SECTION B

SCHEDULE OF PRICES

B.1 General

The contractor shall furnish a comprehensive solution for client requirements to include, but not limited to, all personnel, materials, services, facilities and management necessary to perform the requirements as set forth in this contract and all orders issued under this contract.

B.1 .1 Contract Term (MOD dated JUN 2009)

The Contract term will be a base period of three years with two 2-year option periods. The effective date will be the date of contract award.

- Notice to Proceed Date: June 1 , 2004
- Contract Base Period: June 1, 2004 - May 31, 2007
- Contract Option Period One: June 1 2007 - May 31 2009
- Contract Option Period Two: June 1, 2009 - May 31, 2011

B.2 Price/Costs/Ceiling Rates

The pricing schedules in Section B, and the associated Microsoft Excel spreadsheet files, shall reflect fully burdened ceiling rates, which represent the maximum, fully-loaded rates. The ceiling rates listed and any lower subsequent rates proposed in response to task order requests, must be fully burdened labor rates inclusive of profit, fringe benefits, salary, indirect rates and the contract access fee (CAF). All orders awarded must include rates, which are equal to or lower than the ceiling rates proposed in response to this solicitation.

Each offeror shall propose ceiling prices in the pricing schedules for **ALL** labor categories and all contract periods under the Functional Areas for which the offeror is proposing. **FAILURE TO PROPOSE CEILING PRICES FOR ALL LABOR CATEGORIES AND FOR ALL CONTRACT PERIODS UNDER THE FUNCTIONAL AREAS PROPOSED SHALL RESULT IN ELIMINATION FROM CONSIDERATION OF THE OFFER IN THE FUNCTIONAL AREA(S) IN WHICH THE OMISSION OCCURS.**

The Government will only be obligated for items and quantities specified in task orders issued under this contract. The actual number of hours and labor categories will be negotiated in individual task orders.

When calculating each unit price, the CAF shall be applied last. Contractors should use their discretion when quoting on orders. Prices submitted for this solicitation are to be ceiling rates and prices quoted under orders must be lower than or equal to those ceiling rates. Actual prices quoted at the time of order

issuance will be based upon individual statements of work and definitive requirements at the order level.

B.3 Supplies/Services and Prices/Costs

The price schedules contain the loaded hourly rates for work performed at any location within the 50 states of the United States of America, and within the District of Columbia. Any work performed outside the United States shall be negotiated and defined within orders. If work is anticipated outside the 50 states, the offeror shall insert their percentage markup in the pricing schedules for all Functional Areas proposed. If the OCONUS Markup is not filled in by the offeror, work cannot be proposed outside the 50 states in task orders. Orders issued under this contract may be issued as Fixed Price (FP), Labor Hour (LH) and Time and Materials (T&M). All products and services necessary to provide a comprehensive solution at the order level that are within the scope of the Functional Area/NAICS code are available to procure under this contract.

B.3.1 Other Direct Costs (ODCs) and Handling Rates

All products and services necessary to provide solutions that are within the scope of the selected FA/NAICS code description are available to order.

ODC Handling Rate multipliers must be proposed and included at time of contract award. If a handling rate multiplier for ODC's is not incorporated at time of contract award, none or permitted. As determined at time of contract award, the contractor's ODC handling rate multiplier is applied to the ODC'S listed in the order. Contractors may not exceed the ODC Handling Rate established in the contract on individual orders.

Handling rate multipliers are markups applied to the bare cost and serve as a maximum markup to include all indirect charges, overhead, general and administrative expenses, fringe benefits and profit. Unit prices are to be offered in U.S. currency and submitted within 2 digits to the right of the decimal place. Handling rate charges are to be submitted in percentage format within 2 digits to the right of the decimal place. (For example, 2.00 equates to 2% while 0.02 equates to 2/1 0^{ths} of one (1) percent.) Handling markup on the CAF is not allowable.

If authorized in an Order, the Contractor will be reimbursed the bare cost of travel and ODCs plus the handling amounts, not to exceed the applicable ceiling amounts specified in individual orders. (See Section H.1 1 for more specifics regarding acceptable travel costs and limitations.) The ceiling handling rates proposed in Section B are caps on the markup allowed for overhead, G&A and profit. Profit shall not be applied to travel costs and is not allowable under these contracts. All line items must stand alone and not be dependent upon the ordering of any other line items.

Travel will be as specified in individual orders and will be specifically authorized in writing in the Order to be reimbursed. Travel costs shall be reimbursed in accordance with the Federal Travel regulations (FTR) for civilian agency work, and the Joint Travel Regulations (JTR) for military agency work. Handling rates shall not be applied to travel costs. No fee/profit will be allowed on travel or per diem.

Failure to propose pricing for all periods of the Functional Area being applied for shall result in disqualification of the offeror in the FA(s) in which the omission occurs.

B.3.1.1 Applying ODCs and Handling Rates for Time and Materials (T&M) and Labor Hour (L-H) Task Orders (MOD dated MAY 2005 and JUN 2006)

8(a) STARS is a “Solutions Contract” encompassing pre-established fully burdened labor line items and two additional line items (two line items) introduced in Section B, those being:

- Travel

- Other Direct Costs (i.e., additional skill categories, supplies/hardware and software)

ODC line items (not travel) are explicitly required to be fixed price items/fully definitized up front in every order. Travel has adequate controls in the applicable travel regulation options to permit it to not be fully definitized up front in each task order, but it shall at least be monetarily capped in each order.

With the flexibility to have the two line items in task orders and to receive handling compensation for them comes the added responsibility on the awardees and the Government of ensuring the value of pre- competing their ceiling handling rates is carried forward into task orders. This is accomplished by showing the applied handling rate for each of the two items in quotes or proposals for task order work and by the Ordering Contracting Officer making sure that base costs plus applied handling rates (capped at the ceiling rates) are fair and reasonable. In determining that the two additional items are ultimately fair and reasonable, the Government may use a range of techniques including price analysis, and other than cost or pricing data from the contract holder in the form of the breakdown of the base cost + the applied handling rate.

Since the ceiling handling rate is competed up front and certain, the offeror shall demonstrate its application (at the ceiling or less) at the order level/when pricing task order opportunities. If the offeror doesn’t show the application of the handling rate (at the ceiling or less) in its pricing of the two line items, then the Government does not have adequate assurance it is being applied properly/that it is receiving the benefits of the predetermined ceiling handling rates – something it must receive. The requirement for full base cost and handling rate breakdown in quotes or proposals for task order work, and ultimate

definitization as fixed price items in issued task orders (except for travel) is an absolute standard. Failing that, other direct costs are not permitted under the Contract.

8(a) STARS terms and conditions apply to the two line items. It is essential that the use of any of those two line items be deemed by the ordering contracting officer as within the overall scope of the services based contract, bearing in mind the particulars of the applicable task order's requirements, or they shall not be included in a task order.

The predominant work in terms of total dollar value for each task order shall consist of services from the pre-established labor category line items. The two line items must be related to the provision of services that are within contract scope and are not separately orderable. No order may ever consist solely of one or more of the two additional line items.

While hardware and/or software are permitted to come in as ODCs under task orders, they must be subordinate to a services-based solution for each task order they are included on.

The ceiling handling rates do not serve as a mechanical measure of the multipliers to be quoted or proposed at the order level.

B.4 Application of the Service Contract Act (SCA) (MOD dated MAR 2005)

The labor categories identified in this solicitation are professional Information Technology (IT) positions and thus are exempt from the SCA.

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 Background

The General Services Administration, Federal Acquisition Service (GSA FAS) Small Business Government Wide Acquisition Contract (GWAC) Center, located in Kansas City, Missouri, has responsibility for awarding and administering contracts with small disadvantaged 8(a) firms.

The resultant contracts provide high-quality information technology (IT) solutions. These contracts will enable the federal marketplace to fulfill IT requirements. These contracts also provide the Small Business GWAC Center the opportunity to offer Federal Agencies innovative solutions that deliver best value to support their missions worldwide.

C.2 Scope – General

The term of this contract shall be a 3-year base with two, 2-year options for a total contract period of seven years.

The solicitation will result in Multiple Award Indefinite Delivery Indefinite Quantity (MAIDIQ) contracts. **Agencies wishing to obtain direct order authority must obtain written authorization from the Small Business GWAC Center prior to the issuance of any orders.**

The Government shall order IT services under this contract by means of task orders with specifically defined requirements, deliverable products, and schedules. The contractor shall perform work under this contract only as directed in orders issued by an authorized Contracting Officer.

C.3 Scope

For all task orders issued against the contract, the contractor shall provide information technology and network solutions at or below the fully burdened ceiling rates established in Section B under the resultant contract. This procurement will be set-aside for 8(a) businesses with the following North American Industrial Classification System (NAICS) codes, which can also be downloaded from http://www.census.gov/epcd/naics02/naicod02.htm

FA 1: NAICS code 541511 – Custom Computer Programming Services
FA 2: NAICS code 541512 – Computer Systems Design Services
FA 3: NAICS code 541513 – Computer Facilities Management Services
FA 4: NAICS code 518210 – Data Processing, Hosting and Related Services

FA 5: NAICS code 541519 – Other Computer Related Services
FA 6: NAICS code 516110 –Internet Publishing and Broadcasting
FA 7: NAICS code 519190 – All Other Information Services
FA 8: NAICS code 517110 – Wired Telecommunications Carriers

Contractors may bid individually for separate contracts in any of the functional areas.

FUNCTIONAL AREAS (FA) DESCRIPTIONS

FA1 - 541511 Custom Computer Programming Services.

This U.S. industry comprises establishments primarily engaged in writing, modifying, testing, and supporting software to meet the needs of a particular customer.

Business Categories --

- Applications Software Programming Services
- Computer Program or Software Development
- Computer Programming Services
- Computer Software Support Services
- Database Design/Generation
- Legacy Interfaces/Data Migration
- Software Analysis and Design
- Software Programming
- Software Testing
- Web Design

FA2 - 541512 Computer Systems Design Services.

This U.S. industry comprises establishments primarily engaged in planning and designing computer systems that integrate computer hardware, software, and communication technologies. The hardware and software components of the system may be provided by this establishment or company as part of integrated services or may be provided by third parties or vendors. These establishments often install the system and train and support users of the system.

Business Categories --

- Business Process Reengineering (BPR)
- Cabling & Wiring
- Computer-Aided Design (CAD) Services
- Computer-Aided Engineering (CAE) Services

. Computer-Aided Manufacturing (CAM) Services

- Computer Hardware Consulting Services
- Computer Software Consulting Services
- Computer Systems Integration Analysis and Design
- Computer Systems Integration Design Consulting
- Configuration Management
- Enterprise Architecture Development
- Enterprise Resource Planning (ERP)
- Hardware
- IT Capital Planning Management
- LAN/WAN Design
- Network Design & Installation
- Network Systems Integration
- Systems Analysis
- Systems Integration

FA3 - 541513 Computer Facilities Management Services.

This U.S. industry comprises establishments primarily engaged in providing on-site management and operation of clients' computer systems and/or data processing facilities. Establishments providing computer systems or data processing facilities support services are included in this industry.

Business Categories --

- Computer Operations/Support
- Computer Systems Facilities Services
- Data Processing Facilities Services
- End User Support
- Equipment Inventory & Maintenance
- Facilities Management, Operation, & Support
- Facilities Planning
- Hardware/Software Maintenance
- Help Desk
- Network Management

FA4 - 518210 Data Processing, Hosting and Related Services.

This industry comprises establishments primarily engaged in providing infrastructure for hosting or data processing services. These establishments may provide specialized hosting activities, such as web hosting, streaming services or application hosting, provide application service provisioning, or may provide general time-share mainframe facilities to clients. Data processing establishments provide complete processing and specialized reports from data

supplied by clients or provide automated data processing and data entry services.

Business Categories --

- Application Hosting
- Application Service Providers (ASPs)
- Automated Data Processing
- Computer Input Preparation
- Data Capture Imaging Services
- Data Entry Services
- Data Processing
- Data Warehousing
- Document Imaging
- Electronic Data Processing
- Media Streaming
- Microfiche/Microfilm Services
- Scanning Services
- Storage Area Networks
- Web Hosting

FA5 - 541519 Other Computer Related Services.

This U.S. industry comprises establishments primarily engaged in providing computer related services (except custom programming, systems integration design, and facilities management services). Establishments providing computer disaster recovery services or software installation services are included in this industry.

Business Categories --

- Computer Disaster Recovery
- Contingency Planning
- Disaster Preparedness/Recovery
- Documentation
- Information Assurance and Security
- Independent Verification & Validation
- Software Installation
- Virus Detection/Recovery

FA6 - 516110 Internet Publishing and Broadcasting .

This industry comprises establishments engaged in publishing and/or broadcasting content on the Internet exclusively. These establishments do not provide traditional (non-Internet) versions of the content that they publish or

broadcast. Establishments in this industry provide textual, audio, and/or video content of general or specific interest on the Internet.

Business Categories --

- Broadcasting exclusively on the Internet
- Internet Broadcasting
- Internet Video Broadcast
- Special Interest Portals
- Video Broadcasting, exclusively on the Internet
- Web Broadcasting

FA7 - 519190 All Other Information Services.

This industry comprises establishments primarily engaged in providing other information services (except news syndicates and libraries and archives).

Business Categories --

- Call Centers
- Distance Learning
- E-Commerce
- Telephone-Based Recorded Information Services
- Video Conferencing

FA8 - 517110 Wired Telecommunications Carriers.

This industry comprises establishments engaged in (1) operating and maintaining switching and transmission facilities to provide point-to-point communications via landlines, microwave, or a combination of landlines and satellite linkups or (2) furnishing telegraph and other non-vocal communications using their own facilities.

Business Categories --

- Facilities-Based Telecommunications Carriers (except wireless)
- Local Telephone Carriers (except wireless)
- Long-Distance Telephone Carriers
- Telecommunications Carriers
- Telecommunications Networks
- Telegram Services
- Telephone Installation Services

C.4 Statement of Work

The contractor shall furnish a comprehensive solution for client requirements to include, but are not limited to, all personnel, materials, services, facilities, and management necessary to perform the requirements as set forth in this contract and all orders issued under this contract.

C.5 Delivery Instructions

Additional delivery instructions for hardware/software and services will be specified in individual orders, as necessary.

C.6 Definitions

C.6.1 Administrative Contracting Officer (ACO)

The Administrative Contracting Officer (ACO) is a Government official delegated contract administration responsibility, which includes the authority to issue and modify orders. Contracting officers for ordering agencies wishing to obtain direct order authority shall be assigned the ACO function.

C.6.2 Procuring Contracting Officer (PCO)

The PCO is the Government Contracting Officer with full responsibility over this contract and whose name is listed on the SF 33, used to effect award of the contract. The PCO performs all of the functions related to award and administration of the contract including the issuing of contract modifications, exercising contract options and terminating the contract.

