



Management Technology Inc.

IT with Integrity



GSA CATALOG

GSA Contract Number: GS35F579GA
Schedule 70; SIN 132-50 and SIN 132-51
July 28, 2017 through July 27, 2022



The Benefit of High Performance

The relationship between high performance and high cost is often a matter of making the right choice. When making a decision, you want to choose a company that is sensitive to both your information needs and bottom line. You want that choice to be MTI.

Our IT systems put you in touch with whatever you need to operate and manage your enterprise efficiently, effectively, and without financial restrictions.

We offer a wide array of technical benefits in the functional areas of:

- Requirements Analysis/Risk Analysis
- CASE Tools and Structured Methodologies
- Performance Management and Capacity Planning
- Systems Integration and Design
- Software/Database Design and Development
- Documentation and Training
- Systems Engineering and Technical Assistance (SETA)
- System Conversion and Modernization
- Outsourcing and Consolidation Planning and Management
- Process Re-engineering
- Independent Verification and Validation (IV & V)
- Data Management and Document Imaging
- Microsoft Windows Services
- Thin Client Solutions
- E-Commerce
- Information Security

Whether it is a custom “turn-key” system or recommendation on how to enhance your existing technology investment, **MTI** delivers only one standard—***Excellence***.

Remember, *superior performance* does not have to be prohibitive because of high cost—if you make the right choice.

KEY

M = Master's Degree

B = Bachelor's Degree

A = Associate's Degree

H = High School Diploma

+2 = At Least 2 Years' Experience

+3 = At Least 3 Years' Experience

+4 = At Least 5 Years' Experience

+7 = At Least 7 Years' Experience

+8 = At Least 8 Years' Experience

+10 = At Least 10 Years' Experience

\$ = Hourly Rate

2ex = 1ed equals

2 years of experience may be substituted for one year of education; all other substitutions are on a 1-year for 1-year ration

Note: NSTE = No Substitution for Technical Experience

Note: Directly related experience may be substituted for education on a one year for one year ratio.

Example 1: Four (4) years of directly related experience can substitute for a Bachelor's Degree requirement.

Example 2: Two (2) years of directly related experience above a Bachelor's Degree requirement and above the minimum experience can substitute for a Master's Degree.

Ordering

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

1. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. All orders must be accompanied by a performance-based statement of work that outlines at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.).
2. MTI will submit a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work.
3. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations.
4. Normal business hours are defined as a forty- (40) hour workweek from Monday thru Friday. The hours expended exceeding forty (40) shall be billed at straight time, regardless of whether services are performed outside of normal business hours.
5. MTI shall commence performance of services on the date agreed upon with the ordering office.
6. The customer will be invoiced on a monthly basis following the commencement of the services order.
7. If the ordering agency is authorized to extend beyond their fiscal period, orders may be placed for more than (12) months, but may not extend beyond the contract period (July 27, 2022). Such extensions will be reflected in the period of performance in the statement of work.
8. For services to be performed at Government sites, the Government will furnish at a minimum appropriate work areas, access to copiers, telephones, and workstations.

For more information, or to order from our Schedule, please contact MTI 301-265-8900.

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Design, Software Engineering, and Management

<i>Labor Category</i>	Thru July 18 Base Yr. Rate	Thru July 19 Opt Yr. Rate	Thru July 20 Opt Yr. Rate	Thru July 21 Opt Yr. Rate	Thru July 22 Opt Yr. Rate
Cable Installer	\$49.18	\$50.02	\$50.87	\$51.73	\$52.61
Certified Novell Engineer	\$93.35	\$94.94	\$96.55	\$98.19	\$99.86
Communications Specialist	\$51.10	\$51.97	\$52.85	\$53.75	\$54.66
Computer & Communications HW/SW Expert	\$102.09	\$103.83	\$105.59	\$107.39	\$109.21
Computer Graphics Specialist	\$46.05	\$46.83	\$47.63	\$48.44	\$49.26
Hardware Engineer III	\$66.14	\$67.26	\$68.41	\$69.57	\$70.75
LAN Maintenance Technician	\$51.74	\$52.62	\$53.51	\$54.42	\$55.35
LAN Manager	\$96.41	\$98.05	\$99.72	\$101.41	\$103.13
LAN Technician	\$59.79	\$60.81	\$61.84	\$62.89	\$63.96
Microsoft Certified Systems Engineer	\$106.11	\$107.91	\$109.75	\$111.61	\$113.51
Network Engineer	\$74.50	\$75.77	\$77.05	\$78.36	\$79.70
Project Manager	\$127.78	\$129.95	\$132.16	\$134.41	\$136.69
Senior Computer Graphics Specialist	\$59.12	\$60.13	\$61.15	\$62.19	\$63.24
Senior LAN Maintenance Technician	\$62.06	\$63.12	\$64.19	\$65.28	\$66.39
Senior Microcomputer Specialist	\$76.39	\$77.69	\$79.01	\$80.35	\$81.72
Senior Network Engineer	\$92.62	\$94.19	\$95.80	\$97.42	\$99.08
Senior Software Engineer	\$72.08	\$73.31	\$74.55	\$75.82	\$77.11
Senior Telecommunications Specialist	\$96.22	\$97.86	\$99.52	\$101.21	\$102.93
Systems Administrator	\$50.85	\$51.71	\$52.59	\$53.49	\$54.40

Help Desk Services

<i>Labor Category</i>	Thru July 18 Base Yr. Rate	Thru July 19 Opt Yr. Rate	Thru July 20 Opt Yr. Rate	Thru July 21 Opt Yr. Rate	Thru July 22 Opt Yr. Rate
Hardware Specialist	\$66.13	\$67.25	\$68.40	\$69.56	\$70.74
Help Desk Technician	\$41.08	\$41.78	\$42.49	\$43.21	\$43.95
Microcomputer Specialist	\$54.06	\$54.98	\$55.91	\$56.86	\$57.83
Office Automation Specialist	\$40.85	\$41.54	\$42.25	\$42.97	\$43.70
Training Manager	\$67.92	\$69.07	\$70.25	\$71.44	\$72.66

Systems and Software Development

<i>Labor Category</i>	Thru July 18 Base Yr. Rate	Thru July 19 Opt Yr. Rate	Thru July 20 Opt Yr. Rate	Thru July 21 Opt Yr. Rate	Thru July 22 Opt Yr. Rate
Analyst/Programmer	\$44.85	\$45.61	\$46.39	\$47.18	\$47.98
Computer Programmer	\$41.08	\$41.78	\$42.49	\$43.21	\$43.95
Computer Systems Analyst	\$62.13	\$63.19	\$64.26	\$65.35	\$66.46
Database Specialist	\$66.21	\$67.34	\$68.48	\$69.64	\$70.83
Lead Analyst/Programmer	\$47.89	\$48.70	\$49.53	\$50.37	\$51.23
Program Analyst	\$60.53	\$61.56	\$62.61	\$63.67	\$64.75
Senior Computer Programmer	\$94.52	\$96.13	\$97.76	\$99.42	\$101.11
Sr. Computer Systems Analyst	\$101.77	\$103.50	\$105.26	\$107.05	\$108.87
Sr. Database Management Specialist	\$83.95	\$85.38	\$86.83	\$88.30	\$89.81
Sr. Systems Analyst	\$142.30	\$144.72	\$147.18	\$149.68	\$152.23
Systems Analyst	\$88.60	\$90.11	\$91.64	\$93.20	\$94.78
Systems Programmer	\$81.82	\$83.21	\$84.63	\$86.06	\$87.53
Technical Writer	\$52.08	\$52.97	\$53.87	\$54.78	\$55.71

