problems, and solutions.

102. ANALYST-LEVEL 4

Education: B.A. or B.S. degree

Experience: Must have a minimum of 4 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies expertise in one or more professional or technical specialty areas on multiple complex work assignments. Assignments are broad, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems.

103. ANALYST-LEVEL 5

Education: B.A. or B.S. degree

Experience: Must have a minimum of 5 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies comprehensive knowledge across multiple functional areas and task environments. Has leadership qualities in strategizing approaches and managing project objectives. Develops, plans, and leads segments of a project. Evaluates results and recommends changes in development and execution of project phases and meeting schedules. Operates across multiple tasks and works independently, contributes to deliverables and performance metrics.

104. ANALYST-LEVEL 6

Education: B.A. or B.S. degree

Experience: Must have a minimum of 7 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies comprehensive knowledge across multiple fields, key tasks components, and high-impact assignments. Has well-developed leadership skills in building staff and executing projects. Develops, plans, and leads major consulting assignments. Evaluates performance results and recommends major changes affecting short-term and near-term project growth and success. Functions as a technical expert across multiple project assignments.

105. ANALYST-LEVEL 7

Education: B.A. or B.S. degree

Experience: Must have a minimum of 9 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies advanced knowledge across mission-critical project including responsibility for deliverables and performance metrics. Has recognized standing as a practice leader in professional or technical disciplines. Plans, conducts, and manages research and development work on projects of major complexity with the origination and application of new and unique techniques. Leads key technical areas and is responsible for meeting project milestones and deliverables.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

106. ANALYST-LEVEL 8

Education: Advanced degree

Experience: Must have a minimum of 9 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies expert technical knowledge in multiple professional fields with direct responsibility for the completion of projects of major complexity and importance. Recognized thought and strategy leader in professional and technical discipline. Establishes goals, plans, and practices, and manages the technical development work on complex projects with the application of new and unique technologies. Provides technical leadership and expert consultation to the client. Operates independently with responsibility for major contract tasks and deliverables.

107. ANALYST-LEVEL 9

Education: Advanced degree

Experience: Must have a minimum of 11 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Provides technical and management leadership on major tasks or consulting assignments. Establishes practice goals, plans, methods, techniques, and policies for obtaining results and meeting project objectives. May have domain knowledge. Ensures budgets, schedules, and performance requirements meet technical requirements. Directs and controls the activities of broad functional areas for a client, having overall responsibilities for financial management, methods, and staffing. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation.

108. ANALYST-LEVEL 10

Education: Advanced degree

Experience: Must have a minimum of 15 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Manages mission-critical tasks across multiple functional areas. Provides leadership for key tasks and resolves problems for major functional areas through assessment of complex and technically challenging situations. Has domain and expert technical knowledge of functional areas and programmatic knowledge practice-wide. Manages, controls, and directs the activities of multiple functional areas through program and project/task managers with overall responsibility for the implementation of project phases. Is responsible for decision making that has long-term impact on meeting major project performance objectives.

DESIGN AND DEVELOPMENT ENGINEER (109–118)

Duties: Contributes overall strategic vision and integrates a broad range of solutions in support of client requirements for IT projects. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Senior staff manages, plans, and conducts major phases of significant projects.

Design and Development disciplines include but are not limited to systems and network architecture design and analysis, systems design engineering and integration, network engineering, enterprise resource planning (ERP) integration, systems development, mission engineering, technology planning, applications development and programming, certification and authentication, data conversion, data warehousing, database design and administration, enterprise architecture integration, information assurance, biometrics, identity protection and access management, IV&V, continuity operational planning and disaster recovery, PKI development, quality assurance system performance, test and validation.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

109. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 1

Education: A.A. or A.S. degree

Experience: Must have a minimum of 1 year of experience in one of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Familiar with fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or in specialty area. Performs tasks that are routine and learns to apply training to practice. Follows standard practices and written instruction to accomplish duties and works under direct supervision in support of assigned projects.

110. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 2

Education: A.A. or A.S. degree

Experience: Must have a minimum of 2 years of experience in one of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Understands fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or in specialty area. Performs tasks that are routine and learns to apply training to practice. Uses established procedures and works under close supervision in support of assigned projects.

111. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 3

Education: B.A. or B.S. degree

Experience: Must have a minimum of 3 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Applies fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or specialty area. Performs work that requires practical experience and training. Work is performed independently, with evaluation and innovation in analyzing and identifying data, processes, problems, and solutions

112. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 4

Education: B.A. or B.S. degree

Experience: Must have a minimum of 5 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Possesses and applies expertise in one or more professional or technical specialty areas on multiple complex work assignments. Assignments are broad, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and preparing solutions to problems.

113. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 5

Education: B.A. or B.S. degree

Experience: Must have a minimum of 6 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Possesses and applies a comprehensive knowledge across multiple functional areas and task environments. Has leadership qualities in strategizing approaches and managing project objectives. Develops, plans, and leads technical segments of a project. Evaluates results and recommends changes in development and implementation of project phases and meeting schedules. Operates across multiple tasks and works independently, contributes to deliverables and performance metrics.

Appendix B: SIN 132-51 IT Labor Category Descriptions (*Continued*)

114. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 6

Education: B.A. or B.S. degree

Experience: Must have a minimum of 8 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Possesses and applies comprehensive knowledge across multiple fields, key tasks components, and high-impact assignments. Has well-developed leadership skills in building staff and executing projects. Develops, plans, and leads major technology consulting assignments. Evaluates performance results and recommends major changes affecting short-term and near-term project growth and success. Functions as a technical expert across multiple projects.

115. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 7

Education: B.A. or B.S. degree

Experience: Must have a minimum of 10 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Possesses and applies advanced knowledge across mission-critical projects including responsibility for deliverables and performance metrics. Has recognized standing as a practice leader in professional or technical disciplines. Plans, conducts, and manages research and development work on projects of major complexity with the origination and application of new and unique techniques. Leads key technical areas and is responsible for meeting project milestones and deliverables.

116. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 8

Education: Advanced degree

Experience: Must have a minimum of 10 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Possesses and applies expert technical knowledge in multiple professional fields with direct responsibility for the completion of projects of major complexity and importance. Recognized thought and strategy leader in professional and technical discipline. Establishes goals, plans, and practices, and manages the technical development work on complex projects with the application of new and unique technologies. Provides technical leadership and expert consultation to the client. Operates independently with responsibility for major contract tasks and deliverables.

117. DESIGN AND DEVELOPMENT ENGINEER-LEVEL 9

Education: Advanced degree

Experience: Must have a minimum of 12 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Provides technical and management leadership on major tasks or consulting assignments. Establishes practice goals, plans, methods, techniques, and policies for obtaining results and meeting project objectives. May have domain knowledge. Ensures budgets, schedules, and performance requirements meet technical requirements. Directs and controls the activities of broad functional areas for a client, having overall responsibilities for financial management, methods, and staffing. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on the overall project implementation.

Appendix B: SIN 132-62 IT Labor Category Descriptions

62-1. SECURITY PROGRAM MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 12 years of IT experience, including at least 8 years of IT and/or telecommunications system management experience.

Specialized Experience: At least 8 years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Special Requirement: Must provide services related to SIN 132-62

62-2. SECURITY PROJECT MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 10 years of IT or telecommunications experience, including at least 5 years of IT software management experience.

Specialized Experience: At least 5 years of experience in direct supervision of IT software development, integration maintenance projects, and/or telecommunications management.

Duties: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.

Special Requirement: Must provide services related to SIN 132-62.

62-3. SECURITY SUBJECT MATTER EXPERT, LEVEL 1

Education: B.A. or B.S. degree.

Basic Experience: Must have 8 years of experience in the IT field.

Specialized Experience: At least 5 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation.

Special Requirement: Must provide services related to SIN 132-62.

Appendix B: SIN 132-62 IT Labor Category Descriptions (Continued)

62-4. SECURITY SUBJECT MATTER EXPERT, LEVEL 2

Education: B.A. or B.S. degree.

Basic Experience: Must have 12 years of experience in the IT field.

Specialized Experience: At least 8 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Duties: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation.

Special Requirement: Must provide services related to SIN 132-62.

62-5. SECURITY SUBJECT MATTER EXPERT, LEVEL 3

Education: B.A. or B.S. degree.

Basic Experience: Must have 15 years of experience in the IT field.

Specialized Experience: At least 10 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

Duties: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation.

Special Requirement: Must provide services related to SIN 132-62.