C.6.3 Client Agency (MOD updated JUL 2010)

Client agencies include all agencies, departments, boards, bureaus, commissions, and independent establishments, including wholly owned and quasi-Government corporations in the legislative, judicial, and executive branches of the federal government as authorized in GSA Order ADM 4800.2F.

http://www.gsa.gov/graphics/fas/signedGSADirective48002f.pdf

C.6.4 Client Representative (CR)

The client agency shall assign a Client Representative (CR) to each order. The CR is responsible for monitoring technical performance under orders for the client agency and supporting the GSA ITM/ITR. The CR has no express or

apparent authority under the contract to make commitments for the Government or authorize changes to the contract or order terms and conditions.

C.6.5 FTS Client Support Centers (CSC)

Within GSA, Federal Technology Service (FTS), national and regional Client Support Centers (CSC) work with the Small Business GWAC Center to provide value added technical and acquisition support services to Government clients interested in fulfilling their requirements via the 8(a) FAST 2 contracts. CSCs provide direct client interface and support, issue and manage orders against the contract, and deliver (resell) solutions to clients. There are 5 national and 11 regional FTS CSCs. A listing of these locations and points of contact may be downloaded from the website at http://www.gsa.gov/gwacs.

C.6.6 FTS Information Technology Manager (ITM) and FTS Information Technology Representative (ITR)

The GSA FTS ITMs/ITRs are located within the Regional Client Support Centers and provide technical advice and assistance to clients in identifying and defining requirements. On orders issued by GSA FTS, the ITM/ITR acts as the technical liaison between the Government and the contractor and between the client agency and the CO.

C.6.7 Other Direct Costs (ODCs)

Other Direct Costs (ODCs) are those costs incurred by the contractor (when authorized by an order) to obtain supplies or services, including hardware, software, training, subcontractor costs, etc. All ODCs must be itemized to the maximum extent possible on individual orders. ACOs shall determine price reasonableness for all ODCs proposed under the order.

C.6.8 Task Order

"Task order" means an order for services placed against an established contract or with Government sources.

SECTION D

PACKAGING and MARKING

This section applies when there are deliveries/deliverables of supplies.

Packing, marking and storage costs shall not be billed to the Government unless specifically authorized in an order.

D.1 552.211-73 Marking (FEB 1996)

(a) General requirements. Interior packages, if any, and exterior shipping containers shall be marked as specified elsewhere in the Contract. Additional marking requirements may be specified on Orders issued under this Contract. If not otherwise specified, interior packages and exterior-shipping containers shall be marked in accordance with the following standards:

(1) Deliveries to civilian activities. Supplies shall be marked in accordance with Federal Standard 123, edition in effect on the date of issuance of the solicitation.

(2) Deliveries to military activities. Supplies shall be marked in accordance with Military Standards 129, edition in effect on the date of issuance of the solicitation.

(b) Improperly marked material. When Government inspection and acceptance are at destination, and delivered supplies are not marked in accordance with contract requirements, the Government has the right, without prior notice to the Contractor, to perform the required marking, by contract or otherwise, and charge the Contractor therefor the reasonable actual cost of that performance. This right is not exclusive, and is in addition to other rights or remedies provided for in this contract.

(End of clause)

D.2 552.211-75 Preservation, Packaging, and Packing (FEB 1996)

Unless otherwise specified, all items shall be preserved, packaged, and packed in accordance with normal commercial practices, as defined in the applicable commodity specifications. Packaging and packing shall comply with the requirements of the Uniform Freight Classification and the National Motor Freight Classification (issue in effect at time of shipment) and each shipping container of each item in a shipment shall be of uniform size and content, except for residual quantities. Where special packing is specified in an order, but not specifically provided for by the contract, such packing details must be the subject of an

agreement independently arrived at between the ordering agency and the Contractor.

(End of clause)

D.3 552-211-77 Packing List (FEB 1996)

(a) A packing list or other suitable shipping document shall accompany each shipment and shall include:

(1) Name and address of the consignor;

(2) Name and complete address of the consignee;

(3) Government Order or requisition number

(4) Government bill of lading number covering the shipment (if any); and

(5) Description of the material shipped, including item number, quantity, number of containers, and packaging number (if any).

(b) When payment will be made by Government commercial credit card, in addition to the information in (a) above, the packing list or shipping document shall include:

(1) Cardholder name and telephone number and

(2) The term “Credit Card.”

(End of Clause)

SECTION E

Inspection and Acceptance

E.1 52.252-2 Contract Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://www.arnet.gov

52.246-2	INSPECTION OF SUPPLIES – FIXED PRICE (AUG 1996)
52.246-4	INSPECTION OF SERVICES – FIXED PRICE (AUG 1996)
52.246-6	INSPECTION—TIME AND MATERIAL AND (MAY 2001) LABOR-HOUR
52.246-15	CERTIFICATE OF CONFORMANCE (APR 1984)
52.246-16	RESPONSIBILTY FOR SUPPLIES (APR 1984)

E.2 Inspection and Acceptance by the Government

The Government will review and verify that all services and deliverables associated with an Order issued under this contract fulfill the requirements and standards stated in this contract and in the associated order.

E.3 Responsibility for Inspection and Acceptance

Inspection and acceptance of all items and services under this contract will be accomplished by the client agency's designated Client Representative (CR). The client agency's CR will inspect and be responsible for, the review and acceptance of all deliverables under the contract. Acceptance testing, if required, will be performed by the client agency's CR, or a designated representative(s), at the location(s) cited in the order. Acceptance testing, if required, will be specified in orders.

The client agency's CR shall notify the contracting office promptly after the specified date of delivery of supplies or services not received, damaged in transit, or not conforming to specifications of the order. Unless extenuating circumstances exist, the notification should be made not later than 30 days after the specified date of delivery. The contracting office, or the activity designated by the contracting office, shall be primarily responsible for collecting debts resulting from failure of Industry partner's to properly replace, repair, or correct supplies lost, damaged, or not conforming to the contract order.

SECTION F

Deliveries or Performance

F.1 52.252-2 Contract Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://www.arnet.gov

52.211-17	DELIVERY OF EXCESS QUANTITIES (SEP 1989)
52.242-15	STOP-WORK ORDER (AUG 1989)
52.242-17	GOVERNMENT DELAY OF WORK (APR 1984)
52.247-34	F.O.B. DESTINATION (NOV 1991)

F.2 Term of Contract

The term of any contract resulting from this solicitation shall consist of a three (3) year base period with two, 2-year options periods. The effective date of any contract resulting from this solicitation shall be the date of contract award.

F.3 Period of Performance

The period of performance will be as specified in each individual task order.

F.4 Delivery Schedule

The delivery schedule for individual orders will be as specified in each individual task order.

F.5 Notice Regarding Late Delivery

In the event the Contractor anticipates that it will not with any delivery and/or performance requirements identified in individual orders, it shall immediately notify the Contracting Officer, the ITR/ITM and the CR orally and in writing giving pertinent rationale and proposed corrective action(s) and adequate consideration. This data shall not be construed as a waiver by the Government of any of its rights or remedies available under the contract including termination.

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 Contractor's Contact Information (MOD dated JUN 2006 and AUG 2010)

For prompt action on matters pertaining to your administration of the contract contact:

General Services Administration, 6FG
Attn: Howard Innis (PCO)
1500 E. Bannister Road
Kansas City, MO 64131

G.2 Invoice Submission

The Contractor shall submit invoices in accordance with the schedule specified in each order. Upon delivery of supplies or services to the place designated in the order, the Contractor is authorized to submit a valid invoice for payment to the payment office specified in the order. The Contractor agrees that the submission of an invoice to the Government for payment is a certification that the supplies or services for which the Government is being billed, have been shipped and delivered in accordance with shipping and delivery instructions stated in the order, in the quantities shown on the invoice, and the supplies or services are in the quantity and of the quality designated by the order. Mark Invoice: "**Original Invoice".**

NOTE: Invoices marked **STATEMENT** in lieu of invoice **will not be processed. See also Section I.10 for additional invoicing requirements.**

G.3 Order Procedures

Any supplies and services to be furnished under this contract will be ordered by issuance of written orders on GSA Form 300, Standard Form 1449 or DD Form 1155. Oral orders are not authorized. An order specifies and authorizes the work to be performed by the Contractor. The order will include pricing and a statement of work. **ALL ORDERS MUST ALSO CITE THE PRIMARY NAICS CODE AND THE APPROPRIATE FUNCTIONAL AREA. Orders may only be issued from date of contract award through contract expiration.** The following ordering procedures apply to all orders issued under this contract.

G.4 Delegation of Ordering Authority (MOD JUN 2006, MOD May 2008 and AUG 2010)

a. Only warranted, federal government contracting officers may issue orders, and to so they require a delegation of ordering authority. In order to request delegation of ordering authority, submit the following to 8a@gsa.gov, howard.innis@gsa.gov:

Agency name
Agency full address
Contracting Officer Phone
Contracting Officer Fax
Contracting Officer email
A copy of Contracting Officer's warrant

b. All orders are subject to the terms and conditions of the original contract, as amended/modified. In the event of a conflict between an order and the contract, the contract will take precedence.

c. All costs associated with preparation, presentation and/or discussion of the Contractor's order proposal will be at the Contractor's expense and will not be directly charged to the Government.

d. No work will be performed and no payment will be made except as authorized by an Order.

e. A Order will be considered to be issued in accordance with Clause 52.216-18 – Ordering (OCT 1995) – Section I.3.

f. An order can only be issued by a delegated, warranted contracting officer.

g. Orders issued under this contract will not be announced in the FEDBIZOPPS.

h. Any required change to a previously issued order will be issued in writing by the contracting officer for the order.

For orders to be issued with an estimated value of less than $3.5 Million (inclusive of options and/or modifications), the following will apply:

Orders may be awarded on a direct order basis up to $3.5 million based upon self-marketing or past performance. The Ordering Contracting Officer shall make a determination of price reasonableness for each order.

For orders to be issued with an estimated value of greater than $3.5 Million (inclusive of options and/or modifications), the following will apply:

All orders expected to exceed $3.5 Million shall provide for fair opportunity among all contract holders within the applicable Functional Area. All the necessary information (i.e. Bill of Materials, Statement of Work, Evaluation Criteria, etc.) shall be disseminated in order to afford all GWAC contract holders within the required functional area fair opportunity to receive order award.

All contract holders must register in IT Solutions at http://it-solutions.gsa.gov. It is the responsibility of the contract holder to maintain current and accurate information in their IT Solutions profile for the distribution of RFQ postings.

G.5 Cost Recovery Report (CRR)

The CRR is a report of all invoices and payments received against all active orders under this contract. The CRR is to provide the Contract Number, Order Number, Ordering Office, Client Agency and location, the Invoice Number, the amount of the invoice, Payment Received, the amount of the Contract Access Fee (CAF), total CAF per Order and the total CAF paid for the reporting period. The report shall include the total amount of the listed invoices and rebates for both the reporting period as well as cumulative totals for each active Order to date. **A CRR is required even when no invoices occur during the reporting period.** Invoices that extend beyond the contract period will be reported within 60 days of final delivery. The CRR shall be submitted using the GSA directed software (Microsoft Excel – version 7.0 or higher) by calendar quarter (January 1 – March 31, April 1 – June 30, July 1 – September 30, and October 1 – December 31). The reported amounts shall include the Contract Access Fee. To download the CRR format go to website: http://r6.gsa.gov/smallbusinessgwac. CRRs shall be submitted with the CAF on a quarterly basis and sent to the following:

General Services Administration
Small Business GWAC Center (6FG)
P.O. Box 16020
Kansas City, MO 64112

CRR reports are required to be submitted as long as there are open orders under the contract, even after the term of the contract has expired. CRR reports shall be submitted until all orders are completed.

The Government reserves the right to inspect without further notice, such records of the contractor as pertain to orders under this contract. Willful failure or refusal to furnish the required reports, or falsification thereof, shall constitute sufficient cause for terminating the contract for default.

G.6 Fee Reimbursement

GSA operating costs associated with awarding and managing this contract are recovered through a Contract Access Fee (CAF) of 3/4 percent of the total invoice amount. **Contractors should include the Contract Access Fee in the unit prices submitted with their order offer(s).** The contractor shall collect the CAF and rebate to GSA the amount of the fee. The CAF amount due shall be paid by check to:

General Services Administration
Small Business GWAC Center (6FG)
P.O. Box 16020
Kansas City, Missouri 64112

Where multiple invoices and/or multiple orders are involved, the CAF may be consolidated into one payment. To ensure the payment is credited properly, the contractor shall submit the check along with a printed copy of the cost recovery report (CRR) as required by section G.7. **Each check shall be annotated with the corresponding contract number.**

The contractor shall pay GSA within 30 calendar days after the end of each calendar quarter, the CAF for all invoices for which payment by the Government has been received by the contractor during the reporting period. Calendar quarters are January 1 – March 31, April 1 – June 30, July 1 – September 30, and October 1 – December 31. If the full amount of the CAF is not paid within 30 calendar days after the end of the applicable payment date, it shall constitute a debt to the United States Government under the Debt Collection Act of 1982, including withholding or setting off payments and interest on the debt (see FAR 52.232-1 7, Interest).

If the contractor fails to submit documented sales reports, payments, falsifies payment documentation, or fails to pay the CAF in a timely manner, the Government may terminate or cancel the contract. **Willful failure or refusal to furnish the required reports, falsification of reports, or failure to pay the CAF timely constitutes sufficient cause for terminating the contractor for cause under the termination provisions of this contract.**

G.6.1 – Contract Access Fee Remittance (MOD dated Apr 2008)

The Contract Access Fee reimburses GSA's Federal Acquisition Service for the costs of operating the GWAC program. The CAF represents a percentage of the total quarterly sales reported.

The CAF percentage is set at the discretion of GSA's FAS. **Currently the CAF is 3/4 percent.** FAS has the unilateral right to change the percentage at any time, but not more than once per year. FAS will provide reasonable notice prior to the effective date of any change. FAS will post notice of the current CAF at http://vsc.gsa.gov or successor website as appropriate.

The contractor shall remit the CAF to FAS in U.S. dollars within 30 calendar days after the end of the reporting quarter. Final CAF payment is due within 30 calendar days after physical completion of the last outstanding task order under the contract.

Instructions for remitting the CAF are contained at http://itss.gsa.gov. If paying by check, each check shall be annotated with the corresponding contract number and reporting quarter.

Where multiple invoices and/or multiple task orders under this contract are involved, the CAF may be consolidated into one payment. CAF payments for multiple contracts or reporting quarters shall not be consolidated.

Within 60 days of contract award, an FAS representative will provide the Contractor with specific written instructions on remitting the CAF. FAS reserves the unilateral right to change such instructions from time to time, following notification to the Contractor.

Failure to remit the full amount of the CAF within 30 calendar days after the end of the applicable reporting period constitutes a contract debt to the United States Government under the terms of FAR 32.6. The Government may exercise all rights under the Debt Collection Improvement Act of 1996, including withholding or setting off payments and interest on the debt (see FAR 52.232-17, Interest). The Contractor's failure to timely pay the CAF is sufficient cause for the Government to terminate the contract for default under the termination provisions of this contract.