Information Systems Management

<i>Labor Category</i>	Thru July 18 Base Yr. Rate	Thru July 19 Opt Yr. Rate	Thru July 20 Opt Yr. Rate	Thru July 21 Opt Yr. Rate	Thru July 22 Opt Yr. Rate
Documentation Specialist	\$34.37	\$34.95	\$35.55	\$36.15	\$36.77
Program Manager Specialist	\$82.40	\$83.80	\$85.23	\$86.67	\$88.15
Program Manager	\$133.43	\$135.70	\$138.01	\$140.35	\$142.74
SME -1	\$96.83	\$98.48	\$100.15	\$101.85	\$103.58
SME -2	\$128.29	\$130.47	\$132.69	\$134.94	\$137.24
SME- 3	\$138.18	\$140.53	\$142.92	\$145.35	\$147.82

IT Facilities Management

<i>Labor Category</i>	Thru July 18 Base Yr. Rate	Thru July 19 Opt Yr. Rate	Thru July 20 Opt Yr. Rate	Thru July 21 Opt Yr. Rate	Thru July 22 Opt Yr. Rate
Data Entry Operator	\$31.39	\$31.92	\$32.47	\$33.02	\$33.58
Production Control Specialist	\$55.62	\$56.57	\$57.53	\$58.51	\$59.50
Senior Data Entry Operator	\$40.45	\$41.14	\$41.84	\$42.55	\$43.27

Analyst/Programmer

Minimum/General Experience:

Three (3) years of progressive experience in systems analysis and programming in a variety of environments. Three years of systems analysis and programming experience in client/server environments.

Functional Responsibility:

Under general supervision, performs assigned portions of system analysis, design, programming, documentation, and implementation of applications, which are administrative or business oriented in nature. Participates in all phases of software development with emphasis on the programming, testing, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, charts, and graphs to record results.

Minimum Education/Experience B + 3 1ex = 1ed	Government Site Hourly Rate \$44.85
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Cable Installer

Minimum/General Experience:

One (1) year performing installation of data and/or voice cabling.

Functional Responsibility:

Under close supervision, is responsible for the installation of various types of cabling to support voice or data networks. Typically reports to Telecommunications Technician, Sr. Network engineer, or other senior manager. Provides oral and written status reports of project activities.

Minimum Education/Experience H + 1 NSTE	Government Site Hourly Rate \$49.18
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Certified Novell Engineer

Minimum/General Experience:

Four (4) years of progressive desktop/network experience and 2 years of specialized experience in Novell LAN operating systems, associated peripherals, and application software. Demonstrated experience in LAN management to include F/S script development, distributed backup strategies, license management, user support, and OA application support. One (1) year data communications experience with WANs and associated protocols. Must have experience in configuration of hubs, file servers, workstations, backup systems, and other peripherals.

Functional Responsibility:

Is responsible for the managerial and technical administration of one or more LANs. Oversees activities including, software applications, telecommunications, calendaring/ scheduling systems, software licensing, email systems, gateway services and backup services. May be assigned as a Task Leader. When performing as Task Leader, provides the primary interface between the CR/ACR and the contractor. Authorized to commit the contractor on all technical and schedule issues within the scope of the Task Order. Responsible to develop, implement, and monitor progress of all Task Order project plans. Responsible to ensure the quality of services delivered. Provides supervision of subordinates to accomplish Task Order objectives. Prepares task reports. When performing as Task Leader, reports to Group Manager.

Minimum Education/Experience B + 4 NSTE	Government Site Hourly Rate \$93.35
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Communications Specialist

Minimum/General Experience:

Three (3) to Six (6) years of general technical experience with 2 years of specific professional experience in telecommunication systems to include voice, data, and LAN/WAN.

Functional Responsibility:

Has responsibility for communication systems operations, analysis, design, and development. Installs, implements, and maintains voice/data communication hardware and software in accordance with established procedures and specifications. Analyzes, isolates, and resolves communication problems to ensure system reliability and availability. Develops strategic planning for voice, data, video, and image communications. Assesses the latest technologies and provides innovative solutions to improve communication systems.

Minimum Education/Experience B + 3 1ex = 1ed	Government Site Hourly Rate \$51.10
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Computer & Communications Hardware/Software Expert

Minimum/General Experience:

Three (3) to seven (7) years with specific professional experience in analysis, design, and enhancement of the hardware and software infrastructures of computer networks and LAN/WAN.

Functional Responsibility:

Provides direction on all phases of analysis, design, testing, implementation, and ongoing management of network infrastructure. Designs and optimizes network topologies and configuration; and plans installation, integration, and cutover of network components. Interfaces with other information systems management staff to coordinate software, hardware, and

systems capabilities including client/server architectures. Evaluates system performances to ensure adequate resources (hardware, software, and communications facilities) are available to meet customer requirements. Assesses new and existing systems software and recommends changes to improve efficiency and/or functionality. Tunes systems software, performs workload analysis and load balancing to optimize system efficiency. Performs authorized maintenance of a highly specialized nature on system software, compilers, assemblers, and utility systems. Determines feasible hardware alternatives. Evaluates computer and communication systems in terms of capacity and capabilities and makes recommendations for improved utilization. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions.

Minimum Education/Experience B + 3 2ex = 1ed	Government Site Hourly Rate \$102.09
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Computer Graphics Specialist

Minimum/General Experience:

One (1) year in computer graphics or CAD/CAM drafting with specialized experience in the design and production of desktop publishing documents using the latest software and hardware tools.

Functional Responsibility:

Works under direct supervision in the design and production of diagrams, flowcharts, presentations, and desktop publishing projects (i.e., newsletters, posters, brochures, etc.). Assists in the development of professional documents, reports, specifications, and system design documents.

Minimum Education/Experience A + 1 1ex = 1ed	Government Site Hourly Rate \$46.05
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Computer Programmer

Minimum/General Experience:

Three (3) years of computer programming experience. Experience in using up-to-date software engineering methods, configuration management and software quality assurance methods. Has specialized experience in developing and maintaining conventional programs on medium to larger computer systems. Uses standard procedures and detailed specifications and appropriate programming language(s). Has demonstrated experience in developing software systems for personal computers using spreadsheets, database management systems, graphics packages, and communications software, and knowledge of current operating systems software.