62-6. SECURITY ADVANCED TECHNOLOGY PROGRAM MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 10 years of experience, including at least 8 years of IT and/or information system management experience.

Specialized Experience: At least 6 years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems and at least 2 years of experience directing new technology and research and development (R&D)-based programs. Must be capable of leading projects using advanced technologies that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing high technology (i.e., Internet or intranet) systems. Must have proven skills that are specified in the delivery order to be managed.

Duties: Performs day-to-day management of overall contract support operations, involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Must be capable of negotiating and making binding decisions for the company.

Special Requirement: Must provide services related to SIN 132-62.

Appendix B: SIN 132-62 IT Labor Category Descriptions (*Continued*)

62-7. SECURITY ADVANCED TECHNOLOGY PROJECT MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Must have 7 years of IT, systems integration, or telecommunications experience, including at least 3 years of IT software management experience.

Specialized Experience: At least 2 years of experience in direct supervision of IT software development, systems integration, maintenance projects, and/or telecommunications management and at least 1 year of experience managing research and development (i.e., Internet or intranet) projects.

Duties: Performs day-to-day management of delivery order projects for advanced technology projects that involve teams of data processing and other information systems and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates written and oral communication skills.

Special Requirement: Must provide services related to SIN 132-62.

62-8. SECURITY ADVANCED TECHNOLOGY TASK LEADER

Education: B.A. or B.S. degree.

Basic Experience: Must have 3 years of progressive working experience as a computer specialist or a computer systems analyst, including at least project involving Internet/intranet/web application development or equivalent leading-edge technology.

Specialized Experience: At least 1 year of application development experience with an advanced technology such as Internet/intranet or web applications.

Duties: Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis through testing, using Internet/intranet technology. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Must be knowledgeable in lifecycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Special Requirement: Must provide services related to SIN 132-62.

62-9. SECURITY ADVANCED TECHNOLOGY APPLICATION DEVELOPER

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: Must have 2 years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis.

Specialized Experience: At least 1 year of experience developing applications using advanced technologies, such as Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.

Duties: Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

Special Requirement: Must provide services related to SIN 132-62.

Appendix B: SIN 132-62 IT Labor Category Descriptions (*Continued*)

62-10. SECURITY ADVANCED TECHNOLOGY SENIOR APPLICATION DEVELOPER

Education: B.A. or B.S. degree or 5 years of equivalent experience in a related field.

Basic Experience: Must have 3 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

Specialized Experience: At least 1 year of experience developing applications using advanced technologies, including Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.

Duties: Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

Special Requirement: Must provide services related to SIN 132-62.

62-11. SECURITY ANALYST-LEVEL 5

Education: B.A. or B.S. degree

Experience: Must have a minimum of 5 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies comprehensive knowledge across multiple functional areas and task environments. Has leadership qualities in strategizing approaches and managing project objectives. Develops, plans, and leads segments of a project. Evaluates results and recommends changes in development and execution of project phases and meeting schedules. Operates across multiple tasks and works independently, contributes to deliverables and performance metrics.

Duties: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.

Special Requirement: Must provide services related to SIN 132-62.

62-12. SECURITY ANALYST-LEVEL 7

Education: B.A. or B.S. degree

Experience: Must have a minimum of 9 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies advanced knowledge across mission-critical project including responsibility for deliverables and performance metrics. Has recognized standing as a practice leader in professional or technical disciplines. Plans, conducts, and manages research and development work on projects of major complexity with the origination and application of new and unique techniques. Leads key technical areas and is responsible for meeting project milestones and deliverables.

Duties: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.

Special Requirement: Must provide services related to SIN 132-62.

Appendix B: SIN 132-62 IT Labor Category Descriptions (*Continued*)

62-13. SECURITY ANALYST-LEVEL 8

Education: Advanced degree

Experience: Must have a minimum of 9 years of experience in one or more of the disciplines associated with the Analyst labor category.

Specialized Knowledge: Possesses and applies expert technical knowledge in multiple professional fields with direct responsibility for the completion of projects of major complexity and importance. Recognized thought and strategy leader in professional and technical discipline. Establishes goals, plans, and practices, and manages the technical development work on complex projects with the application of new and unique technologies. Provides technical leadership and expert consultation to the client. Operates independently with responsibility for major contract tasks and deliverables.

Duties: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.

Special Requirement: Must provide services related to SIN 132-62.