G.7 Simplified CRR & CAF Payment

The Contractor has the option to pay the entire CAF for an Order up front and realize administrative savings from not having to issue a stream of checks for the CAF, and not having to submit information in the Invoice No., Invoice Date, Invoice Amount and Payment Received portions of CRRs following the 1st instance of reporting of the Order in a CRR. This alleviates the administrative burden of tracking partial invoices. The CAF is non-refundable.

G.7.1 - Contractor Sales Reporting (MOD dated Apr 2008)

The Contractor shall electronically register and report all sales under this contract at http://itss.gsa.gov in the GWAC Management Module. Instructions are included at the website. "Sales" means the dollar amount of the task order. The acceptable points at which sales may he reported are

when payment is received or invoices submitted in accordance with this contract. The contractor shall maintain a consistent accounting method of sales reporting.

The contractor shall accurately report the dollar value, in U. S. dollars and rounded to the nearest whole dollar, by calendar quarter (January 1—March 31, April 1—June 30, July 1— September 30, and October 1—December 31).

The contractor shall convert the total value of sales made in foreign currency to U.S. dollars using the "Treasury Reporting Rates of Exchange" issued by the U.S. Department of Treasury, Financial Management Service. The contractor shall use the issue of the Treasury report in effect on the last day of the calendar quarter. The report is available from Financial Management Services, International Funds Branch, Telephone: 202-874-7994, Internet: http://www.fms.treas.eov/intn.html.

The report is due within 30 calendar days following the end of the reporting quarter. The contractor shall continue to furnish quarterly reports, including "zero" sales, through physical completion of the last outstanding task order.

Reporting will be by contract at the task order level. Reports for multiple contracts shall not be consolidated.

Failure to submit required reports or the falsification of reports is sufficient cause for the Government to terminate the contract for default under the termination provisions of this contract.

G.8 Contract Administration

All contract administration for this contract will be accomplished by:

General Services Administration, 6FG
Attn: Howard Innis
1500 E. Bannister Rd.
Kansas City, MO 64131

G.9 Open Season

The Government reserves the right to conduct open seasons whereby additional awards will be made, when it determines it is in its best interest to do so. Notification of an open season will be made via FedBizOpps.

Contracts awarded under any open season will share the program ceiling and shall be made in accordance with all of the terms and conditions of this solicitation.

G.10 Subcontracting (MOD dated Apr 2008)

Pursuant to FAR 52.219-14, Limitation on subcontracting, At least 50% of the

cost of contract performance incurred for personnel shall be expended for employees of the concern. Contractors shall maintain up-to-date records concerning subcontracting costs and shall submit by task order via the method and instructions identified at www.gsa.gov/8astars semiannually (using the contract year) no later than 30 calendar days after each six- month reporting period. The first report period will be the contract notice to proceed date through May 31, 2005.

Report(s) must be submitted every reporting period even if there is no change or no activity on your contract.

Contract options for contractors not in full compliance with FAR 52.219-14 may not be exercised. Willful failure or refusal to furnish the required reports, or gross negligence in managing the subcontracting limitation, or falsification of reports **CONSTITUTES SUFFICIENT CAUSE TO TERMINATE THE CONTRACTOR FOR DEFAULT.**

G.11 Current & Past Performance Information (IAW FAR 42.15)

It is the Small Business GWAC Center's intent to collect complete performance evaluations for each Order. The requiring office will assess the Contractor's performance in areas such as quality, quantity and timeliness. Such ratings may have bearing on the Contractor's likelihood to receive future Orders. The past performance questionnaire in Section J of the solicitation may be used for this purpose. Additionally, evaluators may complete the past performance questionnaire available on-line at http://r6.gsa.gov/smallbusinessgwac.

It is incumbent upon the requiring official, or their designee, to complete a performance record (essentially measures of quality, schedule timeliness, performance goal attainment, cost goal compliance and customer satisfaction) for each Order after completion of work, and at least annually for Orders having a performance period in excess of one year. Performance evaluations should be submitted to the Small Business GWAC Center at the e-mail address: 8a@gsa.gov. Contractors should be cognizant of this requirement and exercise their right to contribute to the final performance record. Organizations of caliber will not only plan for good performance, but also be aware of their current performance as perceived by the Government, and take steps (i.e., requesting interim evaluations, holding meetings with the Government, corrective action if required, etc.) to ensure performance is satisfactory throughout the life of each Order so that there will be no surprises at the completion of work.

Contractors are invited to document their performance under each Contract Order and submit it to the Small Business GWAC Center. This standing invitation constitutes the Small Business GWAC Center's effort to afford an opportunity for Contractors to address adverse ratings before they are utilized in a future selection process. A file of all received Government performance records and any Contractor supplemental information will be maintained and made available to interested parties having a bona-fide need to know.

The Small Business GWAC Center is considering and may implement a mandatory uniform web-based past performance system in the future.

G.12 Re-certification of 8(a) status

Prior to exercising the option period of the contract, the contractor will be required to re-represent business size status and 8(a) program eligibility by providing a size status statement to the contracting officer or by completing the applicable portion of 52.213-3, Offeror Representations and Certifications – Commercial Items or 52.219-1, Small Business Program Representations, as applicable to the contract(s). If a previously awarded 8(a) small business concern re-represents itself as other than small, the contracting officer shall be precluded from exercising the option.

Pending SBA's final ruling, the Government reserves the right to require annual size re-certification.

Failure to re-certify will preclude the option from being exercised.

G.13 Order Level Protest

In accordance with Federal Acquisition Regulation (FAR) 16.505(a)(8), "No protest under Subpart 33.1 is authorized in connection with the issuance or proposed issuance of an Order under a Task-Order Contract or Delivery-Order Contract, except for a protest on the grounds that the Order increases the scope, period, or maximum value of the Contract".

G.14 OMBUDSMAN (MOD dated May 2008)

In accordance with FAR 16.5 disputes related to matters affecting Order award may be directed to the Ombudsman. The Ombudsman for GSA is:

SPECIAL ASSISTANT FOR CONTRACTING INTEGRITY

OFFICE OF ACQUISITION POLICY (MV)

1800 F STREET, NW – ROOM 4031

WASHINGTON, DC 20405-0002

PHONE: (202) 501-4770

FAX: (202) 501-1986

G.15 “This paragraph is unused”. (MOD dated AUG 2010)

G.16 Central contractor Registration

52.204-7 Central Contractor Registration (OCT 2003) (ALTERNATE I OCT 2003) [4].1104(a) (MOD dated MAR 2008)

(a) Definitions. As used in this clause

Central Contractor Registration (CCR) database means the primary Government repository for Contractor information required for the conduct of business with the Government.

Data Universal Numbering System (DUNS) number means the 9digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

Data Universal Numbering System + 4 (DUNS + 4) number means the DUNS number assigned by D&B plus a 4character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (BET) accounts (see the FAR a1 Subpart 32.11) for the same parent concern.

Registered in the CCR database means that

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields and has marked the record “Active”.

(b) (1) The Contractor shall be registered in theca database by December 31, 2003. The Contractor shall maintain registration during performance and through final payment of this contract.

(2) The Contractor shall enter, in the block with its name and address on the cover page of the SF 30, Amendment of solicitation/Modification of Contract, the annotation DLJNS” or ‘DTJNS +4’followed by the DUNS or DUNS +4 number that identifies the Contractor’s name and address exactly as stated in this contract The DUNS number will be used by the Contracting Officer to verify that the

Contractor is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number

(i) If located within the United States, by calling Dun and Bradstreet at 18667055711 or via the Internet at http://www.dnb.com or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. (2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR

database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate mad complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g) (1) (i) If a Contractor has legally changed its business name, “doing business as” name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change of name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day’s written notification of its intention to (A) change the name in the CCR database; (13)comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(l)(i)(C) of this clause, and, in the absence of a properly executed novation or change of name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the “Suspension of Payment” paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see PAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database information provided to the Contractor’s CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the ‘Suspension of payment” paragraph of the EFT clause of this contract

(h) Offerors and Contractors may obtain information on registration and

annual confirmation requirements via the internet at http://www.ccr,gov or by calling 1-888-227-2423 or 269-961-5757.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 Exit Strategy at the Option Period and Re-certification

The contracts will have an exit strategy built in only at the option periods. Primarily, this exit strategy will require contract holders to amass at least $100K in order awards on their contract in order to be eligible to continue performance under the contract. This is being established as a minimum requirement for the contract holder to be considered for option exercise. If the contract holder does not achieve at least $1 00K in order awards during base period, the Government simply will not exercise the next option.

Prior to exercising the option period of the contract, the contractor will be required to re-represent business size status and 8(a) program eligibility by providing a size status statement to the contracting officer or by completing the applicable portion of 52.213-3, Offeror Representations and Certifications – Commercial Items or 52.219-1, Small Business Program Representations, as applicable to the contract(s). If a previously awarded 8(a) small business concern re-represents itself as other than small, the contracting officer shall be precluded from exercising the option.

Pending SBA's final ruling, the Government reserves the right to require annual size re-certification.

Failure to re-certify will preclude the option from being exercised.

H.2 Maximum Program Ceiling and Minimum Guarantee

There is not an individual Contract ceiling. Instead, **there is a Contract Program maximum of $15 billion over the life of all Contracts under the 8(a) FAST ^{2} GWAC.** As an Order is issued against a Contract, the value of Orders that can be issued under all Contracts decreases by an equal amount.

The guaranteed minimum is $250.00 per contract. A request for payment of the minimum guarantee must be submitted in writing to the Contracting Officer no more than 15 calendar days after the Contract base period expires. Failure to submit the written request for payment to the Contracting Officer within that time period results in forfeiture of the minimum guarantee.

The exercise of an option does not re-establish, nor result in an increase in, the Contract minimum. The Contractor and Government agree that the minimum guarantee is adequate consideration to establish a binding Contract.

H.3 Contractor Provision of Contract Administration, Personnel, Equipment and Supplies

Unless otherwise specified in an individual Order, the Contractor shall provide all contract administration functions, office equipment (including computers/ workstations used in daily operation in support of this contract) and consumable supplies required in the daily operation or performance of, or in support of this contract. Special requirements, e.g., special workstations or unusual reproduction requirements required to complete Order requirements must be approved in advance by the Administrative Contracting Officer.

H.3.1 Personnel

The Contractor shall provide, at no direct cost, all management, administrative, clerical and supervisory functions required for the effective and efficient performance of this contract.

H.3.2 Key Personnel

Each Contract awardee shall designate a Contract Manager (the Key Personnel position for this Contract) who is responsible for overall coordination of their Contract with the Government. Contract management shall be provided at no direct cost under the resultant contract.

H.3.3 Contract Manager

This person --

- Organizes, directs, and coordinates planning and production of all Contract support activities

- Has excellent oral and written communication skills, with a demonstrated capability for dealing with, and may meet with, all levels of internal personnel and external representatives

- Formulates and reviews strategic plans, marketing plans, subcontracting, and deliverable items, determines Contract costs, and ensures conformity with Contract terms and conditions

- Explains policies, purposes, and goals of the Contractor's organization, and GSA's policies and procedures applicable to this Contract, to Contractor personnel

- Takes appropriate action as required to avoid personal services Orders

- Must be authorized to negotiate on behalf of and bind the Contractor to Orders

Key personnel must be assigned for the duration of the Contract barring circumstances outside the control of the Contractor (e.g., death, resignation, disabilty, etc) or otherwise accepted by the Contracting Officer.

H.4 Hold Harmless and Indemnification Agreement

The Contractor shall save and hold harmless and indemnify the Government against any and all liability, claims, and costs of whatever, kind and nature to include injury to or death of any person or persons and for loss or damage to any property occurring in connection with, or in any way under the terms of this contract, resulting in whole or in part from the negligent act or omissions of the Contractor.

H.5. Government Liability

The Government shall not be liable for any injury to the Contractor's personnel or damage to the Contractor's property unless such injury or damage is due to negligence on the part of the Government and is recoverable under the Federal Torts Claims Act, or pursuant to another Federal statutory authority.

H.6 Government Furnished Items (GFI)

Government furnished items (GFI), if any will be identified in individuals Orders, as appropriate. All GFI are furnished “as is”.

H.6.1 Transportation of Government Furnished Items

The Contractor shall be responsible for transporting all GFI between the Government site(s) and the Contractor's place of performance. Pickup and delivery of all materials shall be in accordance with the schedule defined for each specific requirement.

H.6.2 Handling of Government Furnished Items

The Contractor shall protect from unauthorized disclosure any materials or information made available by the Government, or that the Contractor has access to by virtue of the provisions of this contract, that are not intended for public disclosure.

The material and information made available to the Contractor by the Government, or that the Contractor comes into contact with in completing this contract, are the exclusive property of the Government. Any information or materials developed by the Contractor in performance of this contract are also

the exclusive property of the Government. Upon completion or termination of this contract, the Contractor shall turn over to the Government all materials (copies included) that were furnished to the Contractor by the Government and all materials that were developed by the Contractor in the performance of this contract.

H.7 Government Facility Access & Availability

FAR provision 52.237-1 Site Visit (APR 1984) APPLIES TO EACH AND EVERY RFQ/ORDER ISSUED REGARDLESS IF IT IS CITED THERE OR NOT (it is a provision, and it usually applies only at the solicitation level, but it also applies to RFQ's/Orders issued under the Contract.) Contractors uncertain of conditions for performance are instructed to inquire regarding means of premises ingress/egress, security requirements, delivery/demurrage, storage, use of approaches, use of corridors, use of stairways, use of elevators, Government furnished space/property/equipment, availability of/access to Government facilities on federal holidays, and similar matters prior to submission of a quotation.

During all operations on Government premises, the Contractor's personnel shall comply with the rules and regulations governing the conduct of personnel and the operation of the facility.

H.8 Government Rights to Inspection

The Government, through its authorized representative, has the right, at all reasonable times, to inspect, or otherwise evaluate the work performed, or being performed, hereunder and shall notify the Contractor of unsatisfactory performance. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

It will be the responsibility of the Client Representative to ensure that adequate records of the inspection or evaluation are kept to support acceptance or rejection of work performed or being performed.

Acceptance will be made by the Client Representative or designated representative(s); the contracting officer, if necessary, will make rejections.

H.9 Alternate Dispute Resolution

Alternate Dispute Resolution (ADR) procedures increase the opportunity for relatively inexpensive and expeditious resolution of issues in controversy. These procedures may be used at any time that the Contracting Officer has authority to resolve the issue in controversy. If the Contractor submits a claim, ADR procedures may be applied to all or part of the claim. The Contractor must certify its claim in accordance with FAR 33.207. When ADR procedures are used after the issuance of a Contracting Officer's final decision, the time limitations or

procedural requirements for filing an appeal of the Contracting Officer's final decision are not altered.