Functional Responsibility:

Under general supervision, analyzes systems requirements and design specifications; and develops diagrams and logic charts. Translates detailed design into computer programs. Tests, debugs, and refines the computer programs to produce the required products. Prepares required documentation to include both program and user level documentation. Enhances programs to reduce execution time or improve efficiency. Assists junior programmers as required ensuring program deadlines are met. Follows guidance established in standards. Maintain systems, which may be implemented on mainframe(s), minicomputer(s), or microcomputer(s). Participates in and conducts structured project reviews (walk-through). Uses standard procedures and detailed specifications to develop programs, modify interrelationships of files and records, diagnose and correct errors, test and document work, and write computer operator instructions.

Minimum Education/Experience B + 3 1ex = 1ed	Government Site Hourly Rate \$41.08
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Computer Systems Analyst

Minimum/General Experience:

Three (3) years of experience in overall system analyses, design and development. Has demonstrated experience in software quality assurance. Two years demonstrated expertise using a variety of applicable DBMS', operating environments and development languages

Functional Responsibility:

Supports a senior computer systems analyst on highly complex and diverse tasks. Performs systems analysis, design, programming, documentation, and implementation of applications. Participates in all phases of software development with emphasis on the planning, analysis, testing, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and charts and graphs to record results. Develops and designs software/database systems including client/server, multiple hardware platforms and multiple software systems.

Minimum Education/Experience B + 3 1ex = 1ed	Government Site Hourly Rate \$62.13
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Data Entry Operator

Minimum/General Experience:

Minimum One (1) year of administrative and technical experience in maintaining and inputting data for identified systems or databases. Possesses knowledge of information processing and associated tolls.

Functional Responsibility:

Analyzes and inputs data into databases using prescribed methods. Responsible for quality control which entails associated research and resolution of data discrepancies. Maintains all required records including, but not limited to, management reports, logs, etc.

Minimum Education/Experience H+1 NSTE	Government Site Hourly Rate \$31.39
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Database Specialist

Minimum/General Experience:

Three (3) years of experience in providing installation, maintenance, and administration of system software and/or databases in a mainframe or client-server environment.

Function Responsibility:

Is responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Provides database support for mainframe and/or client-server systems. Plans and coordinates a new requirement with application development staff and develops design of complex hierarchical and relational databases. Creates, modifies, deletes, reorganizes, and performs backup and restoration of database files as required. Monitors database performance, resolves problems, performs fine-tuning, and recommends changes to improve efficiency. Establishes and maintains database security. Works directly with users of data to resolve data conflicts and inappropriate data usage. Identifies opportunities for effectively satisfying customer information needs through automation. Directs the maintenance and use of data dictionaries.

Minimum Education/Experience A + 3 2ex = 1ed	Government Site Hourly Rate \$66.21
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Documentation Specialist

Minimum/General Experience:

One (1) year of specialized experience in the preparation, compilation, and maintenance of complex IT related documentation such as system specifications, feasibility studies, and functional descriptions using automated word processing machines or text editor systems.

Functional Responsibility:

Using technical material prepared by programmers and analysts prepares IT documentation as required. Prepares documentation in accordance with established standards and style guidelines. Utilizes the latest word processing and desktop publishing software to develop quality and uniform documents. Proofreads entered material and corrects errors. Conducts a final quality assurance check of all documents. Maintains documentation library with the use of

an automated tracking system. Develops documentation review procedures. Upon proper requests, releases documentation. Records releases and returns; and inspects returned documentation for damage or excessive wear to determine a need for replacement.

Minimum Education/Experience A + 1 1ex = 1ed	Government Site Hourly Rate \$34.37
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Hardware Engineer III

Minimum/General Experience:

Five (5) years of experience analyzing/specifying hardware requirements. Three years of experience with one or more of the following: IBM or equivalent mainframe, peripherals, and PCs.

Functional Responsibility:

Reviews systems in terms of capabilities and makes recommendations for improved utilization. Prepares or participates in preparing functional requirements and specifications for hardware acquisition. Analyzes hardware interface/integration requirements. Performs assessments of new hardware and provides recommendations on feasible hardware alternatives. Conducts site surveys and identifies site requirements for installation and implementation. Integrates hardware components including computers, peripherals, printers, and telecommunications devices.

Minimum Education/Experience B + 5 1ex = 1ed	Government Site Hourly Rate \$66.14
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Hardware Specialist

Minimum/General Experience:

Five (5) years of experience analyzing/specifying hardware requirements. Three years of experience with one or more of the following: IBM or equivalent mainframe, peripherals, and PCs.

Functional Responsibility:

Reviews systems in terms of capabilities and makes recommendations for improved utilization. Prepares or participates in preparing functional requirements and specifications for hardware acquisition. Analyzes hardware interface/integration requirements. Performs assessments of new hardware and provides recommendations on feasible hardware alternatives. Conducts site surveys and identifies site requirements for installation and implementation. Integrates hardware components including computers, peripherals, printers, and telecommunications devices.

Minimum Education/Experience B + 5 1ex = 1ed	Government Site Hourly Rate \$66.13
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Help Desk Technician

Minimum/General Experience:

Three (3) to seven (7) years of help desk operations and problem resolutions experience.

Functional Responsibility:

Under immediate direction of the Help Desk Manager or senior Help Desk personnel, responds to and diagnoses problems through discussions with users. Uses an automated problem management system as a tool to receive customer trouble reports, then identifies, isolates, and resolves the problem(s). Typically is able to resolve less complex problems immediately, while more complex problems are escalated to second level support (e.g., microcomputer specialist, LAN Technician, etc.). Tracks and manages trouble report until problem is resolved for closure.

Minimum Education/Experience B + 3 1ex = 1ed	Government Site Hourly Rate \$41.08
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LAN Maintenance Technician

Minimum/General Experience:

Two (2) years of progressive technical maintenance experience in a LAN operational and maintenance support environment.

Functional Responsibility:

Under minimal supervision from LAN Manager, provides on call, routine and preventive maintenance support for LAN workstations, servers, printers, cable plant, and other network hardware and software components in accordance with maintenance procedures and OEM specifications. Provides Help Desk assistance in the resolution of customer problems that includes troubleshooting, diagnostic testing, problem isolation, and repair/closure. Performs work requests for workstation connection, configuration, integration, and testing. Participates in LAN upgrades/enhancements that includes installation and checkout; integration and testing; acceptance testing; and cutover to operation.

Minimum Education/Experience B + 2 1ex = 1ed	Government Site Hourly Rate \$51.74
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LAN Manager

Minimum/General Experience:

Four (4) years of progressive LAN/WAN network experience. Two years of specialized experience in LAN operating systems (e.g., Novell, Microsoft NT, Banyan Vines, OS/2, etc.) and application software. Has demonstrated experience in LAN management. One year of

experience in data communications, WAN, and associated protocols. Must have experience in configuration of hubs, file servers, workstations, backup systems, and other communications peripherals.

Functional Responsibility:

Has the responsibility for the managerial and technical administration of one or more LANs. Develops Operational and Maintenance Procedures and oversee the implementation of those procedures that include: network operations; network performance monitoring; Help Desk Operations/Customer Support Services (e.g., problem solving, training, development of users manuals); Email management; software licensing; application upgrades; and system availability, maintenance, and backup/disaster recovery. Manages inventory control for spare parts, repair items, and long-lead items provisioning. Utilizes configuration management processes to track and document network changes (e.g., upgrades, software releases, and hardware revisions). Ensures that security is maintained according to security requirements.