62-14. SECURITY DESIGN AND DEVELOPMENT ENGINEER-LEVEL 2

Education: A.A. or A.S. degree

Experience: Must have a minimum of 2 years of experience in one of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Understands fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or in specialty area. Performs tasks that are routine and learns to apply training to practice. Uses established procedures and works under close supervision in support of assigned projects.

Duties: Contributes overall strategic vision and integrates a broad range of solutions in support of client requirements for IT projects. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Senior staff manages, plans, and conducts major phases of significant projects.

Special Requirement: Must provide services related to SIN 132-62.

Appendix B: SIN 132-62 IT Labor Category Descriptions (Continued)

62-15. SECURITY DESIGN AND DEVELOPMENT ENGINEER-LEVEL 4

Education: B.A. or B.S. degree

Experience: Must have a minimum of 5 years of experience in one or more of the disciplines associated with the Design and Development Engineer labor category.

Specialized Knowledge: Possesses and applies expertise in one or more professional or technical specialty areas on multiple complex work assignments. Assignments are broad, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and preparing solutions to problems.

Duties: Contributes overall strategic vision and integrates a broad range of solutions in support of client requirements for IT projects. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Senior staff manages, plans, and conducts major phases of significant projects.

Special Requirement: Must provide services related to SIN 132-62.

62-16. SECURITY SPECIALIST-LEVEL 1

Education: B.A. or B.S. degree.

Experience: One year of experience in the field of IT involving a range of hardware/software solutions. Has experience associated with HSPD-12 related work. Demonstrates good oral and written communication skills

Specialized Knowledge: Some experience delivering HSPD-12 related security services.

Duties: Provides technical and specialized solutions to complex IT problems. Performs analyses and studies. Prepares reports. Works independently or as a member of a team.

Special Requirement: Must provide services related to SIN 132-62.

62-17. SECURITY SPECIALIST-LEVEL 2

Education: B.A. or B.S. degree.

Experience: Three years of progressive experience in the field of IT, including one year of focused experience in specialized IT disciplines involving a limited range of hardware/software solutions. An individual knowledgeable in server aspects of security. Has experience in the specific security disciplines associated with HSPD-12 related work. Demonstrates good oral and written communication skills.

Specialized Knowledge: At least two years of concentrated hands-on experience delivering HSPD-12 related security services.

Duties: Provides technical and specialized guidance and solutions to security problems. Performs analysis and studies. Prepares reports and gives presentations to management. Works independently or as a member of a team.

Special Requirement: Must provide services related to SIN 132-62

Appendix B: SIN 132-62 IT Labor Category Descriptions (Continued)

62-18. SECURITY SPECIALIST-LEVEL 3

Education: B.A. or B.S. degree.

Experience: Six years of progressive experience in the field of IT, including four years of specialized experience in numerous, highly specialized IT disciplines involving a wide range of hardware/software solutions. An individual knowledgeable and experienced in all aspects of Security . Has experience in the specific security disciplines associated with HSPD-12 related work. Demonstrates good oral and written communication skills.

Specialized Knowledge: At least three years of concentrated hands-on experience delivering HSPD-12 related security services.

Duties: Provides highly technical and specialized guidance, and solutions to complex Security problems. Performs analyses and studies. Prepares reports and gives presentations to management. Works independently or as a member of a team.

Special Requirement: Must provide services related to SIN 132-62.

62-19. SECURITY SPECIALIST-LEVEL 4

Education: B.A. or B.S. degree.

Experience: Eight years of progressive experience in the field of IT, including six years of specialized experience in numerous, highly specialized IT disciplines involving a wide range of hardware/software solutions. An individual knowledgeable and experienced in all aspects of Security . Has experience in the specific security disciplines associated with HSPD-12 related work. Demonstrates good oral and written communication skills.

Specialized Knowledge: At least four years of concentrated hands-on experience delivering HSPD-12 related security services.

Duties: Provides highly technical and specialized guidance, and solutions to complex Security problems. Performs elaborate analyses and studies. Prepares reports and gives presentations to upper management. Works independently or as a member of a team. May serve as contractor task order Project Manager.

Special Requirement: Must provide services related to SIN 132-62.

Appendix C: Degree / Experience Equivalency

The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year relevant experience	Vocational or technical training in work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional certification
Master's	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience	Professional license
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.