H.10 Contractor Past Performance Questionnaires

In order for GSA to effectively evaluate contractor past performance, the "Past Performance Questionnaire", Attachment 5, Section J, will be utilized during the pre-award phase of this procurement. During the post-award phase of this procurement, GSA client agencies will be asked to complete a past performance questionnaire for each order issued under these contracts. Questionnaires, if required, will be submitted after completion of delivery of supplies/services. Upon completion of every task order, the contractor shall provide to the Government PCO(s) client agency contact information in order to facilitate obtaining past performance data. Contractor cooperation in supplying the required information will be taken into consideration when exercising option periods.

H.11 Travel

All travel must be specified in the order issued. The cost of transportation, lodging, subsistence and incidental expenses (per diem) incurred by contractor personnel when requested to travel in the performance of an order shall comply with the limitations as set forth in FAR 31.205-46. Travel costs must be consistent with and limited to the approved Government travel regulations (Federal Travel Regulations (FTR) for civilian agency work, Joint Travel Regulations (JTR) for military agency work).

H.12 Supervision of Employees

The contractor's employees shall remain under the contractor's direct supervision at all times. Although the Government will coordinate directions within the scope of the contract, detailed instruction for the contractor's employees and supervision shall remain the responsibility of the contractor.

H.13 Cancellation of Orders

The contractor shall honor orders for services for the period of time specified or the estimated dollar value, whichever expires first, stated in the order. Services delivered in excess of those authorized by the order may not be paid for by the Government. Where the requirement for services is discontinued, transferred or otherwise changed, or canceled for convenience, the Government may cancel the order prior to expiration of the specified time or estimated dollar value upon thirty (30) days written notice to the contractor. If an order is canceled, the Government shall be liable only for payment of acceptable services rendered before the effective date of the cancellation.

H.14 Contract Marketing

For the life of their Contract(s), each Contractor shall design, deploy, operate, maintain, update and manage a Section 508 compliant informational web page (or pages) with a static URL that can be externally linked to, solely featuring their 8(a) FAST [2] Contract(s). The informational website shall be accessible 24 hours a day, 7 days a week. Each Contractor shall provide a prominent hyperlink to the aforementioned web page on their internet home page, after splash screen type introductions - if any, with no scroll down necessary to view the link. The specific web content design remains at the discretion of the Contractor. The informational web page will address the specific Contract terms, product, maintenance and warranty offerings available, and provide a ready link to the Small Business GWAC Center home page at http://r6gsa.gov/smallbusinessgwac. The Small Business GWAC Center home page is subject to change at the Government's discretion. The contractor's web site content shall be deployed and operational within 30 calendar days of Contract award.

If the Contractor intends to use the GSA logo in any way, they must have first received the Small Business GWAC Center Contracting Officer's approval.

H.15 Security Clearances

From time to time there may be opportunities for work requiring security clearances. RFQs will contain security clearance requirements, if any, and quoters must meet those requirements by the deadline for receipt of quotations unless a different standard is established in the RFQ, or they will be considered unacceptable. Pricing of obtaining security clearances must be included in the ceiling rates proposed in Section B.

H.16 Insurance

Required insurance in connection with FAR 52.228-5 and GSAR 552.228-70 found in Section I.

1. Workman's compensation insurance required by law of the State where performance is conducted.

2. Comprehensive bodily injury insurance with limits of not less than $500,000 for each occurrence.

3. Property Damage liability with a limit of not less than $100,000 for each occurrence.

4. Automotive bodily injury liability insurance with limits of not less than $200,000 for each person and $500,000 for each occurrence, and property

damage liability insurance with a limit of not less than $50,000 for each occurrence.

H.17 Technical Refreshment (MOD dated MAR 2008)

After contract award, the Government may, pursuant to the FAR Clause 52.243-1, Changes – Fixed Price, Alternate II or FAR Clause 52.243-3, Changes – Time and Materials or Labor Hours, order changes within the scope of the contract. These changes may be required to improve performance, or react to changes in technology.

Technical refresh labor category and their respective definitions (included hereby in contract section J) and associated ceiling labor rates (included hereby in contract section B) resulting from completed negotiations and agreement of the parties are hereby incorporated into the basic contract.

SECTION I

CONTRACT CLAUSES

I.1 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://www.arnet.gov

I.1.1 FEDERAL ACQUISITION REGULATION (48 CHAPTER 1) CLAUSES (MOD dated JUN 2009)

Clause No.	Clause Title	Date
52.202-1	Definitions	(JUL 2004)
52.203-3	Gratuities	(APR 1984)
52.203-5	Covenant Against Contingent Fees	(APR 1984)
52.203-6	Restrictions On Subcontractor Sales to the Government	(SEP 2006)
52.203-7	Anti-Kickback Procedures	(JUL 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	(JAN 1997)
52.203-10	Price of Fee Adjustment for Illegal or Improper Activity	(JAN 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	(SEP 2007)
52.203-13	Contractor Code of Business Ethics and Conduct	(DEC 2008)
52.203-14	Display of Hotline Poster(s)	(DEC 2007)
52.203-15	Whitstleblower Protections Under the American Recovery and Reinvestment Act of 2009	(MAR 2009)
52.204-2	Security Requirements	(AUG 1996)
52.204-4	Printing/Copying Double-Sided on Recycled Paper	(AUG 2000)
52.204-9	Personal Identity Verification of Contractor Personnel	(SEP 2007)
52.204-10	Reporting Executive Compensation and First Tier Subcontract Awards	(Jul 2010)
52.204-11	American Recovery and Reinvestment Act – Reporting Requirements	(MAR 2009)
52.207-3	Right of First Refusal of Employment	(MAY 2006)
52.208-9	Contractor Use of Mandatory Sources of Supply or	(OCT 2008)

	Services	
52.209-6	Protecting the Government's Interest when Subcontracting with Contractors	(SEP 2006)
52.211-5	Material Requirements	(AUG 2000)
52.21 2-4	Contract Terms and Conditions Commercial Items	(MAR 2009)
52.214-34	Submission of Offers in the English Language	(APR 1991)
52.214-35	Submission of Offers in U.S. Currency	(Apr 1991)
52.215-2	Audit and Records – Negotiations	(MAR 2009)
52.215-2	Alternate I	(MAR 2009)
52.215-8	Order of Precedence – Uniform Contract Format	(OCT 1997)
52.215-14	Integrity of Unit Prices	(OCT 1997)
52.216-29	Time-and-Materials/Labor-Hour Proposal Requirements—Non- Commercial Item Acquisition With Adequate Price Competition	(FEB 2007)
52.216-30	Time-and-Materials/Labor-Hour Proposal Requirements-Non- Commercial Item Acquisition Without Adequate Price Competition.	(FEB 2007)
52.216-31	Time-and-Materials/Labor-Hour Proposal Requirements- Commercial Item Acquisition	(FEB 2007)
52.217-9	Option to Extend the Term of the Contract	(MAR 2000)
52.219-8	Utilization of Small Business Concerns	(MAY 2004)
52.219-14	Limitations on Subcontracts	(DEC 1996)
52.219-28	Post-Award Small Business Program Rerepresentation	(APR 2009)
52.222-1	Notice to the Government of Labor Disputes	(FEB 1997)
52.222-3	Convict Labor	(JUN 2003)
52.222-19	Child Labor Cooperation with Authorities and Remedies	(FEB 2008)
52.222-20	Walsh-Healy Public Contracts Act	(DEC 1996)
52.222-21	Prohibition of Segregated Facilities	(FEB 1999)
52.222-26	Equal Opportunity	(MAY 2007)
52.222-29	Notification of Visa Denial	(JUN 2003)
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	(SEP 2006)
52.222-36	Affirmative Action for Workers with Disabilities	(JUN 1998)
52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era and other Eligible Veterans	(SEP 2006)
52.222-50	Combating Trafficking in Persons	(FEB 2009)
52.222-54	Employment Eligibility Verification	(JAN 2009)
52.223-5	Pollution Prevention and	(AUG 2003)

	Right-to-Know Information	
52.223-6	Drug Free Workplace	(MAY 2001)
52.223-10	Waste Reduction Program	(AUG 2000)
52.223-14	Toxic Chemical Release Reporting	(AUG 2003)
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	(DEC 2007)
52.223-17	Affirmative Procurement of EPA-designated Items in Service and Construction Contracts	(MAY 2008)
52.224-1	Privacy Act Notification	(APR 1984)
52.224-2	Privacy Act	(APR 1984)
52.225-1	Buy American Act – Supplies	(FEB 2009)
52.225-3	Buy American Act - Free Trade Agreements – Israeli Trade Act	(FEB 2009)
52.225-13	Restrictions of Certain Foreign Purchases	(JUN 2008)
52.225-14	Inconsistency Between English Version and Translation of Contract	(FEB 2000)
52.225-19	Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission Outside the United States	(MAR 2008)
52.226-1	Utilization of Indian Organizations and Indian Owned Economic Enterprises	(JUN 2000)
52.227-1	Authorization and Consent	(DEC 2007)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	(DEC 2007)
52.227-3	Patent Indemnity	(APR 1984)
52.227-10	Filing of Patent Applications-Classified Subject Matter	(DEC 2007)
52.227-11	Patent Rights-Ownership by the Contractor	(DEC 2007)
52.227-13	Patent Rights-Ownership by the Government	(DEC 2007)
52.227-14	Rights in Data - General	(DEC 2007)
52.227-14	Rights in Data - General, Alternate I	(DEC 2007)
52.227-14	Rights in Data - General, Alternate II	(DEC 2007)
52.227-14	Rights in Data - General, Alternate III	(DEC 2007)
52.227-14	Rights in Data - General, Alternate IV	(DEC 2007)
52.227-14	Rights in Data - General, Alternate V	(DEC 2007)
52.227-17	Rights in Data – Special Works	(DEC 2007)
52.227-19	Commercial Computer Software-Restricted Rights	(DEC 2007)
52.228-5	Insurance – Work on Government Installation	(JAN 1997)
52.229-3	Federal, State, and Local Taxes	(JUN 2003)
52.229-5	Taxes – Contracts Performed in U.S. Possessions or Puerto Rico	(JUN 2003)
52.229-6	Taxes – Foreign Fixed Price Contracts	(JUN 2003)
52.232-1	Payments	(APR 1984)
52.232-7	Payments Under Time and Materials and Labor-Hour Contracts	(FEB 2007)

52.232-7	Payments Under Time and Materials and Labor-Hour Contracts, Alternate I	(FEB 2007)
52.232-8	Discounts for Prompt Payment	(FEB 2002)
52.232-11	Extras	(APR 1984)
52.232-17	Interest	(OCT 2008)
52.232-18	Availability of Funds	(APR 1984)
52.232-23	Assignment of Claims	(JAN 1986)
52.232-25	Prompt Payment	(OCT 2008)
52.232-32	Performance-Based Payments	(JAN 2008)
52.232-34	Payments by Electronic Funds Transfer-Other than Central Contractor Registration	(MAY 1999)
52.233-1	Disputes	(JUL 2002)
52.233-3	Protest After Award	(AUG 1996)
52.237-2	Protection of Government Buildings, Equipment and Vegetation	(APR 1984)
52.237-3	Continuity of Services	(JAN 1991)
52.239-1	Privacy or Security Safeguards	(AUG 1996)
52.242-13	Bankruptcy	(JUL 1995)
52.243-1	Changes-Fixed Price Alternate II	(AUG 1987)
52.243-3	Changes-Time and Materials or Labor-Hours	(SEP 2000)
52.244-2	Subcontracts	(JUN 2007)
52.244-6	Subcontracts for Commercial Items	(MAR 2009)
52.245-1	Property Records	(JUN 2007)
52.245-2	Government Property (Fixed Price Contracts)	(JUN 2007)
52.245-5	Government Property (Cost Reimbursement, Time and Materials or Labor Hour Contracts)	(JAN 1986)
52.245-9	Use and Charges	(JUN 2007)
52.245-19	Government Property Furnished "As-Is"	(APR 1984)
52.246-18	Warranty of Supplies of a Complex Nature	(MAY 2001)
52.246-19	Warranty of Systems and Equipment under Performance Specifications Or Design Criteria	(MAY 2001)
52.246-20	Warranty of Services	(MAY 2001)
52.246-23	Limitation of Liability	(FEB 1997)
52.246-25	Limitation of Liability – Services	(FEB 1997)
52.248-1	Value Engineering	(FEB 2000)
52.249-2	Termination for Convenience of the Government (Fixed Price)	(MAY 2004)
52.249-8	Default (Fixed Price Supply and Service)	(APR 1984)
52.249-14	Excusable Delays	(APR 1984)
52.250-5	Safety Act — Equitable Adjustment	(FEB 2009)
52.253-1	Computer Generated Forms	(JAN 1991)

I.1.2 General Services Administration Acquisition Regulation (GSAM) (48 CFR Chapter 5) Clauses. http ://www.arnet.gov.GSAM/gsam.html

552.203-71	Restriction of Advertising	(SEP 1999)
552.215-70	Examination of Records by GSA	(FEB 1996)
552.228-70	Workman's Compensation Laws	(SEP 1999)
552.232-23	Assignment of Claims	(SEP 1999)
552.233-70	Protests Filed Directly with the General Services Administration	(MAR 2000)
552.246-17	Warranty of Supplies of a Noncomplex Nature (Deviation FAR 52.246-17)	(DEC 1990)

I.2 52.204-9 Personal Identity Verification of Contractor Personnel (Nov 2006) (MOD dated Aug 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

I.3 52.215-19 Notification of Ownership Changes (Oct 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of Clause)

I.4 52.216-18 Ordering (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of contract award through expiration including options thereof.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of Clause)

I.5 52.216-22 Indefinite Quantity (OCT 1995)

(a) This is an indefinite-quantity contract for supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimated only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the

"maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the date specified in the Task/Delivery Order.

(End of Clause)

I.6 52.217-9 Option to Extend the Term of the Contract (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor upon expiration of this contract; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause shall not exceed 7 years and 6 months.

(End of Clause)

I.7 52.219-18 Notification of Competition Limited to Eligible 8(a) Concerns. (June 2003)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer-

(1) The Offeror is in conformance with the 8(a) support limitation set forth

in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d) (1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed $25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(2) The_____ [insert name of SBA's contractor] will notify the GSA Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of Clause)

I.8 52.219-28 Post-Award Small Business Program Rerepresentation (JUN 2007) (MOD dated August 2007)

(a) *Definitions*. As used in this clause—

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts—

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at http://www.sba.gov/services/contractingopportunities/sizestandardstopics/.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall

make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it □ is, □ is not a small business concern under NAICS Code _____ assigned to contract number_____.

[*Contractor to sign and date and insert authorized signer's name and title*].