Minimum Education/Experience B + 6 1ex = 1ed	Government Site Hourly Rate \$96.41
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LAN Technician

Minimum/General Experience:

Requires a minimum of two (2) years of experience in PC/LAN communications hardware/software support.

Functional Responsibility:

Monitors and responds to technical control facility hardware and software problems utilizing hardware and software testing tools and techniques. May interface with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. May assist with installation of terminals and associated hardware. May provide LAN server support. Requires strong knowledge of PC/LAN communications hardware/software, in multi-protocol environment, and network management software.

Minimum Education/Experience B + 2 2ex = 1ed	Government Site Hourly Rate \$59.79
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Lead Analyst/Programmer

Minimum/General Experience:

Six (6) years of progressive experience in systems analysis/programming in a variety of environments. Three years of systems analysis and programming experience in client/server environments.

Functional Responsibility:

Oversees (and/or performs) development of IT systems to improve information processing. Develops plans for major systems analyses/programming projects. Defines technical specifications and tasks to be performed by team members, providing guidance and assistance, coordinating output and ensuring the technical adequacy of the end product. Designs and execute testing and final implementation of programs/task and corrects faulty program or system logic prior to production implementation. Develops timetables, milestones, and other coordination controls to ensure the integrity of all assigned projects and their implementation phases-accomplishes programming assignments by independently developing, compiling, executing and modifying complex programs and utilizing programming languages and specialized vendor packages (e.g., "C", JCL, COBOL, Natural, etc.

Minimum Education/Experience B + 6 1ex = 1ed	Government Site Hourly Rate \$47.89
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Microsoft Certified Systems Engineer

Minimum/General Experience:

Minimum of four (4) years of progressive desktop/network experience and two (2) years of specialized experience in LAN operating systems, associated peripherals, and application software and a current MCSE Certification. Demonstrated experience in LAN management to include F/S script development, distributed backup strategies, license management, user support, OA application support and management. One (1) year data communications experience with WANs and associated protocols. Must have experience in configuration of hubs, file servers, workstations, backup systems, and other peripherals.

Functional Responsibility:

Is responsible for the managerial and technical administration of one or more LANs. Oversees activities including, software applications, telecommunications, calendaring/scheduling systems, software licensing, email systems, gateway services and backup services. May be assigned as a Task Leader. When performing as Task Leader, provides the primary interface between the CR/ACR and the contractor. Authorized to commit the contractor on all technical and schedule issues within the scope of the Task Order. Responsible to develop, implement, and monitor progress of all Task Order project plans. Responsible to ensure the quality of services delivered. Provides supervision of subordinates to accomplish Task Order objectives. Prepares task reports. When performing as Task Leader, reports to Group Manager.

Minimum Education/Experience B + 4 NSTE	Government Site Hourly Rate \$106.11
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Microcomputer Specialist

Minimum/General Experience:

Have one (1) to three (3) years of experience in the installation, operations, and maintenance of microcomputers.

Functional Responsibility:

Under supervision, provides operations, installation, and maintenance support of microprocessor based computer systems. Receives, configures, and tests new or repaired microcomputers, associated hardware, and software upgrades. Connects, configures, integrates, and tests PCs and workstations onto the network. Assists end-users, computer operators, analysts, and others in diagnosing run failures in the microcomputer's program operations. Pinpoints and rectifies the problems whether in the hardware or software area. Trains end-users on the various pieces of computer hardware and software involved in the various application programs that he/she utilizes. Conducts general repair of PCs. Works on moderately complex applications. Confers with end users to determine types of hardware and software required. Writes programs or selects appropriate off-the-shelf software to modify to fulfill requirements. Maintains and interfaces with appropriate protocols and communications software.

Minimum Education/Experience H + 1	Government Site Hourly Rate \$54.06
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Network Engineer

Minimum/General Experience:

Six (6) to eight (8) years of experience in network design and technical support of LAN/WAN.

Functional Responsibility:

Is responsible for network operations, design, engineering, and development. Under general direction, conducts site surveys and requirements analysis. Develops conceptual and detailed designs of the network for network development and enhancement. Develops specifications and assists in appropriate software and hardware acquisitions, installation, and implementation to operations. Monitors and maintains advanced communications equipment and telecommunications services. Ensures network availability and reliability. Participates in troubleshooting network and workstation problems and outages. Configures and manages network hardware and software resources—such as servers, printers, electronic mail systems, concentrators, and hubs for maximum efficiency. Provides protocol and connectivity support to developers of client/server applications. Implements, tests, and maintains network disaster recovery plan(s). Develops, monitors, and maintains utilities and procedures to perform periodic maintenance, backups, shutdowns, recoveries, and diagnostics. Evaluates, recommends, and installs software and hardware to facilitate and monitor network throughput and control load balancing.

Minimum Education/Experience B + 6 1ex = 1ed	Government Site Hourly Rate \$74.50
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Office Automation Specialist

Minimum/General Experience:

Three (3) progressive years of experience in office automation equipment and electronic information transfer.

Functional Responsibility:

Under direct supervision, provides technical support for office automation and electronic information transfer. Designs LANs of mini/micro computers for office settings, coordinates the manufacturer's installation, and ensures all systems perform as ordered. Provides detailed assistance in maintenance, administration, and operation of software. Performs detailed comparisons of various office automation approaches.

Minimum Education/Experience A + 3 1ex = 1ed	Government Site Hourly Rate \$40.85
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Program Analyst

Minimum/General Experience:

Five (5) years of specialized experience in the development and monitoring of corporate/division procedures designed to provide management control of system development activities, including analysis procedures and policies.

Functional Responsibility:

Develops, implements, and monitors policies, and procedures. Analyzes areas of concerns and presents feasible alternatives and recommendations based on thorough research and analysis. Collects, compiles, and assembles data for financial and analytical reports.

Minimum Education/Experience B + 5 1ex = 1ed	Government Site Hourly Rate \$60.53
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Program Manager

Minimum/General Experience:

Ten (10) years of general technical experience in one, or more, of the following: Systems management, application/DB design/development, Tele/data-communications design/support, distributed systems, information engineering, etc. Six years of specific professional experience in direct management of hybrid skills across multi-project/multi-task program assignments.

Functional Responsibility:

Manages significant programs involving multiple task orders and projects, as well as disparate personnel locations. Serves as the primary point-of-contact with Customer management and is responsible for overall program performance. Organizes, directs, and coordinates management and execution of all technical and program activities to include customer resources. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters, as necessary, management structure to effectively direct program/technical support activities. Meets with customer management officials regarding the status of specific program or technical activities and problems, issues or conflicts regarding resolution. Provides high-level task/resource reports using commercially available tools.

Minimum Education/Experience M + 10 1ex = 1ed	Government Site Hourly Rate \$133.43
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Program Manager Specialist

Minimum/General Experience:

Ten (5) years of general technical experience in one, or more, of the following: Systems management, application/DB design/development, Tele/data-communications design/support, distributed systems, information engineering, etc. Three years of specific professional experience in direct management of hybrid skills across multi-project/multi-task program assignments.