(End of clause)

I.9 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS (APR 2003)

(a) Definitions. As used in this clause-
"Commercial item" has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.219-8, Utilization of Small Business Concerns (Oct 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $500,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans ot the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212(a));

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (June 2000) (46 U.S.C. Appx 1241) (flowdown not required for subcontracts awarded beginning May 1, 1996).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

(End of Clause)

I.10 52.252-6 Authorized Deviations in Clauses (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any GSAM (48 CFR Chapter 5) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Clause)

I.11 552.217-71 Notice Regarding Option(s) (NOV 1992) (GSAM)

The General Services Administration (GSA) has included an option to extend the term of this contract in order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful Offeror that performs at a level which meets or exceeds GSA's quality performance expectations as communicated to the Contractor, in writing, by the Contracting Officer or designated representative. When deciding whether to exercise the option, the Contracting Officer will consider the quality of the Contractor's past performance under this contract in accordance with 48 CFR 517.207.

(End of Clause)

I.12 552.219-74 SECTION 8(a) DIRECT AWARD (SEP 1999)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) Contractor pursuant to the Memorandum of Understanding between the Small Business Administration (SBA) and the General Services Administration. SBA retains the responsibility for 8(a) certifications, 8(a) eligibility determinations, and related issues, and will provide counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

_____

[*Complete at time of award*]

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract. However, the contracting activity shall give advance notice to SBA before it issues a final notice terminating performance, either in whole or in part,

under the contract. The contracting activity shall also coordinate with SBA prior to processing any advance payments or novation agreements. The contracting activity may assign contract administration functions to a contract administration office.

(c) The Contractor agrees:

(1) To notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637(a)(21), transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control.

(2) To the requirements of 52.21 9-14, Limitations on Subcontracting.

(End of Clause)

I.13 552.232-70 Invoice Requirements (SEP 1999)(GSAM)

(a) Invoices shall be submitted in an original only, unless otherwise specified, to the designated billing office specified in this contract or purchase/delivery order.

(b) Invoices must include the Accounting Control Transaction (ACT) number provided below or on the purchase/delivery order.

(c) In addition to the requirements for a proper invoice specified in the Prompt Payment Clause of this contract or purchase/delivery order, the following information or documentation must be submitted with each invoice:

(1) Name of the business concern and invoice date.

(2) Contract Number, ITI Project Number, and Title

(3) Delivery order number

(4) Item number, national stock number (NSN) or other product identification number, description, price, and quantity of property or services actually delivered or rendered

(5) Shipping and payment terms

(6) Name, title, phone number, and complete mailing address of responsible official to whom payment is to be sent.

The "remit to" address must correspond to the remittance address in the Contract.

(7) Information necessary to enable the Government to make payment by wire transfer

(End of Clause)

I.14 552.232-77 PAYMENT BY GOVERNMENT COMMERCIAL PURCHASE CARD (MAR 2000)

(a) Definitions.

"*Governmentwide commercial purchase card*" means a uniquely numbered credit card issued by a contractor under GSA's Governmentwide Contract for Fleet, Travel, and purchase Card Services to named individual Government employees or entities to pay for official Government purchases.

"*Oral order*" means an order placed orally either in person or by telephone.

(b) At the option of the Government and if agreeable to the Contractor, payments for orders oral or written orders may be made using the Governmentwide commercial purchase card.

(c) The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item under other contract requirements, the Contractor must immediately credit a cardholder's account for items returned as defective or faulty.

(d) Payments made using the Governmentwide commercial purchase card are not eligible for any negotiated prompt payment discount. Payment made using a Government debit card will receive the applicable prompt payment discount.

(End of Clause)

SECTION J

List of attachments

ATTACHMENT NO.	TITLE
1.	Labor Category Descriptions (29 pages)
2.	List of Acronyms (2 pages)
3.	Experience Format (1 Page)
4.	Company Profile (1 Page)
5.	Past Performance Questionnaire and Ratings (4 Pages)
6.	GSA Form 527 Instructional Letter

The following attachments are found in separate files in this solicitation notice:

7.	GSA Form 527
8.	Addendum to Past Performance Questionnaire
B-1.	Pricing Schedules for Functional Area 1
B-2.	Pricing Schedules for Functional Area 2
B-3.	Pricing Schedules for Functional Area 3
B-4.	Pricing Schedules for Functional Area 4
B-5.	Pricing Schedules for Functional Area 5
B-6.	Pricing Schedules for Functional Area 6
B-7.	Pricing Schedules for Functional Area 7
B-8.	Pricing Schedules for Functional Area 8

LABOR CATEGORY DESCRIPTIONS

Sources for these descriptions include the Mercer Guide and other industry references.

FUNCTIONAL AREA 1 – NAIC CODE 541511 – Custom Computer Programming Services:

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 – Applications Systems Analyst/Programmer - Intermediate:

Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of applications systems analysis and programming activities, but requires instruction and guidance in other phases.

CLIN 3 – Applications Systems Analyst/Programmer - Senior:

Under general direction, formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers.

CLIN 4 – Database Analyst/Programmer - Intermediate:

Under general supervision, designs, implements and maintains moderately complex databases. Maintains database dictionaries and integration of systems through database design. Competent to work on most phases of database administration but may require some instruction and guidance in other phases. Requires two years experience in the field.

CLIN 5 – Database Analyst/Programmer - Senior:

Under general direction, designs, implements and maintains complex database with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Competent to work at the highest level of all phases of database management. Requires three years experience in the field.

CLIN 6 – Documentation Specialist - Intermediate:

Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation.

CLIN 7 – Documentation Specialist - Senior:

Under general supervision, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large positions.

CLIN 8 – Graphics Specialist:

Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Frequently reports to a department manager or information systems management.

CLIN 9 – Quality Assurance Analyst - Intermediate:

Under general supervision, carries out procedures to ensure that all information systems, products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements. Frequently reports to a Quality Assurance Manager.

CLIN 10 – Quality Assurance Analyst - Senior:

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

CLIN 11 – Software Architect:

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

CLIN 12 – Software Developer - Intermediate:

Under general supervision, develops codes, tests, and debugs new software or enhancements to existing software. Has good understanding of business applications. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals. Requires two years experience in the field.

CLIN 13 – Software Developer - Senior:

Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand

problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff. Requires five years experience in the field.

CLIN 14 – Software Systems Engineer - Intermediate:

Under general supervision, works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs, position control language, macros, subroutines, and other control modules. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases.

CLIN 15 – Software Systems Engineer –Senior:

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

CLIN 16 – Technical Editor:

Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Accuracy of content may fall under this position or the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Note: This description is for a technical editor in a large software house or an editor in a technical lab, which produces papers for publication. Newsletter, newspaper, or magazine editors should not be matched to this position.

CLIN 17 – Web Software Developer:

Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts.

CLIN 18 – Travel

CLIN 19 – Other Direct Costs

CLIN 20 - Applications Programmer:

Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents.

CLIN 21 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.

CLIN 22 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 23 - Client/Server Database Manager:

Projects long-range requirements for client/server database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the client/server database management section.

CLIN 24 - Communications Facility Engineer:

Provides technical direction and engineering knowledge for communications systems infrastructure activities, including planning, designing, and implementing communications infrastructure requirements for buildings and systems. Ensures

that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.

CLIN 25 - Communications Installer:

Assists in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. Performs feasibility studies for small projects. Assists in the evaluation and selection of equipment.

CLIN 26 - Communications Transmission Engineer:

Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.

CLIN 27 – Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes

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CLIN 28 - Data Architect:

Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

CLIN 29 - Data/Configuration Management Specialist:

Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

CLIN 30 - Engineering Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

CLIN 31 - Information Assurance Development Engineer:

Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution.

CLIN 32 - Information Assurance Engineer:

Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

CLIN 33 - Information Assurance Network Specialist:

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

CLIN 34 - Information Assurance Systems/Network Specialist:

Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware, NT, applications software. Detects, diagnoses, and reports NT related problems on both NT server and NT desktop systems. Performs a wide variety of tasks in software/hardware maintenance and operational support of NT Server systems.

CLIN 35 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 36 -IT Subject Matter Specialist:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

CLIN 37 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 38 - Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 39 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 40 - Strategic Planner:

Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.

CLIN 41 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and

implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

CLIN 42 - Technical Writer:

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document.

CLIN 43 - Web Content Analyst:

Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site.

CLIN 44 - Web Security Analyst:

Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet/intranet. Applies Internet firewall technologies to maintain security. Ensures that the user community understands and adheres to necessary procedures to maintain security. Updates and deletes users, monitors and performs follow-up on compliance violations, and develops security policies, practices, and guidelines.

FUNCTIONAL AREA 2 – NAIC CODE 541512 – Computer Systems Design Services:

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 - Client/Server Network Architect:

Top-level technical expert responsible for design and development of a client/server environment. Develops strategy of client/server system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management.

CLIN 3 – Data Architect:

Under general supervision, works in a data warehouse environment, which includes data design, database architecture, metadata, and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Typically requires two to four years of experience.

CLIN 4 – ERP Business Analyst - Intermediate:

Under general supervision, serves as subject matter expert associated with content, processes, and procedures associated with enterprise applications. Applies functional knowledge to design and customize workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans, and works with production issues.

CLIN 5 – ERP Business Analyst - Senior:

Under general direction, serves as senior subject matter expert associated with content, processes, and procedures associated with ERP. Defines detailed requirements, analyzes business needs, and validates solutions with the client. Details requirements through product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs.

CLIN 6 – ERP Programmer:

Under general supervision, works primarily in ERP client/server enterprise application. Designs and develops all aspects of data conversion. Builds application tables, panels, and reports. Codes individual modules and complex

functions. Develops application tables, panels, and reports for projects. Responsible for software integration and external interface development. Troubleshoots and resolves testing issues. Responsible for technical documentation.

CLIN 7 – Information Services Consultant:

Top-level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing systems needs, systems development, systems process analysis, design, and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications.

CLIN 8 – Information Systems Training Specialist - Intermediate:

Under general supervision, organizes and conducts moderately complex training and educational programs for information systems or user personnel. Maintains records of training activities, employee progress, and program effectiveness. Competent to work on most phases of information systems training.

CLIN 9 – Information Systems Training Specialist - Senior:

Under general direction, organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Competent to work at the highest level of all phases of information systems training.

CLIN 10 – LAN Administrator - Intermediate:

Under general supervision, responsible for the acquisition, installation, maintenance, and usage of the organization's local area network. Manages LAN performance and maintains LAN security. Ensures that security procedures are implemented and enforced. Installs all network software. Evaluates, develops and maintains telecommunications systems. Troubleshoots LAN problems. Establishes and implements LAN policies, procedures, and standards and ensures their conformance with information systems and organization objectives. Trains users on LAN operation. Typically requires two to four years of experience. Frequently reports to a PC support manager or Senior LAN Administrator.

CLIN 11 – LAN Administrator - Senior:

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

CLIN 12 – LAN/WAN Integrator:

Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Has responsibility for technical architecture and recommendations related to LAN/WAN. Is typically a top-level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software. Maintains high level of technical expertise and studies vendor products to determine those which best meet organization needs. Presents information to management, which may result in the purchase and installation of hardware, software, and telecommunications equipment. Recommends network security procedures and policies. Knowledgeable in a multi-platform operating environment. May work with Voce and/or Data Communications Analysts.

CLIN 13 – Network Engineer - Intermediate:

Under general supervision, oversees the purchase, installation, and support of network communications, including LAN/WAN systems. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems. Assists in the planning of large-scale systems projects through vendor comparison and cost studies. Requires thorough knowledge of LAN/WAN systems, networks, and applications. Typically requires two to five years of experience.

CLIN 14 – Network Engineer - Senior:

Under general direction, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for

evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Provides work leadership and training to lower level network engineers. Requires expert knowledge of LAN/WAN systems, networks, and applications. Typically requires at least five years of experience.

CLIN 15 – PC/LAN Management Analyst - Intermediate:

Under general supervision, works closely with business and management and staff on LAN support, network design, and configuration in a multi-server environment. Responsible for the installation/configuration and support of client servers, application support software, and implementation of new business software applications. Participates with client in the installation/configuration of equipment and software. Analyzes and coordinates resolution of network problems. Provides technical support and guidelines to client and systems areas through documentation. Requires experience with Token Ring.

CLIN 16 – PC/LAN Management Analyst - Senior:

Under general direction, provides consultation to business area management and staff at the highest technical level for all aspects of PC/LAN design and configuration in a multi-server environment. Plans and coordinates the installation of new or modified Local Area Networks and installs and coordinates the resolution of network problems or malfunctions. Provides technical support and guidelines to client and systems areas through documentation. Requires experience with Token Ring.

CLIN 17 – Systems Administrator - Intermediate:

Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

CLIN 18 – Systems Administrator - Senior:

Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

CLIN 19 – UNIX Systems Administrator:

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

CLIN 20 – Travel

CLIN 21 – Other Direct Costs

CLIN 22 - Applications Programmer:

Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents.

CLIN 23 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation**,** and presentation phases.

CLIN 24 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 25 - Client/Server Database Manager:

Projects long-range requirements for client/server database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the client/server database management section.

CLIN 26 - Communications Installer:

Assists in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. Performs feasibility studies for small projects. Assists in the evaluation and selection of equipment.

CLIN 27 - Communications Transmission Engineer:

Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.

CLIN 28 – Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

CLIN 29 - Data Architect:

Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

CLIN 30 - Data/Configuration Management Specialist:

Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

CLIN 31 - Engineering Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

CLIN 32 - ERP Business/Architectural Specialist:

Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.

CLIN 33 - Information Assurance Development Engineer:

Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution.

CLIN 34 - Information Assurance Engineer:

Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

CLIN 35 - Information Assurance Network Specialist:

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

CLIN 36 - Information Assurance Systems/Network Specialist:

Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware, NT, applications software. Detects, diagnoses, and reports NT related problems on both NT server and NT desktop systems. Performs a wide variety of tasks in software/hardware maintenance and operational support of NT Server systems.

CLIN 37 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 38 - IT Subject Matter Specialist:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

CLIN 39 - LAN/WAN Administrator:

Monitors LAN, WAN, and servers. Provides batch monitoring, tape back-up, and restoration. Administers mail system and implements new database architecture. Monitors and conducts performance evaluation of networks. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.

CLIN 40 - Network Control Technician:

Tests and analyzes all elements of complex network facilities (including power, software, communications devices, lines, modems, and terminals). Monitors and controls the performance and status of the network resources. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

CLIN 41 - Network Systems Administrator:

Provides system administration of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.

CLIN 42 - Network Systems Manager:

Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.

CLIN 43 - Network/Hardware Support Technician:

Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Monitors and controls the performance and status of the network resources.

CLIN 44 - Operations Manager - Data Communications:

Manages all aspects of the daily operation for data network(s) in either a stand-alone data network environment in a voice and data separated network environment. Develops project plans for the implementation of new telecommunications technology and systems. Directs technical analysis of complex software, hardware, and transmission systems. Coordinates with vendors involved in providing communication activities.

CLIN 45 - Operations Manager - Voice Communications:

Manages all aspects of the daily operation for voice network(s) in either a stand-alone voice network OR in a voice and data separated network environment. Develops project plans for the implementation of new telecommunications technology and systems. Directs technical analysis of complex software, hardware, and transmission systems.

CLIN 46 - Operations Systems Manager:

Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.

CLIN 47 - Operations/Network LAN Administrator:

Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs and configures workstations.

CLIN 48 - Operations/Technical Support Analyst:

Provides technical guidance for directing and monitoring information systems operations. Implements machine modifications to increase the capacity of the system. Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.

CLIN 49 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 50 - Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 51 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 52 - Strategic Planner:

Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.

CLIN 53 - Systems Analysis and Programming Director:

Develops software within an organization. Directs the software engineering function in developing, releasing, and maintaining software applications/operating systems according to business needs.

CLIN 54 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

CLIN 55 - Systems Management Technologist:

Analyzes, develops, operates, and maintains software libraries and catalogs. Provides support and direction for user groups in the use of the software/hardware systems and programs to support an integrated system.

CLIN 56 - Technical Writer:

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document.

CLIN 57 - Telecommunications/Communications Integration Engineer:

Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/ communications networks and services with computer systems. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.

FUNCTIONAL AREA 3 – NAIC CODE 541513 – Computer Facilities Management Services:

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 – Client/Server Support Analyst:

Under general supervision, assists with personal computer operating systems software and communication system software. Designs, tests, and maintains personal computer systems. Responsible for analyzing and solving personal computer-related problems. Responsible for security, integrity, and reliability of personal computer systems. Tests and integrates new hardware, systems and modifications to existing equipment and systems. Performs research/investigations, analysis, design, testing, and installation of supported hardware and software. Schedules installation of new hardware and software and modifications to existing systems. Monitors performance of hardware and its capacity in all assigned locations. Recommends and implements enhancements to existing hardware and systems.

CLIN 3 – Computer Operations Manager:

Responsible for all activities relating to the operation of centralized data processing equipment and peripheral information systems equipment. Establishes detailed schedules for the utilization of all equipment in the computer operations section to obtain maximum utilization. Assigns personnel to various operations and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding the computer operations section. Frequently reports to a Director of Information Systems Operations.

CLIN 4 – Help Desk Coordinator - Intermediate:

Under general supervision, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to senior level support. May involve use of problem management database and help desk systems.

CLIN 5 – Help Desk Coordinator - Senior:

Under general direction, responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment. Typically involves use of problem management database and help desk system. May provide guidance/training for less-experienced personnel.

CLIN 6 – Help Desk Manager:

Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Requires 3 years experience in the field.

CLIN 7 – Help Desk Support Services Specialist - Intermediate:

Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level.

CLIN 8 – Help Desk Support Services Specialist - Senior:

Under general direction, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.

CLIN 9 – LAN/WAN Administrator:

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

CLIN 10 – Network Operations Supervisor:

Provides first level guidance/direction (either as a full-time supervisory position or on a project management basis) to network operation and maintenance analysts, technicians, and/or engineers. Performs technical analysis of complex software, hardware, and transmission facility using various diagnostic tools in support of

efficient network operations. Provides guidance/direction for engineering efforts and test and evaluation programs. Performs on-site engineering when required. Typically requires five years of experience in operations, maintenance, and sustained engineering of LAN to WAN internetworking. Frequently reports to a Regional Manager or Operations Manager.

CLIN 11 – Operations/Technical Support Manager:

Responsible for all activities relating to technical guidance for planning, directing, and monitoring information systems operations. Plans and recommends machine modifications or additional equipment to increase the capacity of the system. Prepares operational cost estimates for current and proposed projects. Evaluates vendor proposals for purchases of hardware. May manage related outsourcing contracts and service levels. Directs compilation of records and reports concerning production, machine malfunctioning, and maintenance. May advise or consult on organizational, procedural, and workflow plans, methods, and procedures analysis. Analyzes the results of workflow plans, monitors the operating system(s) and recommends changes to improve processing and utilization. May have departmental staff responsibility. Frequently reports to an Information Systems Operations Manager or Director of Information Systems Operations.

CLIN 12 – PC Products Analyst:

Under general supervision, analyzes and evaluates microcomputer products and systems available in the marketplace. Analyzes such products for compatibility, expandability, and ease of use and support. Recommends to management the support or nonsupport of evaluated products. Participates in the development and customization of products. Designs application options/screens compatible with mainframe applications. Prepares product development documentation regarding use of product. Frequently reports to a PC Support Manager.

CLIN 13 – PC Systems Specialist:

Under general supervision, performs analytical, technical, and administrative work in the planning, design, and installation of new and existing personal computer systems. Works on moderately complex applications. Confers with end users to determine types of hardware and software required. Writes programs to fulfill requirements or selects appropriate off-the-shelf software and modifies to suit. May maintain or utilize telecommunications protocols. Installs new hardware and maintains existing hardware. Trains end users in use of equipment and software. Frequently reports to a PC Support Manager.

CLIN 14 – Travel

CLIN 15 – Other Direct Costs

CLIN 16 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation**,** and presentation phases.

CLIN 17 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 18 - Client/Server Database Manager:

Projects long-range requirements for client/server database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the client/server database management section.

CLIN 19 - Communications Facility Engineer:

Provides technical direction and engineering knowledge for communications systems infrastructure activities, including planning, designing, and implementing communications infrastructure requirements for buildings and systems. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.

CLIN 20 - Communications Installer:

Assists in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. Performs feasibility studies for small projects. Assists in the evaluation and selection of equipment.

CLIN 21 - Communications Transmission Engineer:

Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.

CLIN 22 - Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

CLIN 23 - Data Architect:

Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

CLIN 24 - Electronic Mail Coordinator:

Monitors servers, replication, and mail routing. Creates user accounts and maintains security levels on databases. Provides first-level telephone support and troubleshoots. Monitors existing messaging infrastructure and server usage, ensuring proper working order.

CLIN 25 - Help Desk Specialist:

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution.

CLIN 26 - Information Assurance Development Engineer:

Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution.

CLIN 27 - Information Assurance Engineer:

Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation

of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

CLIN 28 - Information Assurance Network Specialist:

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

CLIN 29 - Information Assurance Systems/Network Specialist:

Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware, NT, applications software. Detects, diagnoses, and reports NT related problems on both NT server and NT desktop systems. Performs a wide variety of tasks in software/hardware maintenance and operational support of NT Server systems.

CLIN 30 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 31 - IT Subject Matter Specialist:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

CLIN 32 - LAN/WAN/MAN Administrator:

Monitors LAN, WAN, MAN, and servers. Provides batch monitoring, tape back-up, and restoration. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.

CLIN 33 - Network Control Technician:

Tests and analyzes all elements of complex network facilities (including power, software, communications devices, lines, modems, and terminals). Monitors and

controls the performance and status of the network resources. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

CLIN 34 - Network Systems Administrator:

Provides system administration of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.

CLIN 35 - Network Systems Manager:

Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.

CLIN 36 - Network/Hardware Support Technician:

Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Monitors and controls the performance and status of the network resources.

CLIN 37 - Operations Manager - Data Communications:

Manages all aspects of the daily operation for data network(s) in either a stand-alone data network environment in a voice and data separated network environment. Develops project plans for the implementation of new telecommunications technology and systems. Directs technical analysis of complex software, hardware, and transmission systems. Coordinates with vendors involved in providing communication activities.

CLIN 38 - Operations Manager - Voice Communications:

Manages all aspects of the daily operation for voice network(s) in either a stand-alone voice network OR in a voice and data separated network environment. Develops project plans for the implementation of new telecommunications technology and systems. Directs technical analysis of complex software, hardware, and transmission systems.

CLIN 39 - Operations Systems Manager:

Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.

CLIN 40 - Operations/Network LAN Administrator:

Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs and configures workstations.

CLIN 41 - Operations/Technical Support Analyst:

Provides technical guidance for directing and monitoring information systems operations. Implements machine modifications to increase the capacity of the system. Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.

CLIN 42 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 43 - Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 44 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 45 - Site Manager:

Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range

plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources**.**

CLIN 46 - Strategic Planner:

Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.

CLIN 47 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

CLIN 48 - Telecommunications Network Help Desk:

Responds to user complaints to research complex problems associated with the organization's telecommunications networks (voice and/or data). Diagnoses problem source through discussions with users. Coordinates with internal company support and operations groups and/or with vendors to resolve problems. Follows up with users to ensure problem has been resolved. Develops supporting documentation of all activities.

CLIN 49 - Telecommunications/Communications Integration Engineer:

Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/ communications networks and services with computer systems. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.

CLIN 50 - Voice Communications Technician:

Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure

proper escalation during outages or periods of degraded system performance. Maintains PBX/systems and associated hardware.

FUNCTIONAL AREA 4 – NAIC CODE 518210 – Data Processing, Hosting and Related Services:

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 – Data Entry Supervisor:

Supervises all data entry activities. Assigns work to personnel and directs activities. Reviews and evaluates work and prepares performance reports. Frequently reports to a Computer Operations Manager or Production Control Supervisor.

CLIN 3 – Data Warehousing Administrator:

Coordinates the data administration technical function for both data warehouse development and maintenance. Plans and oversees the technical transitions between development, testing, and production phases of the workplace. Facilitates change control, problem management, and communication among data architects, programmers, analysts and engineers. Establishes and enforces processes to ensure a consistent, well-managed and well-integrated data warehouse infrastructure. Expands and improves data warehouse to includes data from all functions of the organization using data manipulation, transformation and cleansing tools. Requires three yeas of experience in the field.

CLIN 4 – Data Warehousing Analyst:

Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Reviews data loaded into the data warehouse for accuracy. Responsible for the development, maintenance

and support of an enterprise data warehouse system and corresponding data marts. Troubleshoots and tunes existing data warehouse applications. Conducts research into new data warehouse applications and determines viability for adoption. Assists in establishing development standards. Evaluates existing subject areas stored in the data warehouse. Incorporates existing subject areas into an enterprise model. Creates new or enhanced components of the data warehouse. Requires two years experience in the field.

CLIN 5 – Data Warehousing Programmer:

Responsible for product support and maintenance of the data warehouse. Performs data warehouse design and construction. Codes and documents scripts and stored procedures. Designs/implements data strategy methods. Develops appropriate programs and systems documentation. Assists with Meta data repository management. Prepares/implements data verification and testing methods for the data warehouse. Creates index and view scripts. Requires two years experience in the field.

CLIN 6 – Data Warehousing Project Manager:

Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Responsible for leading data warehouse team in development and enhancements of the data warehouse user interface. Establishes user requirements. Creates new standards and procedures related to end user and internal interface development. Works with Data Architect on technical issues and system architecture definition. Translates high-level work plans and converts to detailed assignments for team members. Monitors status of assignments and reviews work for completion and quality. Typically requires more than five years of experience.

CLIN 7 – Database Administrator:

Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Typically requires two to four years of experience.

CLIN 8 – Database Manager:

Responsible for all activities related to the administration of computerized databases. Assigns personnel to various projects and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical

problems, priorities, and methods. Consults with and advises users of various databases. Projects long-range requirements for database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the database management section. Typically requires five to seven years of experience.

CLIN 9 – Web Operations Manager:

Responsible for ongoing oversight of web strategy and operations. Develops business plan and annual budget for website function. Accountable for budget, staff planning, management, and product and service delivery. Oversees operational activities of the website(s) with specific attention aimed at content creation and website maintenance. Typically requires experience with web technologies and web page design.

CLIN 10 – Travel:

CLIN 11 – Other Direct Costs:

CLIN 12 - Applications Programmer:

Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents.

CLIN 13 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation**,** and presentation phases.

CLIN 14 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 15 - Client/Server Database Manager:

Projects long-range requirements for client/server database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the client/server database management section.

CLIN 16 – Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

CLIN 17 - Data Architect:

Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

CLIN 18 - Data/Configuration Management Specialist:

Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

CLIN 19 - E-Business Manager:

Sets direction and guides action plans and priorities of electronic commerce, marketing and communications. Develops and facilitates organizational models and structure changes needed to meet the evolving electronic business strategies. Establishes and implements enterprise-wide business systems.

CLIN 20 - Electronic Mail Coordinator:

Monitors servers, replication, and mail routing. Creates user accounts and maintains security levels on databases. Provides first-level telephone support and troubleshoots. Monitors existing messaging infrastructure and server usage, ensuring proper working order.

CLIN 21 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 22 - IT Subject Matter Specialist:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

CLIN 23 - Operations Manager - Data Communications:

Manages all aspects of the daily operation for data network(s) in either a stand-alone data network environment in a voice and data separated network environment. Develops project plans for the implementation of new telecommunications technology and systems. Directs technical analysis of complex software, hardware, and transmission systems. Coordinates with vendors involved in providing communication activities.

CLIN 24 - Operations Manager - Voice Communications:

Manages all aspects of the daily operation for voice network(s) in either a stand-alone voice network OR in a voice and data separated network environment. Develops project plans for the implementation of new telecommunications technology and systems. Directs technical analysis of complex software, hardware, and transmission systems.

CLIN 25 - Operations Systems Manager:

Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.

CLIN 26 - Operations/Network LAN Administrator:

Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs and configures workstations.

CLIN 27 - Operations/Technical Support Analyst:

Provides technical guidance for directing and monitoring information systems operations. Implements machine modifications to increase the capacity of the

system. Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.

CLIN 28 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 29 - Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 30 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 31 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

CLIN 32 - Web Content Analyst:

Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site.

CLIN 33 - Web Security Analyst:

Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet/intranet. Applies Internet firewall technologies to maintain security. Ensures that the user community understands and adheres to necessary procedures to maintain security. Updates and deletes

users, monitors and performs follow-up on compliance violations, and develops security policies, practices, and guidelines.

FUNCTIONAL AREA 5 – NAIC CODE 541519 – Other Computer Related Services:

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 – Business Process Consultant:

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.

CLIN 3 – Business Systems Analyst - Intermediate:

Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less-experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

CLIN 4 – Business Systems Analyst - Senior:

Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Guides and advises less-experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.

CLIN 5 – Business Systems Specialist :

Top-level technical contributor with expertise in particular business processes responsible for formulating systems scope and objectives relative to the organization's business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on complex projects. Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results. Creates detailed specifications from which programs will be written. May have quality assurance responsibilities.

CLIN 6 – Data Security Administration Manager:

Directs and implements the necessary controls and procedures to cost-effectively protect information systems assets from intentional or inadvertent modification, disclosure, or destruction. Provides guidance and direction for the physical protection of information systems assets to other functional units. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Assigns work to subordinates, monitors performance, and conducts performance appraisals. Interviews and makes recommendations for additional staff.

CLIN 7 – Data Security Analyst - Intermediate :

Under general supervision, performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. Conducts accurate evaluation of the level of security required.

Provides management with status reports. Frequently reports to a Data Security Administration Manager.

CLIN 8 – Data Security Analyst - Senior :

Under general direction, performs all procedures necessary to ensure the safety of information systems and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulate issues to management.

CLIN 9 – Disaster Recovery Administrator:

Under general supervision, responsible for the overall security and integrity of organizational electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for ensuring the business resumption plan adequately addresses the organization's requirements and established time frames. Responsible for day-to-day security administration of the organization's data systems and data networks including systems access administration. Typically requires five or more years of experience in disaster recovery/business resumption planning.