Functional Responsibility:

Provides leadership in the management and administration of tasks. Assist management with significant programs involving multiple task orders and projects, as well as disparate personnel locations. May serves as the primary or secondary point-of-contact with Customer management. Organizes, directs, and coordinates management and execution of all technical and program activities to include customer resources. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters, as necessary, management structure to effectively direct program/technical support activities. Meets with customer management officials regarding the status of specific program or technical activities and problems, issues or conflicts regarding resolution. Provides high-level task/resource reports using commercially available tools.

Minimum Education/Experience M + 10 1ex = 1ed	Government Site Hourly Rate \$82.40
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Project Manager

Minimum/General Experience:

Ten (10) years of technical and/or managerial experience in information technology (IT) and communication systems which includes general technical experience in one, or more, of the following: systems management, application/DB design/development, tele/data-communications design/support, distributed systems, information engineering, etc. Has specific professional experience in direct management of technical personnel.

Functional Responsibility:

Provides leadership in the management and administration of project tasks. Conducts the day-to-day management of project tasks and personnel to include customer resources. Provides administrative directions to contract personnel. Exercises full corporate authority to recruit, hire, terminate personnel and commit corporate resources. Establishes or improves procedures controls where necessary to ensure that all services meet schedules. Supervises all staff efforts. Assigns duties to subordinates and ensures that assignments are completed as directed. Develops detailed work plans and schedules. Redirects resources as necessary to complete tasking in accordance with project milestones. Enforces work standards and reviews/resolves discrepancies to ensure contract compliance in addition to performing quality checks of all work products. Interfaces with contract Program Manager as well as client management personnel. Provides oral and written status reports of project activities.

Minimum Education/Experience B + 10 2ex = 1ed	Government Site Hourly Rate \$127.78
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Production Control Specialist

Minimum/General Experience:

Five (5) years of general technical experience. Three (3) years of specific professional experience in direct management/supervision of production control personnel in a production control-computing environment. Operational knowledge of one, or more, of the following: IBM (MVS/VM/JES/TSO/JCL); DEC (VMS/DCL/UNIX); Or Multi-server distributed systems.

Functional Responsibility:

Primary responsibility is for all production requirements and scheduling. Ensures that the facility is adequately staffed and organized and has responsibility for the overall quality of operational output. Participates in development of new production procedures, modifications to existing systems. Responsible for the timeliness and integrity of all scheduled administrative processing. Prepares all Production Control reports including workload status and systems performance and utilization reports. Provides direct supervision to subordinate personnel. Implements, monitors and assists in cross training programs between production control and terminal operations staff.

Minimum Education/Experience B + 5 1ex = 1ed	Government Site Hourly Rate \$55.62
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Senior Computer Graphics Specialist

Minimum/General Experience:

Two (2) years in computer graphics or CAD/CAM drafting. This shall include the design and production of desktop publishing projects, graphic projects, or Web Pages development.

Functional Responsibility:

Works independently in the design and production of complex desktop publishing projects (i.e., scientific reports, brochures, promotional material, etc.). Creates and modifies content to be placed on web sites using various Internet tools and interfaces (e.g., HTML, etc.)

Minimum Education/Experience A + 2 1ex = 1ed	Government Site Hourly Rate \$59.12
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Senior Computer Programmer

Minimum/General Experience:

Has four (4) years computer programming experience. Has demonstrated experience in programming on-line interactive systems or programming in the modification or development of applications systems. Experience in using up-to-date software engineering methods, configuration management and software quality assurance methods.

Functional Responsibility:

Provides task oversight and training to subordinate programmers. Uses standard procedures and detailed specifications to develop programs, modify interrelationships of files and records, diagnose and correct errors, test and document work, and write computer operator instructions. Develops program specifications, including the approach to the program design or modification involved, and carries the assignment through to completion with a minimum of technical guidance. Develops detailed systems documentation and operating instructions necessary for the implementation of completed assignments and as a basis for future modifications. Serves as the lead programmer. Accomplishes programming assignment by independently developing, compiling, executing and modifying programs using programming language.

Minimum Education/Experience B + 4 1ex = 1ed	Government Site Hourly Rate \$94.52
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Senior Computer Systems Analyst

Minimum/General Experience:

Six (6) years of experience in overall system analysis, design and development. Has demonstrated experience in software project management, configuration management, and software quality assurance. Three years demonstrated expertise using a variety of applicable DBMS', operating environments and development languages.

Functional Responsibility:

Manage software and/or database projects including configuration management and quality assurance. Develops and designs software/database systems including client/server, multiple hardware platforms and multiple software systems. Directs and participates in all phases of software development with emphasis on the planning, analysis, testing, and acceptance phases. Serves as the lead analyst. Applies higher-level data manipulation methods to difficult technical problems to arrive at automated solutions. Design charts and graphs to records result. Develops and designs software systems including client/server, multiple hardware platforms, and multiple software systems. Possesses significant experience in database normalization and optimization tuning.

Minimum Education/Experience M + 6 1ex = 1ed	Government Site Hourly Rate \$101.77
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Senior Data Entry Operator

Minimum/General Experience:

Minimum Two (2) years of administrative and technical experience in maintaining and inputting data for identified systems or databases. Possesses a broad knowledge of information processing and associated tolls.

Functional Responsibility:

Analyzes processes and inputs data into databases using prescribed methods. Produces procedural documentation and preformatted reports as required. Responsible for quality control which entails associated research and resolution of data discrepancies. Maintains all required records including, but not limited to, management reports, logs, etc. May be assigned as a Task Leader. When performing as Task Leader, provides the primary interface between the CR/ACR and the contractor. Authorized to commit the contractor on all technical and schedule issues within the scope of the Task Order. Responsible to develop, implement, and monitor progress of all Task Order project plans. Responsible to ensure the quality of services delivered. Provides supervision of subordinates to accomplish Task Order objectives. Prepares task reports. When performing as Task Leader, reports to Group Manager.

Minimum Education/Experience H + 2 NSTE	Government Site Hourly Rate \$40.45
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Senior Database Management Specialist

Minimum/General Experience:

Five (5) years of installation, administration, and management support of databases in a mainframe or client-server environment.

Function Responsibility:

Plans and coordinates a new requirement with application development staff and advises project team on the design of complex hierarchical and relational databases. Designs, implements, and maintains complex databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Creates, modifies, deletes, reorganizes, and performs backup and restoration of database files, as required. Monitors database performance, resolve problems, performs fine-tuning, and recommends changes to improve efficiency. Establishes and maintains database security.

Minimum Education/Experience B + 5 2ex = 1ed	Government Site Hourly Rate \$83.95
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Senior LAN Maintenance Technician

Minimum/General Experience:

Four (4) years of progressive technical maintenance experience in a LAN operational and maintenance support environment.