CLIN 10 – Disaster Recovery Analyst:

Responsible for security and integrity of assigned electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems and data networks to insure that the integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames. Requires five years experience in the field.

CLIN 11 – Groupware Specialist :

Responsible for the implementation, maintenance, and support of organization messaging system. May work closely with first tier support staff to solve system problems. Ensures smooth integration of all groupware systems in a particular environment. Provides technical support on local groupware replication and client dial-up access issues. Prepares documentation that will assist in the maintenance of the groupware system. May serve as an internal consultant to developers, assisting them in the area of server supports, security, ID files, and other development issues that will aid the process. Requires solid working knowledge of WANs, LANs, and telecommunication concepts as they relate to the groupware system and database replication.

CLIN 12 – Information Services Consultant:

Top-level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing systems needs, systems development, systems process analysis, design, and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications.

CLIN 13 – Information Systems Auditor - Intermediate :

Under general supervision, audits moderately complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems and procedures are in compliance with corporate standards. Competent to work on most phases of information systems auditing.

CLIN 14 – Information Systems Auditor - Senior :

Under general direction, audits the most complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that information systems procedures are in compliance with corporate standards. Competent to work at the highest level of all phases of information systems auditing.

CLIN 15 – LAN Support Technician - Intermediate :

Under general supervision, 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 a multi-protocol environment, and network management software. Typically requires two to four years experience in data communications troubleshooting.

CLIN 16 – LAN Support Technician - Senior:

Under general direction, monitors and responds to complex technical control facility hardware and software problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide LAN server support. Requires extensive knowledge of PC/LAN communications hardware/software in a multi-protocol environment and network management software. May function as lead position providing guidance and training for less-experienced technicians. Typically requires at least four years of experience in data communications troubleshooting.

CLIN 17 – Network Planning Manager:

Responsible for long-term strategic planning to ensure network capacity meets current and future network requirements including planning for remote hardware and communications facilities, development and implementation of methodologies for system analysis, installation, and support. Defines and develops methodology to ensure compatibility of all software and hardware products at each facility. Provides ongoing coordination in the analysis, acquisition, and installation of remote hardware and software. May supervise Network Planning Analysts. Typically requires six to eight years of experience. Frequently reports to a Telecommunications Department Director/Manager or Planning and Engineering Manager.

CLIN 18 – Travel

CLIN 19 – Other Direct Costs

CLIN 20 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development

with emphasis on the planning, analysis, testing, integration, documentation**,** and presentation phases.

CLIN 21 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 22 – Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

CLIN 23 - Data Architect:

Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

CLIN 24 - Information Assurance Development Engineer:

Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution.

CLIN 25 - Information Assurance Engineer:

Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

CLIN 26 - Information Assurance Network Specialist:

Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements solutions that meet network security

requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

CLIN 27 - Information Assurance Systems/Network Specialist:

Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware, NT, applications software. Detects, diagnoses, and reports NT related problems on both NT server and NT desktop systems. Performs a wide variety of tasks in software/hardware maintenance and operational support of NT Server systems.

CLIN 28 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 29 - IT Subject Matter Specialist:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

CLIN 30 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 31 - Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 32 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 33 - Strategic Planner:

Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.

CLIN 34 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

CLIN 35 - Technical Writer:

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document

CLIN 36 - Test Engineer:

Subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

FUNCTIONAL AREA 6 – NAIC CODES 516110 – Internet Publishing and Broadcasting:

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts

project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 – Electronic Data Interchange (EDI) Manager:

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

CLIN 3 – Electronic Data Interchange (EDI) Specialist:

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

CLIN 4 – Web Content Administrator:

Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates and pursues content. Seeks out customers to gather feedback for website improvement and enhancements. Requires experience in production management, web page design, HTML and web graphics types and standards. Requires two years of experience in this field.

CLIN 5 – Web Designer:

Under direct supervision, designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes

to the design group's efforts to enhance the appeal of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires one to three years of experience in the area of web design. Requires knowledge of web-based technologies including browsers ASP pages, HTML code, object-oriented technology, and graphics software.

CLIN 6 – Web Marketing Manager :

Responsible for developing and implementing the organization's web strategies for promoting products and services through strategic marketing on the website. Responsible for assisting in the creation and implementation of the web marketing plan. Works closely with design and content management team to ensure site meets marketing objectives. Monitors site access patterns to adjust strategies and plans. Requires understanding of web technologies.

CLIN 7 – Web Operations Manager :

Responsible for ongoing oversight of web strategy and operations. Develops business plan and annual budget for website function. Accountable for budget, staff planning, management, and product and service delivery. Oversees operational activities of the website(s) with specific attention aimed at content creation and website maintenance. Requires experience with web technologies and web page design.

CLIN 8 – Web Project Manager :

Serves as project manager of a development team responsible for planning, developing, and deploying websites including preparation of text, graphics, audio, and video for web pages. Works directly with partners and clients to determine project scope and specifications. Coordinates the work of design and development teams to implement online designs. Reviews progress, manages resources, and ensures overall quality of completed website. Typically requires experience in management and understanding of web technologies.

CLIN 9 – Web Security Administrator :

Under general supervision, performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet including the protection of confidential order information and external business-to-business connections. Applies Internet firewall and encryption technologies to maintain organizational and customer security. Ensures that the user community understands and adheres to established security procedures. Updates and deletes users, monitors and performs follow-up compliance violations, and develops security policies and practices and guidelines. Requires experience in Firewall/DMZ design and implementation.

CLIN 10 – Web Software Developer :

Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts. Requires development experience in web-based languages.

CLIN 11 – Web Technical Administrator:

Under general supervision, responsible for achieving overall technical integrity of organization's website. Maintains and upgrades hardware and software including website technical architecture related to hardware and telecommunication connectivity. Administers e-mail, chat and FTP services. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Creates tools to ease production process. Automates routine procedures. Works on system-level services to ensure proper patch levels on applications and operating systems. Monitors database integrity. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security. Typically requires experience in systems technologies.

CLIN 12 – Travel

CLIN 13 – Other Direct Costs

CLIN 14 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation**,** and presentation phases.

CLIN 15 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 16 - Communications Transmission Engineer:

Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.

CLIN 17 – Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

CLIN 18 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 19 - IT Subject Matter Specialist:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

CLIN 20 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 21- Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 22 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 23 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

CLIN 24 - Web Content Analyst:

Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site.

CLIN 25 - Web Security Analyst:

Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet/intranet. Applies Internet firewall technologies to maintain security. Ensures that the user community understands and adheres to necessary procedures to maintain security. Updates and deletes users, monitors and performs follow-up on compliance violations, and develops security policies, practices, and guidelines.

FUNCTIONAL AREA 7 – NAIC CODE 519190 – All Other Information Services:

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 – Data Communications Manager – Planning & Implementation :

Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of distributed processing client/server systems. Provides coordination in the analysis, acquisition, and installation of hardware, software, and facilities. Manages the training and efforts of a staff engaged in system and network planning, analysis and monitoring activities. Typically requires eight to ten years of experience in software/hardware LAN and WAN network design and analysis. Frequently reports to a Telecommunications Department Director/Manager or Planning and Engineering Manager.

CLIN 3 – Electronic Data Interchange (EDI) Manager :

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

CLIN 4 – Electronic Data Interchange (EDI) Specialist:

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

CLIN 5 – Information Center Consultant:

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

hardware and software for user groups. Frequently reports to an Information Center Manager.

CLIN 6 – Information Center Specialist:

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

CLIN 7 – Information Systems Training Specialist - Intermediate :

Under general supervision, organizes and conducts moderately complex training and educational programs for information systems or user personnel. Maintains records of training activities, employee progress, and program effectiveness. Competent to work on most phases of information systems training.

CLIN 8 – Information Systems Training Specialist - Senior:

Under general direction, organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Competent to work at the highest level of all phases of information systems training.

CLIN 9 – Quality Assurance Analyst - Intermediate :

Under general supervision, carries out procedures to ensure that all information systems, products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements. Frequently reports to a Quality Assurance Manager.

CLIN 10 – Quality Assurance Analyst - Senior:

Under general direction, carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource

about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements. Frequently reports to a Quality Assurance Manager.

CLIN 11 – Travel

CLIN 12 – Other Direct Costs

CLIN 13 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation**,** and presentation phases.

CLIN 14 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 15 – Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

CLIN 16 - E-Business Manager:

Sets direction and guides action plans and priorities of electronic commerce, marketing and communications. Develops and facilitates organizational models and structure changes needed to meet the evolving electronic business strategies. Establishes and implements enterprise-wide business systems.

CLIN 17 - Electronic Mail Coordinator:

Monitors servers, replication, and mail routing. Creates user accounts and maintains security levels on databases. Provides first-level telephone support and troubleshoots. Monitors existing messaging infrastructure and server usage, ensuring proper working order.

CLIN 18 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 19 - IT Subject Matter Specialist:

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

CLIN 20 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 21 - Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 22 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 23 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

FUNCTIONAL AREA 8 – NAIC CODE 517110 – Wired Telecommunications Carriers

CLIN 1 - Project Manager – Senior:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

CLIN 2 – Communications Analyst - Intermediate:

Under general supervision, assists Senior Level Communications Analyst or Department Manager in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. May conduct feasibility studies for projects. May assist in the evaluation and selection of equipment. Typically requires two to four years experience in telecommunications with particular emphasis in traffic engineering and network design. Frequently reports to Data/Voice Communications Management or Internal Communications Systems Consultant.

CLIN 3 – Communications Analyst - - Senior:

Under general direction, assists in the planning, design, and implementation of communications networks. Responsible primarily for the assessment and optimization of network design through review and assessment of user needs. Conducts feasibility studies for large projects, develops requests for proposal, evaluates vendor products, and makes recommendations on selection. May function as lead position providing guidance and training to less-experienced analysts. Typically requires at least five years of experience in telecommunications with strong emphasis in network design, traffic engineering, equipment vendors, and carriers. Frequently reports to a Data/Voice Communications Manager or Internal Communications Systems Consultant.

CLIN 4 – Data Communications Manager – Planning & Implementation:

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

system and network planning, analysis, and monitoring activities. Typically requires eight to ten years of experience in software/hardware LAN and WAN network design and analysis. Frequently reports to a Telecommunications Department Director/Manager or Planning and Engineering Manager.

CLIN 5 – Internal Communications Systems Consultant :

Provides systems guidance for current and proposed investments in telecommunications and network facilities and/or services from the development of communications software through financial implementation review. Researches present and future communication technologies. Works closely with system users to provide direction/assistance in identification and resolution of user problems. May supervise a group of planning analysts responsible for research/technical assistance for the user group. Typically requires eight to ten years of experience in telecommunications with emphasis on systems analysis, LAN/WAN telecommunications network design, and traffic engineering.

CLIN 6 – Network Planning Analyst – Intermediate:

Under general supervision, plans and evaluates moderately complex existing network systems and makes recommendations for resources required to maintain and/or expand service levels. Provides assistance in network planning, engineering, architecture, and the development of technical standards and interface applications. Evaluates new products as assigned. Provides resolution for network problems. Typically requires four to six years of experience in telecom networks. Frequently reports to a higher Network Planning position or a Telecommunications Department Director/Manager.

CLIN 7 – Network Planning Analyst - Senior :

Under general direction, plans and evaluates complex existing network systems and makes recommendations for resources required to maintain and/or expand service levels. Provides highly skilled technical assistance in network planning, engineering, and architecture. Develops technical standards and interface applications, identifies and evaluates new products, and provides resolution for network problems. May interface with vendors to identify and purchase hardware and software. May function as lead position for other Network Planning Analysts. Typically requires six to eight years of experience in telecom networks. Frequently reports to a Telecommunications Department Director/Manager or a higher Network Planning position.

CLIN 8 – Telecommunications Engineer/Analyst – Intermediate:

Under general supervision, responsible for moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support). Typically requires two to four years of technical telecom experience.

CLIN 9 – Telecommunications Engineer/Analyst - Senior:

Under general direction, responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function such as, but not limited to, network design, engineering, implementation, or operations/user support. Typically requires six to eight years of technical telecom experience.

CLIN 10 – Telecommunications Manager - Single Incumbent:

A single incumbent position with broad management responsibility for all areas of the telecommunications function. Manages and coordinates the day-to-day planning, design, operations, and maintenance of the telecommunications voice and/or data networks including client server support consistent with customer needs, organization objectives, and technological resources. Responsible for telecommunications strategic and tactical planning. Coordinates with customers, vendors, and corporate management. Responsible for department resource allocation. May be responsible for billing systems. Interfaces with Senior/Executive Management to coordinate telecommunications plans with organization's business plan.

CLIN 11 – Telecommunications Manager - Multiple Incumbents:

A multiple incumbent position with broad management responsibility for all areas of the telecommunications function. Position may be structured to address the needs of individual "customer" groups (e.g., organization divisions or business lines) or may reflect total management responsibilities (including planning, engineering, implementation, and operations) for either voice or data communications in a separated network environment. Manages/coordinates day-to-day planning, design, operations, maintenance, and resource allocation including client server support and strategic and tactical planning. Coordinates with customers, vendors, and corporate management. May be responsible for billing systems. Interfaces with Senior/Executive Management to coordinate telecommunications plans with overall business plan. Frequently reports to Telecommunications Management or information systems management.

CLIN 12 – Telecommunications Programmer/Systems Analyst - Intermediate:

Under general supervision, develops telecommunications solutions to address user needs. May interface with users to define needs. Assists in the design, development, and testing of communications software interface programs. Usually involved in the implementation and testing of projects. Requires knowledge of communication protocols, hardware, and real-time operating system programming. Requires proficiency in one or more programming

languages such as Assembler, FORTRAN, or “C”. Typically requires two to four years of experience in telecommunications programming.

CLIN 13 – Telecommunications Programmer/Systems Analyst - Senior:

Under general direction, develops telecommunications software solutions to address user needs. Interfaces with users to define needs. Designs, develops, and tests complex communications software interface programs. Primary responsibilities usually include technical feasibility studies and design phases of project. Requires strong knowledge of communication protocols, hardware, and real time operating system programming. May serve as project leader for lower level programmers. Requires high level of proficiency in one or more programming languages such as Assembler, FORTRAN, or “C”. Typically requires four to six years of experience in telecommunications programming.

CLIN 14 – Voice Communications Administrator :

Monitors and responds to facility hardware and software problems. Assists vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Makes phone system additions, changes, and installs new station equipment. Requires knowledge of monitoring equipment.

CLIN 15 – Voice Communications Manager – Planning & Implementation:

Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of voice communications systems. Provides coordination in the analysis, acquisition, and installation of remote hardware and software. Interfaces with internal and external customers and vendors to determine system needs. Manages the training and efforts of a staff responsible for system and network planning and analysis activities. May include billing/chargeback responsibilities. Typically requires at least eight to ten years of experience in software/hardware voice network design and analysis usually in a telephone operating organization. Frequently reports to a Telecommunications Department Director/Manager or Planning and Engineering Manager.