Functional Responsibility:

Serves as the lead specialist on LAN maintenance issues. Provides direction and high-level technical assistance to other Maintenance Technicians. Provides on demand, routine, and preventive maintenance support for LAN workstations, servers, printers, cable plant, and other network hardware and software components. Assists in the development of maintenance procedures that are in accordance with OEM specifications. Provides maintenance support to Help Desk operations in troubleshooting, isolation, and resolution of customer problems. Participates in LAN upgrades/enhancements that include installation and checkout; integration and testing; acceptance testing; and cutover to operation. Monitors and responds to hardware and software problems utilizing hardware and software testing tools and techniques. Interfaces with system vendor support representatives to ensure proper escalation during outages or periods of degraded system performance. Assists with installation of terminals and associated hardware when necessary.

Minimum Education/Experience B + 4 2ex = 1ed	Government Site Hourly Rate \$62.06
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Senior Microcomputer Specialist

Minimum/General Experience:

Three (3) to Six (6) years of experience in the installation, operation, and maintenance of microcomputers (PCs and workstations).

Functional Responsibility:

Provides operations, installation, and maintenance support of microprocessor based computer systems. Serves as the lead specialist and manages a team of specialists in the installation, operation, and repair of microcomputers. Receives, configures, and tests new or repaired microcomputers, associated hardware, and software upgrades. Connects, configures, integrates, and tests PCs and workstations onto the network. Assists end-users, computer operators, analysts, and others in diagnosing run failures in the microcomputer's program operations. Pinpoints and rectifies the problem whether in the hardware or software area. Trains end-users in understanding the various pieces of computer hardware and software involved in the various application programs to which he/she uses. Confers with end-users to determine types of hardware and software required. Has the ability to work on moderately complex applications. Writes programs or selects appropriate off-the-shelf software to modify to fulfill customer requirements. Maintains and interfaces with appropriate protocols and communications protocols

Minimum Education/Experience B + 3 1ex = 1ed	Government Site Hourly Rate \$76.39
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Senior Network Engineer

Minimum/General Experience:

Has eight (8) years' experience in overall network design and technical support of LAN/WAN with three (3) years data communications experience with TCP/IP and IPX protocols, and WANs. Has demonstrated experience in network engineering and management of multi-host/multi-server network environments.

Functional Responsibility:

Provides expertise in the design, acquisition, installation and implementation of multi-host/multi-server network environments. Participates as a senior member of a network engineering team for the operations, design, engineering, and development of LANs/WANs. Participates in site surveys and requirements analysis. Develops conceptual and detailed network designs. Develops specifications and assists in appropriate software and hardware acquisition. Serves as the lead specialist on all network issues. Provides direction and high-level technical assistance to other network engineers. Reports on evaluation of advanced communications equipment, network software, telecommunication services, operating systems, and protocols. Configures and manages network hardware and software resources, such as servers, printers,

electronic mail systems, concentrators, and hubs for maximum efficiency. Provides protocol and connectivity support to developers of client/server applications. Investigates and establishes access-security methods and policies to prevent unauthorized access. Develops, implements, tests, and maintains network disaster recovery plan(s). Develops, monitors, and maintains utilities and procedures to perform periodic maintenance, backups, shutdowns, recoveries, and diagnostics. Evaluates, recommends, and installs software and hardware to facilitate and monitor network throughput and control load balancing. Plans and participates in software and hardware migrations and leads engineering migration efforts. Provides guidance to Project management and customer representatives on the performance objectives and the necessary plan-of-action required ensuring continuous network availability and reliability.

Minimum Education/Experience B + 3 2ex = 1ed	Government Site Hourly Rate \$92.62
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Senior Software Engineer

Minimum/General Experience:

Seven (7) years of progressive experience supporting the installation, maintenance, and administration of system software in either a mainframe or client/server environment.

Functional Responsibility:

Monitors system performance to ensure adequate resources (hardware, software, and communications) is available to meet customer requirements. Evaluates new and existing system software and recommends changes to improve efficiency and/or functionality. Provides installation, integration, and test-to-operation support of all software as necessary. Tunes system software and performs workload analysis and load balancing to optimize system efficiency. Functions as an advisor to, and troubleshooter for, end-users who have problems stemming from their attempts to utilize a variety of software. Performs authorized maintenance of a highly specialized nature on system software, compilers, assemblers, and utility systems. Manages office automation and vendor-supplied software.

Minimum Education/Experience B + 7 2ex = 1ed	Government Site Hourly Rate \$72.08
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Senior Systems Analyst

SSA (Generalist) Minimum/General Experience:

Seven (7) years of progressive experience in computer programming and analysis.

Functional Responsibility:

Programs high level systems analysis, design, programming, documentation, implementation of very complex applications, which are administrative, business, or technically oriented in nature. Directs and participates in all phases of software development with emphasis on the planning,

analysis, testing and acceptance phases. Applies standard business and data manipulation principles to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation, and charts and graphs to record results.

(Business) Minimum/General Experience:

Has a minimum of twelve (12) years of general functional, technical and/or management experience with six (6) years of specific functional experience resource planning, acquisition management and streamlining, procurement evolution, RFP preparation and evaluation and cost competition/valuation.

Functional Responsibility:

Analyzes and directs financial and administrative activities such as budgeting, manpower, subcontract requirements and arrangements, resource planning and reporting. May lead complex evaluations of existing procedures and techniques, as well as management organization versus effectiveness. Oversees the development of business strategies and opportunity identification, product development, cost-analysis, and business/market plan preparation.

(Infrastructure Engineering) Minimum/General Experience:

10 years of general business and technical management experience with 6 years of specific business management in contract management (Government and Private Industry), business operations, development of strategic alliances, marketing penetration and capture planning, budget formulation and cost containment. Demonstrates strong presentation skills, descriptive and oral.

Functional Responsibility:

Provides highly specialized, analytical strategic and tactical engineering services in support of existing and/or proposed communication systems encompassing data, voice and video applications. Provides expert guidance and advisement in performance engineering, system interface requirements, predictive management, as well as modeling and prototyping new communication technologies. Specialized operational experience in the design, installation and management of interoperable, vendor independent LANs/MANs/SANs/ WANs including hubs, switches, routers, PBXs and video-conferencing systems connecting geographically disparate environments. Specialized understanding of numerous protocols and transport mechanisms such as TCP/IP, SNA, IPX, LAT, Ethernet (Switched, Fast, Gigabit), Token Ring, Frame-relay, FDDI, ATM and SONET. Expertise in standards recognized by ISO, NIST and IEEE.

Minimum Education/Experience B + 7 2ex = 1ed	Government Site Hourly Rate \$142.30
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Senior Telecommunications Specialist

Minimum/General Experience:

Five (5) years (no substitution) of technical experience in telecommunications.

Functional Responsibility:

Is responsible for all telecommunications equipment, interfaces, services, and transmission facilities. Installs equipment and a variety of communications software. Troubleshoots, isolates, and resolves communications problem related to bridges, gateways, routers, multiplexers, and channel banks, using a variety of test equipment (TDME) that may include data analyzer, protocol analyzer, transmission test set, etc. Interfaces with common carriers and ensures coordination of testing to maintain continuous communications between LANs and WANs. Develops plans, standards, policies, and documentation for new and existing voice/data components. Ensures that security is maintained. Supports operation and maintenance of components that interface transmission facilities, such as, T1/T3, ISDN, X.25, Frame Relay, and ATM. Has responsibility for technical architecture and recommendations related to LAN/WAN telecommunications devices. Stays abreast technological advances and studies vendor products to determine which best meet customer needs. Presents information to management that may result in acquisition and installation of hardware, software and telecommunication equipment

Minimum Education/Experience B + 5 NSTE	Government Site Hourly Rate \$96.22
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Systems Analyst

Minimum/General Experience:

Two (2) years of experience in developing program design and specifications.