CLIN 16 – Travel

CLIN 17 – Other Direct Costs

CLIN 18 - Business Subject Matter Specialist:

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation**,** and presentation phases.

CLIN 19 - Chief Information Security Officer:

Ensures that all information systems are functional and secure.

CLIN 20 - Communications Facility Engineer:

Provides technical direction and engineering knowledge for communications systems infrastructure activities, including planning, designing, and implementing communications infrastructure requirements for buildings and systems. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.

CLIN 21 - Communications Installer:

Assists in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. Performs feasibility studies for small projects. Assists in the evaluation and selection of equipment.

CLIN 22 - Communications Transmission Engineer:

Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.

CLIN 23 – Consultant:

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

CLIN 24 - Information Security Business Analyst:

Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

CLIN 25 - Operations Manager - Voice Communications:

Manages all aspects of the daily operation for voice network(s) in either a stand-alone voice network OR in a voice and data separated network environment. Develops project plans for the implementation of new telecommunications technology and systems. Directs technical analysis of complex software, hardware, and transmission systems.

CLIN 26 - Project Engineer:

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

CLIN 27 - Quality Assurance Specialist:

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

CLIN 28 - Security Coordinator:

Coordinates, develops, and evaluates security programs for an organization.

CLIN 29 - Systems Engineer:

Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.

CLIN 30 - Telecommunications Analyst/Technician:

Provides maintenance of the switching equipment. Performs more complex activities for routine maintenance on switch. Reads and interprets circuit diagrams and electrical schematics.

CLIN 31 - Telecommunications Network Help Desk:

Responds to user complaints to research complex problems associated with the organization's telecommunications networks (voice and/or data). Diagnoses problem source through discussions with users. Coordinates with internal company support and operations groups and/or with vendors to resolve problems. Follows up with users to ensure problem has been resolved. Develops supporting documentation of all activities.

CLIN 32 - Telecommunications Technician:

Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits.

CLIN 33 - Telecommunications/Communications Integration Engineer:

Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/ communications networks and services with computer systems. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.

CLIN 34 - Voice Communications Technician:

Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Maintains PBX/systems and associated hardware.

List of Acronyms

ACT	Accounting Control Transaction
ADR	Alternative Dispute Resolution
ASP	Application Service Provider
CAF	Contract Access Fee
CO	Contracting Officer
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CR	Client Representative
CRR	Cost Recovery Report
CSC	Client Support Center
ERP	Enterprise Resource Planning
FA	Functional Area
FAR	Federal Acquisition Regulation
FAST	This 8(a) set-aside contract vehicle!!
FTR	Federal Travel Regulations
FTS	Federal Technology Service
GFP	Government Furnished Property
GSA	General Services Administration
GSAM	General Services Acquisition Manual
GSAR	General Services Acquisition Regulation
GWAC	Government Wide Agency Contract
IT	Information Technology
ITM	IT Manager

ITR	IT Representative
ITSS	IT Solutions Shop
JTR	Joint Travel Regulations
MAIDIQ	Multiple Award Indefinite-Delivery Indefinite-Quantity
NAICS	North American Industrial Classification System
ODC	Other Direct Cost
OGA	Other Government Agency
OSP	Order Selection Process
PCO	Procuring Contracting Officer
RFQ	Request for Quotation
SBA	Small Business Administration
SBSDC	Small Business Solutions Development Center
SCA	Service Contract Act
SIC	Standard Industrial Classification

PREPARE ONE (1) experience format for each project example.
Maximum of 2 projects.

EXPERIENCE FORMAT
Attachment 3

SOURCE SELECTION SENSITIVE INFORMATION

Functional Area: _____ NAICS: _____

1. Dollar Value of Project: _____

2. Government/Commercial Project: **(please circle)**

3. Year of project (within the last two years): _____

With keeping in mind the NAICS codes definitions and Corresponding Index Entries shown in Section C, clearly demonstrate the relationship of this project experience to the FA in 250 words or less. Experience will be considered acceptable if it clearly demonstrates that the scope of the example project fell within the NAICS code and, conversely, will be found unacceptable if it is not clearly demonstrated.

(Begin Narrative)

COMPANY PROFILE FORMAT
Attachment 4

SOURCE SELECTION SENSITIVE INFORMATION

1. Submit in 1 page (200 words or less) your profile following the Example Format below.

2. Do not submit company logos/graphics or anything in header/footer areas.

3. The Contract Manager referenced below is the person referred to in connection with title in Section H of the solicitation.

4. EXAMPLE FORMAT

Company Name
Address
City, State & Zip Code
Phone & FAX
Graduation date from the 8(a) program _____

Contract Manager (CM) Phone:	**(123)-456-7890**
CM FAX	(123)-456-0000
CM EMAIL	me@mycompany.com
Corporate GWAC Website	www.website.com

Socioeconomic Status (check all that apply): HUBZone _____
Veteran Owned _____
SDV Owned _____
Woman Owned _____

GWAC Functional Area's &
Contract Number GSA will fill this in

History of the Company:

Products and Services Offered:

PAST PERFORMANCE QUESTIONNAIRE

Attachment 5

S O U R C E S E L E C T I O N S E N S I T I V E
I N F O R M A T I O N

Name of Offeror:

_____

Name of Customer: _____
Contract Number: _____
Contract Value: _____
Period of Performance: _____
Functional Area(s): _____
NAICS Code(s): _____

The ratings below are supplied by the organization identified above, and submitted by the offeror with their proposal.

Answers to Questions 1-6 are based on information obtained from the named organization, not the offeror. Ratings to be used are: Outstanding = 5; Excellent = 4; Good = 3; Fair = 2; Poor = 1, and Unsatisfactory = 0. Ratings should be supported with the appropriate comments. Use only whole numbers. Anything lower than an overall rating of 3 will constitute an unacceptable level of risk.
(See Section L.3.7.) Neutral ratings for past performance will be assigned when there is no past performance history available. Neutral ratings will not penalize the offeror and will result in their offer being further evaluated.

1. Quality of Product or Service Rating: _____
   Comments:

2. Timeliness of Performance Rating: _____
   Comments:

3. Business Relations: Rating: _____
   Comments:

4. Compliance with Price Estimates: Rating: _____
   Comments:

5. Customer Satisfaction Rating: _____
   Comments:

6. Overall Performance Rating: _____
   Comments:

7. Would you do business with this company again? Yes / No

8. Questionnaire completed by:

_____
Name of Employee

_____
Title

_____
Mailing Address (Street Address)

_____
(City, State, Zip)

_____
Telephone and Fax Numbers

_____
E-Mail Address

Signature of Employee Date

RATING GUIDELINES

Summarize contractor performance in each of the rating areas. Assign each area a rating of 0 (Unsatisfactory), 1 (Poor), 2 (Fair), 3 (Good), 4 (Excellent), 5 (Outstanding). Use the following instructions as guidance in making these evaluations.

Criteria:	**Quality of Product or Service**	**Price Control**	**Timeliness of Performance**	**Business Relations**
	• Compliance with contract requirements • Accuracy of reports • Effectiveness of personnel • Technical excellence	• Record of forecasting and controlling target prices • Current, accurate and complete billings • Relationship of negotiated prices to actuals • Price efficiencies	• Met interim milestones • Reliability • Responsive to technical direction • Completed on time including wrap-up and contract administration • Met delivery schedules • No liquidated damages assessed	• Effective management, including subcontracts • Reasonable/cooperative behavior • Responsive to contract requirements • Notification of problems • Flexibility Pro-active vs. reactive • Effective small/small disadvantaged business subcontracting program

0 - Unsatisfactory	Non conformances are jeopardizing the achievement of contract requirements, despite use of Agency resources	Ability to manage price issues is jeopardizing performance of contract requirements, despite use of Agency resources	Delays are jeopardizing performance of contract requirements, despite use of Agency resources	Response to inquiries, technical/service/admin-istrative issues is not effective
1 - Poor	Overall compliance requires major Agency resources to ensure achievement of contract requirements	Ability to manage price issues requires major Agency resources to ensure achievement of contract requirements	Delays require major Agency resources to ensure achievement of contract requirements	Response to inquiries, technical/service/admin-istrative issues is marginally effective
2 - Fair	Overall compliance requires minor Agency resources to ensure achievement of contract requirements	Ability to control price issues requires minor Agency resources to ensure achievement of contract requirements	Delays require minor Agency resources to ensure achievement of contract requirements	Response to inquiries, technical/service/admin-istrative issues is somewhat effective
3 - Good	Overall compliance does not impact achievement of contract requirements	Management of price issues does not impact achievement of contract requirements	Delays do not impact achievement of contract requirements	Response to inquiries, technical/service/admin-istrative issues is usually effective
4 - Excellent	There are no quality problems	There are no price management issues	There are no delays	Response to inquiries, technical/service/admin-istrative issues is effective
5 - Outstanding	The contractor has demonstrated an outstanding performance level in any of the above four categories that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances when contractor performance clearly exceeds the performance levels described as Excellent.			

ADDENDUM TO PAST PERFORMANCE QUESTIONNAIRE

Attachment 8

S O U R C E S E L E C T I O N S E N S I T I V E I N F O R M A T I O N

Name of Offeror: _____

Name of Customer: _____
Contract Number: _____
Contract Value: _____
Period of Performance: _____
Functional Area(s):
NAICS Code(s):

This form must be completed by the offeror, attached to the applicable Past Performance Questionnaire and submitted with the offeror's proposal.

Please check which Functional Areas the Past Performance Questionnaire applies to and indicate the dollar value that was associated with each Functional Area.

*Pursuant to Section L.3.7, the portion of the work performed under **each** Functional Area must be valued at $100,000 or more.

Check all that apply	Applicable FA	*Dollar Value
	FA1 – 541511	
	FA2 – 541512	
	FA3 – 541513	
	FA4 – 518210	
	FA5 – 541519	
	FA6 – 516110	
	FA7 – 519190	
	FA8 – 517110	

Please provide narrative as to how the project relates to each Functional Area indicated above.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

CREDIT AND FINANCE (6BCDC)
INSTRUCTIONAL LETTER GSA FORM 527

Solicitation Number: _____

The contractor officer has requested our assessment of your financial responsibility for the subject solicitation in accordance with the Federal Acquisition Regulation 9.1 04-1. Please complete and return the enclosed GSA Form 527, retaining a copy for your file. The information provided will be held in confidence. You need not complete Section VI of this form, unless you are bidding on a building construction or service contract. **All other sections of the form must be completed and THE FORM MUST BE SIGNED AND DATED.**

Financial statements must be submitted on the legally liable entity and should **include both fiscal year end and the latest interim figures. Copies of your financial statements may be submitted as attachments. Please provide your accountant's report and notes, if available.** Consolidated statements are not acceptable unless they show financial results on the bidding entity, or are accompanies by a corporate guaranty; contact our analyst for proper wording and format. You may send any additional data that supports your financial responsibility.

Bank and Trade Reference: When completing Section IV and V, it is important that you list complete addresses, names of contacts, telephone numbers and telefax numbers. You may provide these on the form or a separate sheet of paper. Make sure your bank is authorized to answer our credit inquiry.

Your immediate attention to this request is necessary to avoid processing delays. The requested information must be received by the closing date of the solicitation to avoid having this case closed due to nonresponse.

SECTION K

REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://www.arnet.gov/far

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
SOLICITATION PROVISIONS

Provision No.	Provision Title	Date
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions	(APR 1991)

K.2 52.203-2 Certificate of Independent Price Determination (APR 1985)

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a sealed bid solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision _____

[Insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of this or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraphs (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of Provision)

K.3 52.204-3 Taxpayer Identification (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701 (c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

[ ] TIN:_____ .

[ ] TIN has been applied for.

[ ] TIN is not required because:

[ ] Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

[ ] Offeror is an agency or instrumentality of a foreign government;

[ ] Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

[ ] Sole proprietorship;

[ ] Partnership;

[ ] Corporate entity (not tax-exempt);

[ ] Corporate entity (tax-exempt);

[ ] Government entity (Federal, State, or local);

[ ] Foreign government;

[ ] International organization per 26 CFR 1.6049-4;

[ ] Other _____ .

(f) Common parent.

[ ] Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

[ ] Name and TIN of common parent:

Name _____

TIN _____

(End of Provision)

K.4 52.209-5 Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ( ) have not ( ), within a three-year period preceding this offer, been convinced of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has ( )has not ( ), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of Provision)

K.5 52.21 5-6 Place of Performance (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, [ ] intends, [ ] does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance (Street Address, City, County, Zip Code)	Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror or Respondent

(End of Provision)

K.6 52.219-1 Small Business Program Representations – Alternate I (APR 2002)

(a)(1) The National American Industry Classification System (NAICS) for this acquisition is 541511, 541512, 541513, 518210, 541519, 516110, 519190, 517110.

(2) The small business size standards are as follows:

			yes/no
FA 1:	541511	$21 Million	_____
FA 2:	541512	$21 Million	_____
FA 3:	541513	$21 Million	_____
FA 4:	518210	$21 Million	_____
FA 5:	541519	$21 Million	_____
FA 6:	516110	500 Employees	_____
FA 7:	519190	$6 Million	_____
FA 8:	517110	1500 Employees	_____

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it [ ] is, [ ] is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it [ ] is, [ ] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it [ ] is, [ ] is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it [ ] is, [ ] is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it [ ] is, [ ] is not a service-disabled veteran-owned small business concern.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that-

(i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.]

Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) [Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.] The offeror shall check the category in which its ownership falls:

_____ Black American.

_____ Hispanic American.

_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

_____ Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision-

"Service-disabled veteran-owned small business concern"-
(1) Means a small business concern-

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern-

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern-

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of

the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall-

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of Provision)

K.7 52.222-22 Previous Contracts and Compliance Reports (FEB 1999)

The offeror represents that--

(a) It [ ] has, [ ] has not participated in a previous contract or subcontract subject the Equal Opportunity clause of this solicitation;

(b) It [ ] has, [ ] has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of Provision)

K.8 52.222-25 Affirmative Action Compliance (APR 1984)

The offeror represents that (a) it [ ] has developed and has on file, [ ] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it [ ] has not previously had contracts subject to written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of Provision)

K.9 52.222-38 Compliance with Veterans' Employment Reporting Requirements (Dec 2001)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans), it has submitted the most recent VETS-100 Report required by that clause.

(End of Provision)

K.1 0 52.223-13 Certification of Toxic Chemical Release Reporting (JUN 2003)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: [Check each block that is applicable.]

[ ] (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

[ ] (ii) The facility does not have 10 or more full-time employees as specified in section 31 3(b)(1)(A) of EPCRA, 42 U.S.C. 11 023(b)(1)(A);

[ ] (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 1 1023(f) (including the

alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

[ ] (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 though 33; or;

[ ] (v) The facility is not located within any State of the United States or its outlying areas.

(End of Provision)