Functional Responsibility:

Determines (within requirements and constraints) a design strategy that accommodates changes and develops timetable and coordination controls to ensure integrity of the design during implementation. Responsible for the design and the execution of testing and implementation plans. Performs systems analysis, design, and implementation in accordance with system development methodology, including appropriate walk-through; specification writing which is accurate and complete in format and content; and generation of products, which are fully tested and free of logic errors when implemented.

Minimum Education/Experience B + 2 2ex = 1ed	Government Site Hourly Rate \$88.60
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Systems Administrator

Minimum/General Experience:

Four (4) years of general technical experience with 2 years of specific experience in system administration, application support. One year of systems analysis and programming.

Functional Responsibility:

Performs administrative and operational duties associated with computer systems. Provides assistance to users accessing and using business/computer systems. Monitors and supports computer processing activities and performs routine tests to insure system operability. Provides system and application managers with performance statistics and report as required.

Minimum Education:

Associate's degree (directly related experience may be substituted for education on a one-year for one-year ratio).

Minimum Education/Experience A + 4 1ex = 1ed	Government Site Hourly Rate \$50.85
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Systems Programmer

Minimum/General Experience:

Four (4) years of experience in a system programming.

Functional Responsibility:

Devises and participates in the installation of additions and changes to operating system software. Evaluates proposed operating system changes, commercial software packages proposed for acquisition, and proposes major applications. Recommends whether or not the proposed changes should be implemented based on their effects on the operating system efficiency. Defines the parameter and carries out testing of the changes. Recommends and writes application programming standards for the system users. Monitors operating system efficiency and designs, writes, test and installs software aimed at improving efficiency. Writes, test, documents, and install various operating system-based utilities and scripts to enhance the production environment

Minimum Education/Experience B + 4 2ex = 1ed	Government Site Hourly Rate \$81.82
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Subject Matter Expert 3

Minimum/General Experience:

Ten (10) years progressive experience with Eight (8) years specialized experience in system engineering of LAN/ WAN/MAN design and implementation, Internet/Intranet/Extranet, Client/server systems development, telecommunications, groupware deployment, mail services, facilities planning, database management, data warehousing/data mining, video

teleconferencing, etc. Has a demonstrated familiarity with Government or Industrial practices, processes, procedures, standards, methodologies, and tools. Note: Minimum specialized experience assumes the technology has been in existence for the stated number of year.

Functional Responsibility:

Provides senior level technical and project management support for tasks that encompass, but are not limited to, requirements analysis, proposal writing, planning, acquisition, vendor coordination, deployment, training, and maintenance support. Works with specialists in various disciplines to provide the best solution. Interfaces with senior management, vendors, staff, and end users to ensure business objectives are met throughout all phases of a project. Prepares technical documentation, reports, and presentations. Provides user and staff training. Provides technical guidance to subordinates. Applies accepted methodologies, research, and computer-based tools to meet project requirements. Ensures that all support activities meet the standards and requirements of the client entity.

Minimum Education/Experience B + 10 1ex = 1ed	Government Site Hourly Rate \$138.18
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Subject Matter Expert 2

Minimum/General Experience:

Eight (8) years progressive experience with Five (5) years specialized experience in system engineering of LAN/WAN/MAN design and implementation, Internet/Intranet/Extranet, Client/server systems development, telecommunications, groupware deployment, mail services, facilities planning, database management, data warehousing/data mining, video teleconferencing, etc. Has a demonstrated familiarity with Government or Industrial practices, processes, procedures, standards, methodologies, and tools. Note: Minimum specialized experience assumes the technology has been in existence for the stated number of years.

Functional Responsibility:

Provides technical and project support for tasks that encompass, but are not limited to, requirements analysis, proposal writing, planning, acquisition, vendor coordination, deployment, training, and maintenance support. Works with specialists in various disciplines to provide the best solution. Interfaces with senior management, vendors, staff, and end users to ensure business objectives are met throughout all phases of a project. Prepares technical documentation, reports, and presentations. Provides user and staff training. Provides technical guidance to subordinates. Applies accepted methodologies, research, and computer-based tools to meet project requirements. Ensures that all support activities meet the standards and requirements of the client entity.

Minimum Education/Experience B + 8 1ex = 1ed	Government Site Hourly Rate \$128.29
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Subject Matter Expert 1

Minimum/General Experience:

Five (5) years progressive experience with Two (2) years specialized experience in system engineering of LAN/WAN/MAN design and implementation, Internet/Intranet/Extranet, Client/server systems development, telecommunications, groupware deployment, mail services, facilities planning, database management, data warehousing/data mining, video teleconferencing, etc. Has a demonstrated familiarity with Government or Industrial practices, processes, procedures, standards, methodologies, and tools.

Functional Responsibility:

Provides technical and project support for tasks that encompass, but are not limited to, requirements analysis, proposal writing, planning, acquisition, vendor coordination, deployment, training, and maintenance support. Works with specialists in various disciplines to provide the best solution. Interfaces with senior management, vendors, staff, and end users to ensure business objectives are met throughout all phases of a project. Prepares technical documentation, reports, and presentations. Provides user and staff training. Provides technical guidance to subordinates. Applies accepted methodologies, research, and computer-based tools to meet project requirements. Ensures that all support activities meet the standards and requirements of the client entity.

Minimum Education/Experience B + 5 1ex = 1ed	Government Site Hourly Rate \$96.83
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Technical Writer

Minimum/General Experience:

Two (2) to four (4) years of technical writing and documentation development experience.

Functional Responsibility:

Under general supervision, prepares and edits documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Writes, edits, and develops graphics of technical information for both technical and non-technical personnel. Integrates technical documentation standards and prepares documentation according to standards. Establishes and maintains internal documentation library.

Minimum Education/Experience B + 2 2ex = 1ed	Government Site Hourly Rate \$52.08
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Training Manager

Minimum/General Experience:

Five (5) to seven (7) years of experience in information technology and telecommunications.



Functional Responsibility:

Organizes and develops technical curriculums in the areas of office automation, software development, network engineering, LAN/WAN, applications usage, telecommunications, information technology, etc. Conducts complex training and educational programs for information systems users and network personnel. Maintains records of training activities, employee progress and program effectiveness. Develops training manuals, hands-on workbooks, and interactive videos. Ensures that training helps the individual/organization improve in their quality of performance and productivity.

Minimum Education/Experience B + 5 2ex = 1ed	Government Site Hourly Rate \$67.92
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Geographic Scope of Contract:

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

1. ORDERING ADDRESS AND PAYMENT INFORMATION:

**Management Technology, Inc.
7700 Old Branch Ave. Suite C200
Clinton, MD 20735**

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

**(301) 265-8900
(800) 821-8133**

2. LIABILITY FOR INJURY OR DAMAGE:

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Contractor Establishment Code (DUNS): 131-869935
Block 30: Type of Contractor - Small
Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN) – 52-1378482

4. CAGE Code: 0F9F1

5. FOB DESTINATION

6. DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)

6a. Time of Delivery: The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

(SIN or Nomenclature)	(DAYS ARO)
132-51	See Price List
132-50	See Price List

6b. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. The Contractor shall confirm in writing any telephonic replies. If the Contractor

offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts:

- **Prompt Payment:** None
- **Quantity:** None
- **Dollar Volume:** None
- **Government Educational Institutions:** Government Educational Institutions are offered the same discount as all other Government customers.
- **Other:** None

8. TRADE AGREEMENTS ACT OF 1979 AS AMENDED: All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: None

10. SMALL REQUIREMENTS: The minimum number of hours to be issued 1,000 hours per order for IT Services. For Help Desk support and training the minimum order size is \$100.00.

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

11a. Special Item 132-51 ADP Services

11b. The maximum dollar value per order will be \$500,000 for all ADP Services.

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

12a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

12b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

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

12c. Orders exceeding the maximum order threshold. Each schedule contract has an established **maximum order threshold**. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to the procedures outlined in subparagraph 12b above, and before placing an order that exceeds the maximum order threshold, ordering offices shall-

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

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

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

12d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

12e. Price Reductions. In addition to the circumstances outlined in subparagraph 12c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

12f. Small Business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

12g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product distinctive to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why that particular brand name, product, or feature is essential to satisfy the agency's needs.

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

13a. 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." The U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act, issue Federal Information Processing Standards Publications (FIPS PUBS). 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.

13b. 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." The U.S. Department of Commerce, National Institute of Standards and Technology (NIST) issue Federal Telecommunication Standards, 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. Writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833, can obtain information concerning their applicability.

14. SECURITY REQUIREMENTS. In the event security requirements are necessary, the ordering activities may incorporate in their delivery order(s) a security clause in accordance with current laws, regulations, and individual agency policy. However, the burden of administering the security requirements shall be with the

ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the Schedule Contractor on an open market basis, outside the scope of the contract.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, with 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 52.249-1, 52.249-2, and 52.249-8.

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices and 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 category (ies).

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 INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (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.

The above is not intended to enlarge the scope of this schedule contract for individual orders. Terms and conditions of any orders are limited strictly to those specified in the schedule contract and price list and agreed to by GSA.

19. OVERSEAS ACTIVITIES: Outside the scope of this contract.

20. YEAR 2000 Warranty B Commercial Supply Items

NOTE: Contractors should identify products that apply to the following warranty in their Authorized Price List.

The contractor warrants that each hardware, software, and firmware product delivered under this contract and listed below shall be able to accurately process date data (including, but not limited to, calculating,

comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule
Contractors, if not inconsistent with the terms of the
applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedule. See the additional information regarding Contractor Team Arrangements in this Schedule Price List.

**AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES (Special Item 132-51) AND
ELECTRONIC COMMERCE SERVICES (Special Item 132-52) FOR
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SERVICES**

1. SCOPE

1a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-50 Training Courses apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.

1b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

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, which are not connected, nor incidental to the traditionally accepted A/E Services.

2. ORDERING PROCEDURES

2a. **Procedures for IT professional services priced on GSA schedule at hourly rates.**

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures, which are outlined herein, take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for IT professional services contained in this price list are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mixes of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering IT professional services ordering offices shall -

(a) **Prepare a Request for Quote:**

- i. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- ii. A request for quote should be prepared which includes the performance-based statement of work. The Contractors shall submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with

any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- iii. The Request for Quote may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- iv. The Request for Quote shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by subparagraph (b)(i) below, the request for quotes shall notify the contractors that will be the case.

(b) Transmit the Request for Quote to Contractors:

- i. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). ONLY when buying IT professional services under SIN 132-51, may the ordering office, at its discretion, limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- ii. The Request for Quote should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quote should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

- c) **Evaluate quotes and select the contractor to receive the order:**
After responses have been evaluated against the factors identified in the Request for Quote, the order should be placed with the Schedule Contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.
- (4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may afford the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –
- (a) Inform Contractors in the Request for Quote (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPA.
- i. **Single BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
- ii. **Multiple BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(b)(ii) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
- (b) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- (6) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rational for any trade-offs made in making the selection.

2b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 10.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- (1) Orders placed at or below the micro-purchase threshold.
Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.
Orders should be placed with the Schedule Contractor that can provide the supply or services that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the services offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider: (1) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (2) past performance.
- (3) Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to the following the procedures in subparagraph 2b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
 - (a) Review additional Schedule Contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
 - (b) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
 - (c) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

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

- (4) Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering, invoicing, discounts, delivery locations, and delivery times.
- (5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction.
For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may afford the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) Small Business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product distinctive to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why that particular brand name, product, or feature is essential to satisfy the agency's needs.

3. ORDER

- 3a. 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 that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- 3b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- 1. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- 2. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

3. The Contractor guarantees the satisfactory completion of the IT/EC Services performed under the task order and that all contract personnel utilized in the performance of the IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.
4. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. INSPECTION OF SERVICES

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

6. RESPONSIBILITIES OF 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 Rights in Data—General, may apply.

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. INDEPENDENT CONTRACTOR

All IT/EC 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 Government.

9. ORGANIZATIONAL CONFLICTS OF INTEREST

9a. 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 the proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either: (1) result in an unfair competitive advantage to the Contractor or its affiliates or (2) impair the Contractor's or its affiliates' objectivity in performing contract work.

- 9b. To avoid an "Organizational Financial Conflict of Interest" and to avoid prejudicing the best interests of the Government, ordering offices 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 in FAR 9.508.

10. INVOICES

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

11. PAYMENTS

For firm-fixed price orders the Government shall pay 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 (Alternate I (APR 1984) at FAR 52.232-7) apply to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 198__)) at FAR 52.232-7) applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

14. APPROVAL OF SUBCONTRACTS

The ordering activity may require that 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 the task order.



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

PREAMBLE

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

COMMITMENT

We strive to actively seek and partner with small businesses.

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

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

To undertake significant efforts to determine the potential of small, small disadvantaged, and woman-owned small businesses 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 woman-owned small business concerns.

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 woman-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate opportunities please contact:

Pauline C. Brooks, President/CEO
Management Technology, Inc.
7700 Old Branch Avenue
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Clinton, MD 20735
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SUGGESTED FORMAT
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

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

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

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

AGENCY Signature	DATE	CONTRACTOR Signature	DATE



BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

MODEL NUMBER/PART NUMBER	DISCOUNT/PRICE	*SPECIAL BPA
_____	_____	_____
_____	_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

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



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

(6) The following office(s) is hereby authorized via Electronic Data Interchange (EDI), FAX, or paper.

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, delivery tickets or sales slips that must contain the following information as a minimum must accompany all deliveries under this BPA.

(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 any 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 Contracts may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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



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